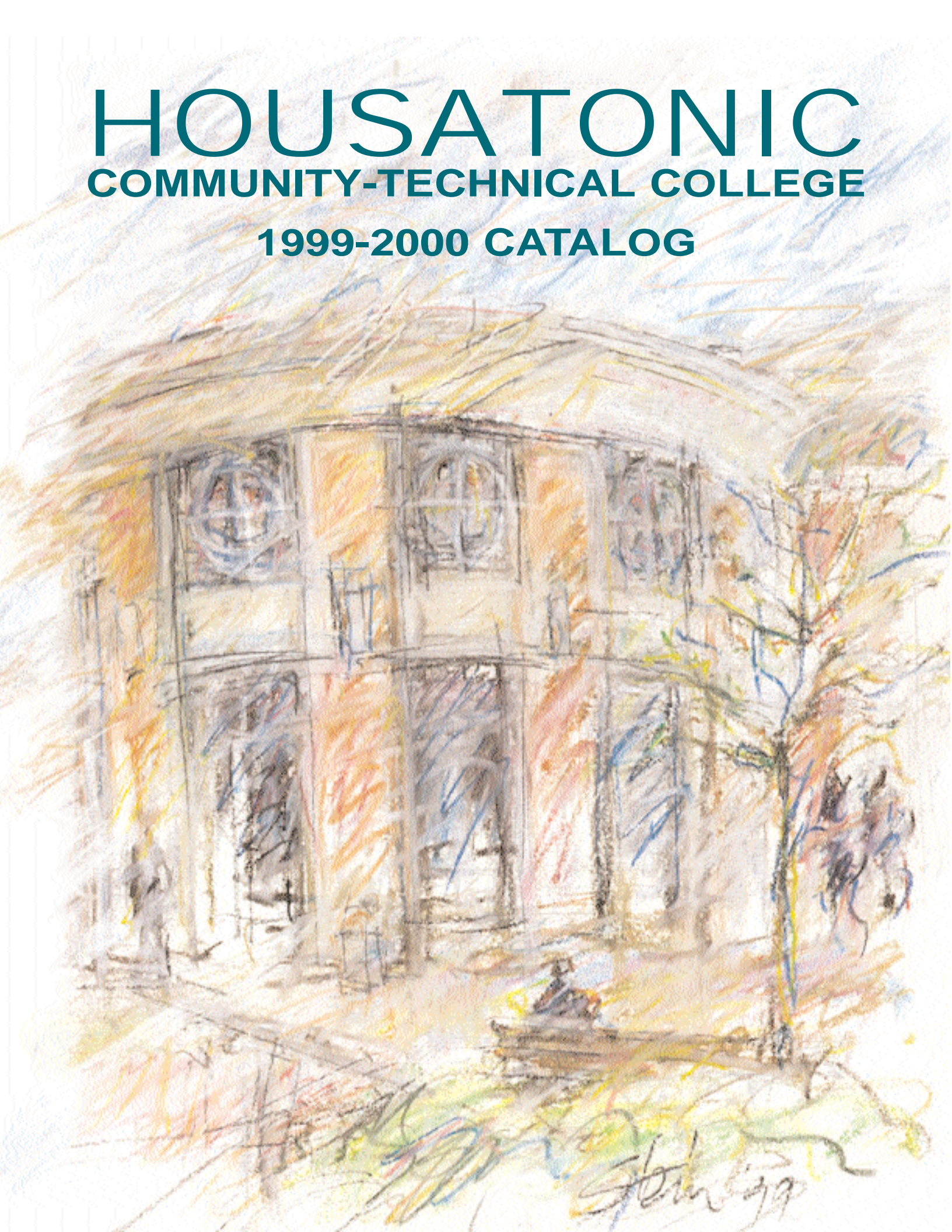


HOUSATONIC

COMMUNITY-TECHNICAL COLLEGE

1999-2000 CATALOG



VISITORS

Visitors are welcome at the College, or the website, www.hctc.commnet.edu. Administrative offices are open from 8:30 a.m. until 4:30 p.m. Monday through Friday. Some offices are open evenings. Other evening hours are available by appointment. Hours of the summer session are published in the summer session schedules. The Evening Division office is open until 9:30 p.m. when classes are in session.

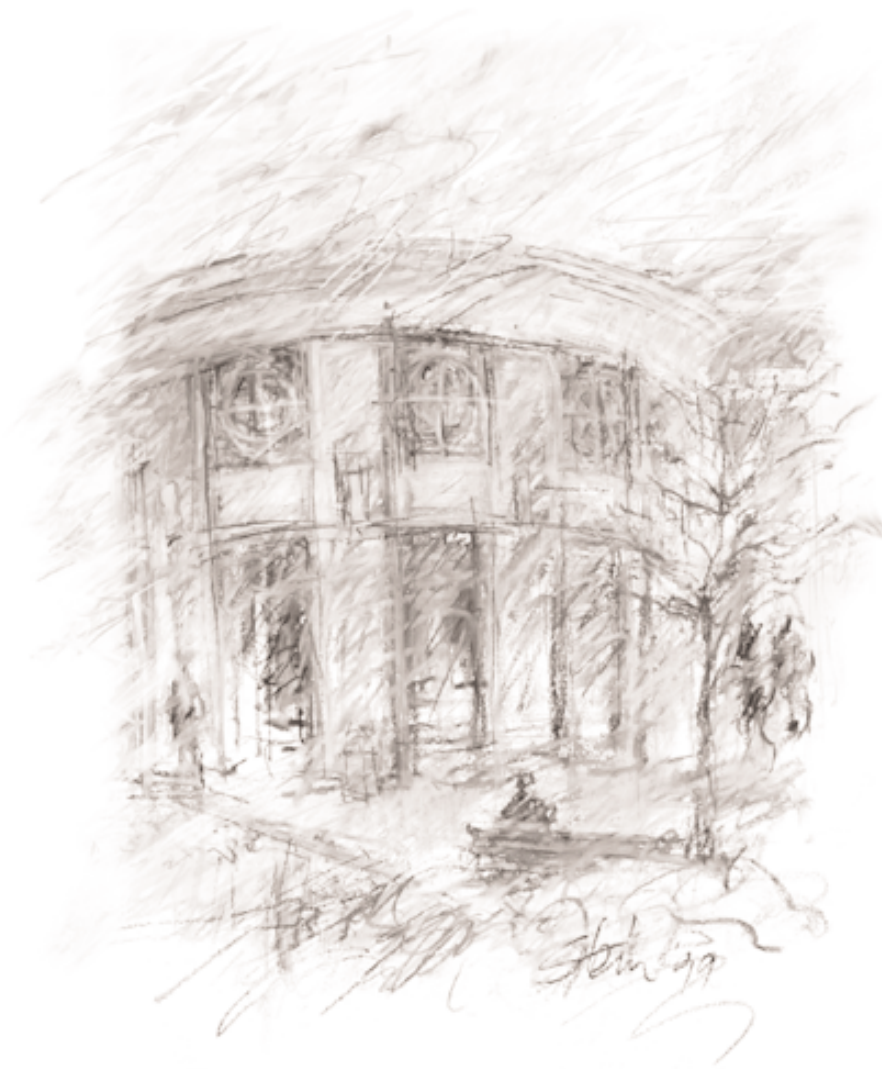
STATEMENT OF NON-DISCRIMINATION

Housatonic Community-Technical College 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 disorder, marital status, mental retardation, sexual orientation, learning disability, physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 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, Housatonic Community-Technical College will not discriminate against any person on the grounds of political beliefs or veteran status. Questions concerning College policy and practice or protection against discrimination should be directed to Brenda Alexander, HCTC Office of Affirmative Action, 332-5199.

CATALOG INFORMATION

While every effort has been made to ensure the accuracy of the information provided, Housatonic Community-Technical College reserves the right to make any changes at any time without prior notice. The College provides catalog information solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred. The catalog cannot be considered as an agreement or contract between individual students and the College or its administration.

*Catalog cover and catalog design by
Michael Stein, Professor of Art
Esther Watstein, Editor
Susan Greene, Production*



Housatonic
Community-Technical College
900 Lafayette Boulevard
Bridgeport, Connecticut 06604-4704

Catalog 1999-2000

GENERAL INFORMATION 332-5000

Automated Information Line 332-5200

Academic Matters 332-5061

Dean of Learning 332-5061

Administrative Matters 332-5224

President 332-5224

Academic Support Center 332-5261

Director 332-5261

Admissions, Catalogs 332-5100

Director of Admissions 332-5100

Art Museum 332-5052

Museum Director 332-5052

Center For Business & Industry 332-5056

Director 332-5056

Continuing Education 332-5150

Director 332-5150

Counseling, Personal and 332-5097

Student Development 332-5097

Disabilities Support Center 332-5018

Coordinator 332-5018

Evening Programs 332-5050

Evening Division 332-5050

Financial Aid 332-5047

Director of Financial Aid 332-5047

Library 332-5075

Media Relations 332-5230

Marketing & Public Info. 332-5230

Outside Events 332-5058

Coordinator 332-5058

Payment of College Charges 332-5004

Business Manager 332-5004

Records and Transcripts 332-5088

Registrar 332-5088

Services for Students 332-5084

Director, Learning Support 332-5084

Special Services 332-5035

Director 332-5035

Student Activities 332-5094

Coordinator, Student Life 332-5094

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www.hctc.commnet.edu

Fall Semester 1999*

Semester begins

Registration and Orientation

Classes begin

** Labor Day Holiday

Late registration

Last day to add open courses without special permission

Last day to drop courses and receive automatic "W"

Thanksgiving recess

** Thanksgiving Holiday

Classes resume

Last day of classes

Final exams

Final grades due from faculty

** Christmas Holiday

Tuesday, August 24

Wednesday, August 25 — Friday, August 27

Saturday, August 28

Monday, September 6

Saturday, August 28 — Friday, September 3
(Closed Sunday)

Friday, September 3

Monday, September 27

Thursday, November 25 — Sunday, November 28

Thursday, November 25

Monday, November 29

Monday, December 6

Tuesday, December 7 — Monday, December 13

Thursday, December 16

Friday, December 24

Winter session

Monday, December 27 — Thursday, January 13

Spring Semester 2000*

Semester begins

Registration and Orientation

Classes begin

Late registration

Last day to add courses

Last day to drop courses and receive automatic "W"

**President's Day

Last day of classes before Spring break

Spring break

Classes resume

Easter Recess

**Good Friday Holiday

Last day of classes

Final exams

Final grades due from faculty

**Memorial Day Holiday

Commencement

Semester ends

Tuesday, January 11

Wednesday, January 12 — Friday, January 14

Tuesday, January 18

Tuesday, January 18 — Monday, January 24
(Closed Sunday)

Monday, January 24

Monday, February 14

Monday, February 21

Sunday, March 12

Monday, March 13 — Sunday, March 19

Monday, March 20

Friday, April 21 — Sunday, April 23

Friday, April 21

Monday, May 8

Tuesday, May 9 — Monday, May 15

Wednesday, May 17

Monday, May 29

Thursday, June 1

Monday, June 5

Summer Sessions 2000

Session I - 8-week session

June 5 – July 27

No classes on Tuesday, July 4

Session II - 5-week session

June 5 – July 6

No classes on Tuesday, July 4

Session III – 5-week session

July 10 – August 10

*Dates subject to change

**College Closed

ABOUT HOUSATONIC COMMUNITY-TECHNICAL COLLEGE

Housatonic Community-Technical College has been serving students in the Greater Bridgeport and Lower Naugatuck Valley area for more than 30 years. In that time, many thousands of students have graduated and thousands more have been served in credit and non-credit courses. The College opened its doors in 1966 with 378 students at the Stratford Community College Center, a branch of Norwalk Community College. Housatonic became an independent part of the community college system in July 1967.

Housatonic moved to Bridgeport in 1971 into a rented facility, previously the Singer Sewing Machine factory, on Barnum Avenue. Searches to identify, purchase land, and construct a permanent campus for the college continued until the College moved into its permanent campus at 900 Lafayette Boulevard, Bridgeport, between sessions in January 1997.

In 1993, Housatonic changed its name to Housatonic Community-Technical College in recognition of its expanded mission to provide high level technical education to students in the region.

Today, the Housatonic facility and its equipment are state-of-the-art, and the College remains based on the solid foundations of continued service, providing education and programs to meet the needs of those in the eleven-town area centered about Bridgeport.

The Housatonic Community-Technical College Foundation, Inc

The Housatonic Community-Technical College Foundation, Inc., was formed in 1990 by a group of Greater Bridgeport area residents to assist the College and its students beyond the fundamentals provided by the state, and to help the College grow as a unique resource. It provides resources for scholarships, equipment, community outreach, and for the art museum and its collection. Since its founding, through fund-raising efforts, the Foundation has awarded over \$140,000 in scholarships and other assistance to Housatonic students. It continues to seek ways to assist the College and to identify sources of additional funds. The Foundation is approved by the IRS as a tax-exempt organization. Contributions can be sent to the HCTC Foundation, Inc., 900 Lafayette Blvd., Bridgeport, CT 06604-4704.

HOUSATONIC'S MISSION

Our purpose at Housatonic Community-Technical College is to empower all individuals to develop to their full potential. We are committed to lifelong learning for all. As a knowledgeable and dedicated faculty and staff, we work together with students in a learner-centered, supportive, and stimulating environment. We prepare students to participate in, and contribute responsibly to, our global society.

We strive for:

- Affordable, accessible, and high-quality higher education;
- Sensitivity to students with diverse backgrounds, needs and goals;
- An intellectually active and culturally rich environment that features the largest art collection of any two-year college in the country;
- A state-of-the-art campus with up-to-date technology and facilities designed to serve students, community groups, and local businesses;
- A vital liberal arts foundation to help students to develop creativity, critical thinking, and problem-solving skills;
- Certificate, training, and associate programs for transfer to baccalaureate institutions, for specific job and employment skills, and for personal enrichment;
- Comprehensive student support services that work proactively with students for their success;
- Active partnerships with the community, businesses, and other educational institutions.

HOUSATONIC'S ACADEMIC GOALS

Housatonic Community-Technical College is a two-year comprehensive community-technical college authorized to award the Associate in Arts and Associate in Science degrees. Students are prepared to continue their education, and to transfer their credits to four-year institutions throughout the country. The career programs of the College prepare graduates for technical and semi-professional occupations in business, industry and the health services that ordinarily require no more than two years of collegiate study. All career curricula include a core of studies in liberal and general education as well as technical and occupational courses.

The College also offers a broad variety of certificate programs and program options to prepare students for employment or advancement in business, industry, allied health, and public service organizations. Special support services designed to help students succeed include Writing Across the Curriculum Center, Bilingual Transitional Program, a program for those with disabilities, a Special Services Program for the Disadvantaged, and free tutoring.

A highly qualified and committed faculty and staff provide these support and instructional services primarily at the main campus and other sites within the service area to meet educational needs.

Housatonic sponsors Continuing Education, non-credit courses, seminars, cultural events, and forums

designed to respond to specific learning needs of the citizens of its service area and to stimulate community dialogue. The majority of Continuing Education offerings are created to enhance the career potential of local citizens and often focus on the rapidly changing requirements of the workplace. For more information about Continuing Education programs, visit the website at www.hctc.commmnet.edu or call (203) 332-5150.

Service to the community is also provided by the Housatonic Community-Technical College Center for Business and Industry Services, which is part of the Business and Industry Services Network of Connecticut's community-technical colleges. The network provides a statewide link between business, industry, government and higher education. Housatonic's Center for Business and Industry Services offers a full range of education and training programs to meet the needs of business and industry in the region.

The Center performs needs assessments, customized training and retraining, on-site education and training including courses on specific topics, seminars and workshops, degree and certificate programs (credit and credit-free), distance learning, and grant writing assistance. For information call the Center at (203) 332-5056. Housatonic's campus in downtown Bridgeport offers great opportunities for community outreach, with a performance space, meeting rooms, art galleries, and other public spaces which provide the setting for cultural and educational activities creating a gathering place for the entire community and the focal point for lifelong learning.

ORGANIZATION

Housatonic Community-Technical College is one of *12 regional community-technical colleges in Connecticut. Each serves specific geographic areas and each offers some specialized degree and certificate programs. The system was established under Public Act 330 enacted in 1965 and amended in 1989 when the separate community college and technical college systems were merged. One governing board, the Board of Trustees of Community-Technical Colleges, and one central administrative office oversee the 12 institutions. Currently the institutions are: Asnuntuck (Enfield), Capital (Hartford), Gateway (New Haven), Housatonic (Bridgeport), Manchester (Manchester), Middlesex (Middletown), Naugatuck Valley (Waterbury), Northwestern (Winsted), Norwalk (Norwalk), Quinebaug Valley (Danielson), Three Rivers (Norwich), and Tunxis (Farmington).

Housatonic's administrative officers are:

The President: Dr. Janis M. Wertz-Hadley
 The Dean of Administration: Dr. Paul S. McNamara
 The Dean of Learning: Dr. Ruth K. MacDonald
 The Dean of Outreach Services: Dr. Robert H. Thornton

THE COMMUNITY-TECHNICAL COLLEGE SYSTEM MISSION

Connecticut's Community-Technical Colleges are statewide leaders and partners in the academic, economic, and cultural lives of our communities, providing comprehensive, accessible, innovative, and affordable learning. To realize this distinctive mission, the Community-Technical Colleges:

- Provide a broad range of credit and non-credit liberal arts and sciences, career, and technical, associate degree and certificate programs leading to: transfer, employment, and lifelong learning;

- Promote learner success and inclusion through a stimulating, nurturing learning environment, high quality instruction, support services, and co-curricular activities;

- Support economic development through partnerships with labor, business, industry, government and our communities, providing workforce development, business development, technology transfer;

- Build community through the sponsorship of intellectual, cultural, social and recreational events and activities;

- Engage students and community members to become active and responsible leaders in their communities.

ACCREDITATION

Housatonic is accredited by the Board of Governors for Higher Education of the State of Connecticut and by the New England Association of Schools and Colleges, Inc., a national, non-governmental organization whose affiliated institutions include elementary schools through institutions offering post-graduate instruction. Accreditation by the New England Association indicates that an institution meets or exceeds criteria for quality, institutional integrity, and continuity. Assessment is periodically reviewed through a peer group review process.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of Housatonic Community-Technical College or to the New England Association of Schools and Colleges, The Sanborn House, 15 High Street, Winchester, Massachusetts 01890, (617) 729-6762.

Housatonic Community-Technical College curricula are licensed and accredited by the Board of Governors for Higher Education of the State of Connecticut. The College is authorized to award the Associate in Arts and the Associate in Science degrees. For accreditation for the following programs, see:

Clinical Laboratory Sciences	page 47
Occupational Therapy Assistance	page 66
Physical Therapist Assistant page	page 68



HCTC ADMISSIONS

GENERAL PHILOSOPHY

Housatonic has an open-door admission policy limited only by available financial resources and space. The College provides educational opportunities to people regardless of age, religion, racial or ethnic backgrounds or disabilities.

Admission to some programs within Housatonic requires personal interviews and/or special academic background. The specific requirements of these programs are on the pages as follows: Clinical Laboratory Science, 46; Drug & Alcohol Rehabilitation Counselor, 50; Nursing, 64; Occupational Therapy Assistant, 66; Physical Therapist Assistant, 68. The Admissions Office assists anyone needing further program information. A personal interview is optional, and those who wish may make an interview appointment by contacting the Admissions Office.

REQUIREMENTS FOR ADMISSION

If you plan to enroll at Housatonic Community-Technical College, you must be a graduate of an approved secondary school or hold a State Equivalency Certificate (GED). If you are a mature applicant who cannot meet these requirements, you may be given special consideration based on your qualifications and experience.

To apply for admission, you must:

1. Obtain an application from the Admissions Office or from a high school guidance office.
2. Return the completed application with a \$20 non-refundable application fee to the Admissions Office. This fee is paid only once.
3. Submit an official copy of your high school transcript (sent from your high school) showing graduation, or a copy of your diploma, or submit a copy of your GED.
4. Submit an official transcript of previous course work to

the Admissions Office if you have attended another post-secondary institution (college/training institute).

5. Provide proof of compliance with the Measles/Rubella Immunization policy. See next page for complete information.

ADMISSION DATES

Individuals interested in enrolling at Housatonic should apply for admission as early as possible. Students are admitted on a first-come, first-served basis.

Students entering Allied Health programs are admitted only for the Fall semester (see individual program descriptions) but may enroll earlier for their prerequisite academic core courses under the General Studies program.

Application forms and other information about applying for admission can be obtained from the Admissions Office by a personal visit to the office at 900 Lafayette Blvd. or by mail to the Director of Admissions, Housatonic Community-Technical College, 900 Lafayette Blvd., Bridgeport, CT 06604-4704, or by calling 332-5100.

MEASLES/RUBELLA IMMUNIZATION

Connecticut state law requires that students born after December 31, 1956 must have been inoculated against rubella (German measles) after they were one year old; and have been inoculated against measles also after they were one year old, but after January 1, 1969. Students must also have received a second inoculation against measles, at least one month after the first inoculation but after 1980.

Every student must present official documentation of immunization before being permitted to register.

Any one of the following documents presented to the Health Services Office will be accepted:

A physician's certification of proper immunization;

A blood test certification of immunity to measles and rubella;

A physician's certification that immunization would be harmful to you; or

A signed statement that immunization is against your religious beliefs.

For additional information or questions, contact the Health Services Office at 332-5062.

PLACEMENT TESTING

Most first-time students admitted to Housatonic are required to take a placement test. This test, administered on a personal computer, is designed to provide students with information about their basic academic skills in English and mathematics. This information assists students and the College in making decisions about placement in particular courses or about the course section suited to the student's level of preparation.

The College requires that the following students take the test:

All first-time students enrolled in a degree or certificate program;

Any student who does not initially seek a degree or certificate but who registers for a course that would result in the accumulation of 12 or more credits;

Any transfer student who has not successfully completed both an English composition course and a college-level math course (transcripts required);

Any student electing to take an English writing course or a mathematics course;

Any student electing to take English as a Second Language courses.

When the Test is Given

Placement tests are given throughout the year. New and readmit applicants will be notified by the Admissions Office when the test will be given.

Test Waivers

Please check with the Admissions Office regarding test waiver qualifications.

First-time students who have earned an associate degree or higher college degree need not be tested. Official transcripts are required. Hand-carried documents are not accepted.

ADVANCED PLACEMENT BY EXAMINATION

Placement in advanced or higher-level courses may be granted on the basis of scores on the College Entrance Examination Board's Advanced Placement Exams, College Level Examination Program (CLEP), DANTES program or the US Armed Forces Institute Test.

These tests administered by the Academic Support Center determine earned credit for prior learning. Students attending colleges other than Housatonic may apply to take the CLEP or DANTES examinations at the Center and have scores evaluated at their own institutions. Further information about receiving advanced placement may be obtained from the Academic Support Services.

CREDIT (BY EXAMINATION) FOR EXPERIENTIAL LEARNING

Educational experiences gained outside of the traditional college setting through employment, military, volunteer work or independent study activities may be valid towards completing degree requirements. Students who have enrolled in a degree or certificate program at Housatonic may be granted credit and advanced standing for such experiences.

If you wish to earn credit for experiential learning, you must complete an application form from the Admissions Office and submit it to the appropriate academic department for approval. Upon approval, arrangements will be made for completing either a standardized or departmental test or other assessment procedure for determining if credit will be granted. The Admissions

Office will notify you of credit awards. No more than fifty percent of an approved program may be awarded for prior experiential learning. All work must be completed within one year from the initial date of the request.

ADMISSIONS TO SPECIAL PROGRAMS

Please refer to the following programs and pages for special admission requirements:

Clinical Laboratory Science	47
Drug and Alcohol Rehabilitation Counselor	51
Honors	35
Nursing	65
Occupational Therapy Assistant	66
Physical Therapist Assistant	68

Students with Disabilities

Students with disabilities are advised to seek counseling and special class scheduling immediately after acceptance by the College. Students are encouraged to inquire about services at the time of admissions, through the Director of Learning Support. We welcome students with disabilities and the opportunity to make their college experience a successful one.

Students with Medical Problems

It is the student's responsibility to notify the Director of Learning Support, the Health Services Office, and instructors of any chronic medical problem. In this manner, better service can be provided for those with medical problems.

Special Students

Special students in General Studies are students who have not as yet selected a program, although they have been formally admitted to the College. Special students are not required to submit an official high school or college transcript until they enroll into a degree or certificate program. They may register only as part-time students (11 or less credits per semester) and enroll on a course-by-course basis. Special students taking credit courses may have these credits applied toward a degree or certificate upon declaration of degree status.

Admission of High School Students

Housatonic and many area high schools have signed agreements which permit eligible high school juniors and seniors to enroll in college credit courses at Housatonic at no cost under the Housatonic - High School Partnership Program. Students must have the written recommendation of their high school principal or counselor and have at least an 80 academic average. Students admitted under the High School Partnership Program are responsible for the cost of their books and transportation.

Other high school students who demonstrate sufficient scholastic ability and who are approved by their high school principal or designated representative may be

admitted on a tuition-paying basis. A letter of recommendation must be submitted with the application form to the Director of Admissions.

All high school students may be admitted to courses of study for which they satisfy the prerequisites. The credits earned shall be held until graduation from high school, at which time credits may be used to satisfy appropriate degree requirements or may be transferred to other colleges.

Tech-Prep

Housatonic also participates in the School-to-Career program, an integrated school-based and work-based experience that combines academic and occupational learning. School-to-Career also provides activities that serve as a link between secondary and post-secondary education.

Tech Prep, a part of this program, offers at least four years of sequential course work at the secondary and post-secondary levels to prepare students for technical careers. Programs typically begin in the 11th grade and result in an award of an associate degree or certificate after two years of post-secondary training. Tech Prep is designed to build student competency in academic subjects and provide broad technical preparation in a career area. High school students interested in this program should speak with their advisors or call the Housatonic coordinator of the School-to-Career/Tech Prep program.

Admission of Senior Citizens

Senior Citizens follow the admission procedure outlined on page 14. The application fee is waived for persons 62 years of age or older; proof of age must be provided at time of application.

Admission of Veterans

Veterans follow the admission procedure outlined on page 14. In addition, veterans eligible to receive educational benefits must bring a copy of their DD-214 (separation papers). Veterans eligible to receive military educational benefits under the GI Bill must bring a legible copy of their DD-214 discharge if there was prior active duty on their current Notice of Basic Eligibility (NOBE) if the student is a member of the CT Guard of Reserves.

Tuition waivers are granted to all current CT Guard personnel in good standing as well as veterans who served during Desert Storm or other military operations. See the HCTC Veteran's Representative in B109A for more details. Please refer to the section on Costs, page 13

Admission of Foreign Students

Foreign students must have the equivalent of an American high school diploma and must present official copies of all academic records with the application. Transcripts in a language other than English must be accompanied by certified translations. All foreign students, except those from coun-

tries where English is the only official language, must demonstrate proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL).

Information and registration forms for this test are available at American embassies, consulates, and offices of the United States Information Service, or by writing to Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540. Since the College has no housing facilities for students, prospective foreign students must give written evidence, along with their application, of their residence plans and means of supporting themselves and paying college tuition and fees while in the United States. All the above mentioned credentials should be submitted to the Admissions Office at least three months before the requested date of admission.

This school is authorized under Federal law to enroll non-immigrant alien students.

Admission for a Second Degree

A student who already holds an academic degree may earn a second degree in a different curriculum at Housatonic Community-Technical College. Such a student will be treated in the same manner as a transfer student with respect to the minimum number of credits to be taken for the second degree. This will require at least 25 percent of the minimum credit requirements in the second curriculum to be additional coursework and granted by Housatonic Community-Technical College where the second degree will be conferred. In no case can a second degree be awarded unless a student has 75 or more credits. For further information see page 25 .

New England Regional Student Program

The New England Regional Student Program (RSP), one of the basic programs administered by the New England Board of Higher Education (NEBHE), was established in 1957. The RSP enables residents of New England to attend an out-of-state public college or university within New England for certain degree programs that are not available in their home-state public institutions and pay either in-state tuition or 25 percent above that amount. The following two-year institutions charge RSP students in-state tuition:

Massachusetts Community Colleges (except Northern Essex)

Community College of Rhode Island

The following institutions charge RSP students in-state tuition plus 25 percent:

Connecticut Community-Technical Colleges

Maine Vocational-Technical Colleges

Northern Essex Community College (MA)

New Hampshire Technical Institute

New Hampshire Vocational Technical Colleges

Community College of Vermont

Vermont Technical College

Interested students should contact the Director of Admissions at the institution concerned.

Transfer Students

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

The policy on transfer approved by the Board of Trustees is as follows:

At all Regional Community-Technical Colleges, degree credit shall be granted for credit courses completed at all institutions within the Connecticut State System of Higher Education and at all other accredited collegiate institutions, in accordance with the following:

1. Degree credit shall be granted for all credit courses which are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work which is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the College. Degree 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. Credit courses completed with a grade of Pass (P) shall be accepted only for degree credit; the Pass grade assigned by other institutions shall not be included in computation of student grade point averages.

3. Degree credit shall be granted for credit courses completed with a passing letter grade of "C" or better. 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.

4. At the option of a transfer student, degree credit shall be granted for credit courses completed at other institutions with a grade of "D," subject to the following conditions:

a. If the student's grade point average at the time of transfer is at least 2.0 the student shall be considered in good academic standing, and letter grades assigned by other institutions to courses for which credit is granted by the community-technical college shall not be recorded nor included in computations of the student's grade point average at the community-technical college.

b. If the student's grade point average at the time of trans-

fer is less than 2.0, then the letter grade of “D” assigned by another institution to each course for which credit is granted by the community-technical college shall be recorded on the student’s transcript and included in computations of the student’s grade point average, and his/her academic standing at the community-technical college shall be determined accordingly.

5. Notwithstanding the number of degree 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 through course work at

Receiving Transfer Credit

An applicant who has attended another post-secondary institution (college/training institute) and wishes to have any credits earned at this other school applied towards his or her degree at Housatonic Community-Technical College must fulfill the following requirements:

- 1) the applicant must be enrolled in a degree or certificate program and must be currently attending classes;
- 2) an applicant who has attended another post-secondary institution (college/training institute) must request an official transcript of previous course work be sent to the Housatonic Admissions Office;
- 3) the applicant must fill out a Transcript Evaluation Request form available in the Admissions Office. Upon receipt of the official transcript, a determination will be made as to the acceptability and appropriateness of the credits to the student’s curriculum.



HCTC FEES and FINANCIAL AID

REGIONAL COMMUNITY-TECHNICAL COLLEGE SCHEDULE OF TUITION AND FEES Academic Year 1999-2000

TUITION FEES (Effective Fall 1999)

Full-time student (12 semester hours or more)

a) Connecticut resident	\$804.00
b) Out-of-State resident	2,616.00
c) NEBHE	1,206.00

Part-time student – per semester hour

a) Connecticut resident	67.00
b) Out-of-State resident	218.00
c) NEBHE	100.50

TV Course student – per course

(3 credit hours)	201.00
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EXTENSION FEES

1. Credit courses – per semester hour	70.00
2. Non-credit courses:	
Rate set on a per course basis dependent upon course offered.	
3. TV course – per course (3 credit hours)	725.00
4. Subsidized credit courses – per credit hour	67.00

GENERAL FEES

College Services Fee

1. Full-time student – per semester	\$93.00
2. Part-time student – per semester	
a) 1 through 4 credits	37.00
b) 5 or more credits cost determined by credit load	

Student Activity Fee

1. Full-time student – per semester	10.00
2. Part-time student – per semester	5.00

Special Fees

Application Fee	20.00
Program Enrollment Fee (2)	20.00
Late Registration Fee	5.00
Graduation Fee	30.00
Replacement of Lost ID Card	1.00
CLEP Examination Fee (3) Each Exam	42.00
Academic Evaluation Fee	15.00
Portfolio Assessment Fee	50.00
Transcript Fee	3.00
Returned Check	25.00
Late Payment Fee	15.00

Tuition and fees listed above are subject to change by the Board of Trustees for Community-Technical Colleges.

Explanation of Notes

1. Waivers - per general statutes of CT, Sec. 10A - 77; Sec. 27 - 103A and Board of Trustees policies.

a. Complete waiver of tuition for dependent child of a Connecticut resident who was later declared missing in action or a prisoner of war after 1/1/60.

b. Tuition is waived for veterans who are Connecticut residents at the time of admission if they served on active duty as defined in C.G.S. Sec. 27-103(a) in the Armed Forces of the U.S. or any government associated with the U.S. during the following conflicts and were released from service under honorable conditions: Operation Desert Shield and Operation Desert Storm (8/1/90 - 6/30/94), the invasion of Panama (12/20/89 - 1/31/90), Operation Earnest Will (2/1/87 - 7/23/87), the invasion of Grenada (10/25/83 - 12/15/83), the peace-keeping mission in Lebanon (9/29/82 - 3/30/84), the Vietnam era (1/1/64 - 7/1/75), and earlier conflicts specified in C.G.S. Sec. 27-103(a).

c. Tuition, general fees and the application fee are completely waived for those Connecticut residents 62 years of age or over provided, at the end of regular registration, there is space available in the course. Special fees other than the application fee must still be paid.

d. Tuition may be waived or remitted by the President or a designated appointee for any in-State student who demonstrates substantial financial need and who is enrolled on a full-time or part-time basis in a degree or certificate program or a pre-college remedial program.

e. Tuition shall be waived for any student attending the Connecticut State Police Academy who is enrolled in a law enforcement program of the Academy which is offered in coordination with a Regional Community-Technical College which accredits courses taken in the program. This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the College.

f. The tuition of any eligible member of the Connecticut Army or Air National Guard shall be waived. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must (1) be a resident of Connecticut, (2) present certification by the Adjutant General or his designee as a member in good standing of the Guard, and (3) be enrolled or accepted for admission to a regional community-technical college on a full-time or part-time basis in a degree-granting program. The tuition waiver shall be reduced by the amount of any educational reimbursement received from an employer.

g. The tuition shall be waived for any dependent child of a police officer or fire fighter killed in the line of duty.

h. The community-technical college presidents are authorized to waive the student activity fee only for students enrolled in General Fund/Tuition financed courses offered at off-campus locations.

2. Not applicable if student paid the \$20.00 application fee.

3. CLEP exam fees are payable to College Level Examination Board and are not deposited or held in state accounts. This fee is subject to change by the College Level Examination Board.

Fees are subject to change

College Presidents, with the approval of the Executive Director, are authorized to waive General and Special Fees of students enrolled in special programs when the circumstances justify such action.

New England Regional Student Program

Each New England state has agreed to admit out-of-state New England residents for study at its public, degree-granting colleges, universities and institutions. At Housatonic, these students pay the same fees as students from Connecticut, and the same tuition, plus a 50 percent tuition surcharge.

Tuition and Fee Payment Schedule

Tuition and fees are payable in advance in accordance with deadline dates announced each semester. Tuition and fees are subject to change without prior notice.

Housatonic offers a payment plan option for qualified students. Inquire at the Business Office.

Continuing Education Courses

For information about the fees applicable to Continuing Education courses, see the Continuing Education publications that are available in advance of each semester or special session.

WAIVER OF TUITION FOR THE ELDERLY, QUALIFIED VETERANS AND THE CHILDREN OF CERTAIN SERVICEMEN

Connecticut residents aged 62 or older, who have been accepted for admission to Housatonic Community-Technical College, shall be exempt from payment of tuition, general fees, and the application fee provided if at the end of the regular registration period, there is space available in the course in which the person intends to enroll. Proof of age must be submitted to the Business Office to complete the eligibility requirements for this waiver.

Qualified veterans who were residents of Connecticut when accepted for admission to Housatonic Community-Technical College, and were residents of the State at the time of entry into the armed forces or at the time of release from active service, may be exempt from payment of tuition. Persons who believe they may qualify for this waiver of tuition should speak with the Veterans Affairs Office in the Registrar's Office, B109A, for further information about eligibility requirements.

The dependent children of certain servicemen,

who have been declared missing in action or prisoners of war, are eligible for a full or partial waiver of the tuition. Details about this waiver are available from the Veteran's Office.

REGISTRATION AND FEE DEPOSIT

Students registering for credit general fund/tuition account courses prior to three (3) weeks before the first day of classes must pay a non-refundable deposit of applicable college services and student activity fees.

The total tuition is payable in one installment and is due no later than three (3) weeks before the first day of classes. Failure to have made all payments by the announced deadline will result in the cancellation of the student's registration unless an installment payment plan option has been approved.

All registrations between the announced deadline and the first day of classes shall be accompanied by full payment of all tuition and fees applicable to the course unless an installment payment plan option has been approved.

Failure to make payments in accordance with an installment payment plan option will also result in the cancellation of the student's registration.

Students presenting bad checks must replace them within seven days of the College's receipt of such notification, or the student's registration will be immediately canceled.

REFUNDS OF TUITION ONLY

Requests for the refund of tuition must be made in writing. Requests made by telephone will not be accepted. Fees will not be refunded. All refunds take 6 to 8 weeks for processing. Please refer to the appropriate schedule of classes for the semester which lists specific dates for registration, tuition payment deadline and refund dates.

Fall and Spring Semester Courses

Students who wish to withdraw from the College shall direct their requests for withdrawal and refunds to the Registrar's Office. Refunds are made according to the conditions and in the amounts set forth below.

If written notice of complete withdrawal from the College is received prior to the last business day prior to the first day of classes for that semester, 100 percent only of the total tuition for all courses in which one has registered will be refunded. If written notice of withdrawal is received through the first 14 calendar days of the semester, a 50 percent refund of tuition only will be granted both full-time and part-time students. No refunds will be granted either full-time or part-time students beyond the 14th calendar day of the semester. No fees are refundable. A 100 percent refund of tuition and fees will be granted to students who enter the armed services before earning degree credit in any semester, provided that they shall have sub-

mitted in writing a notice of withdrawal and a certified copy of enlistment papers.

If notice of a reduction in course load is received during the first 14 calendar days of the semester, 50 percent of the difference of the tuition applicable to the original and revised schedules will be refunded. Students must request refunds in writing with appropriate documentation of medical need, military assignment, or advising errors.

Summer School Courses Supported by the Educational Extension Account

In the event a summer school course is canceled by the College, students will receive a complete refund. A student who withdraws from a summer school course prior to the first scheduled meeting will receive a full refund of credit tuition fees, provided that a written request for refund shall have been received by the Registrar's Office not later than 4 p.m. on the day preceding the first scheduled meeting (requests must be received by 4 p.m. Friday for courses that meet first on Monday). No refunds of tuition fees are granted if withdrawal is made on or after the first day of class. Program fees are non-refundable.

Continuing Education Courses

In the event that a Continuing Education course is canceled by the College, students will receive a full refund of all fees. A student who withdraws from a course prior to the first scheduled meeting will receive a full refund of fees, provided that a written request for refund shall have been received by the Continuing Education Office not later than 4:00 p.m. on the day preceding the first scheduled meeting (requests must be received by 4:00 p.m. Friday for courses that meet first on Monday). Ordinarily, no refunds will be made after that time. Any requests for exceptions to this policy must be submitted in writing to the Continuing Education Office with a detailed description of the circumstances which might warrant such an exception.

“When I get a little money, I buy books; and if any is left, I buy food and clothes.”

Desiderius Erasmus

HCTC FINANCIAL ASSISTANCE TO STUDENTS

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to attend college.

GENERAL GUIDELINES

Housatonic offers financial aid to students who have been determined to have financial need, according to federal need analysis. The financial aid awarded depends on the financial need, the availability of funds at Housatonic, and any other aid the student is receiving. The financial aid package may include grants, loans, or work-study jobs in various combinations.

All Financial Aid programs are subject to change.

APPLYING FOR FINANCIAL AID

All applications for financial aid should be mailed to the Federal Government by **May 1** for students enrolling in September and **November 1** for students enrolling in January. However, applications are accepted throughout the academic year. Financial Aid is awarded to students until funds are depleted.

Eligibility is determined by completing the **Free Application for Federal Student Aid (FAFSA)**. The information provided in this application is a consistent way of measuring the ability of families and/or students to pay educational costs. The student is determined to have need if the cost of education exceeds the student's available resources, based upon a standardized formula which was established by Congress.

All allowable educational expenses are considered when Financial Aid applications are reviewed. Student Aid Reports must be submitted to the Financial Aid Office at least **three days** before a student plans to register.

REQUIREMENTS FOR STUDENT FINANCIAL AID

In order to receive financial aid, students must: be accepted into a degree or eligible certificate program; be registered for at least six semester hours (half-time status) each semester. You may be eligible for some financial assistance if you are:

- registered for less than half-time;
- a citizen or permanent resident of the U.S. or Trust Territories;
- in good academic standing and making satisfactory academic progress according to

the standards and practices of HCTC;
in compliance with draft (Selective Service)
registration requirements in order to be
eligible for any program established
under Title IV of the Higher Education Act;
not in default in the repayment of any educa-
tional loans or owe a refund on any Title
IV grant program at any institution;
not owing a refund of any Title IV Higher
Education Grant Program (Federal Pell
Grant, Federal Supplemental Educational
Opportunity Grant, Federal College
Work-Study, Student Incentive Grant) at any
institution.

Students should remember that:

Financial aid cannot be used for non-credit courses offered through the Continuing Education program;

Financial aid cannot be used for auditing courses or for repeating courses.

Withdrawal during the first two weeks of any semester will result in the cancellation of all financial aid. Students will be billed by the Business Office for 50% of their tuition, all fees and any bookstore charges.

Financial Aid does not cover the cost of any course and/or related books for which a student registers and never attends, nor when the grade of X is issued. The charges for any course in this category become the responsibility of the student who will be billed directly by the Business Office.

HOW FINANCIAL AID WORKS

Financial Aid awards are based on your enrollment status as of the 14th calendar day of the semester. Any course added after that time will not be covered by financial aid and will be billed directly to you.

Students who are found to have need receive a financial aid award which may include a combination of grants, employment, and/or loans. This package will depend upon the availability of funds and the requirements of the various financial aid programs. Students must be registered to receive an award.

HOW FINANCIAL AID IS PAID

Students must remain in attendance to be eligible for payment of financial aid monies after any debt to Housatonic is satisfied. If a student does not remain in attendance, the payments will be returned to the appropriate fund. In the case of students who withdraw, payment will be prorated based on length of attendance and Federal regulations. Refunds of any amount after eligible educational expenses are deducted are normally made near the end of the semester. If a net payment is owed to the student after all expenses are met, students will be so notified by the State Controller's Office.

STUDENT RESPONSIBILITIES

All financial aid recipients are expected to make satisfactory progress toward completion of degree or certificate requirements. Every recipient should obtain from the Financial Aid Office a copy of Housatonic's policy on satisfactory academic progress.

Students are responsible for reading and understanding all forms they are asked to sign and should keep copies of all documents submitted to the Financial Aid Office.

Financial Aid recipients must inform the Financial Aid Office in writing of any change in name, address, marital status, family size, curriculum, or financial circumstances.

Students with questions concerning the accuracy or completeness of their applications should contact the Financial Aid Office.

All financial aid applicants are assumed to be completely familiar with the contents of the HCTC catalog.

Policy for Refunds & Repayments of Cash Disbursements of Title IV Financial Aid

All Title IV recipients who withdraw from the College on or before the 60% point of the enrollment period (semester) will have a pro-rata refund calculation performed as defined by the Higher Education Amendment of 1998 to ensure that the student receives proper credit and an accurate percentage of unearned Title IV assistance is returned to the appropriate account.

Students withdrawing before the start of classes are not entitled to any payment of Title IV funds. For more information on the Policy see a Financial Aid administrator.

WHAT PROGRAMS ARE AVAILABLE

Federal Programs

A federal Pell Grant is based on need and restricted to students pursuing a first undergraduate degree.

Federal Supplemental Educational Opportunity Grant — a federal grant usually awarded to Federal Pell recipients with greatest financial need.

Federal Work Study — a federal program for students with financial aid eligibility which provides a source of income. It is expected that any earnings will be used for costs relating to attendance at the College.

Federal Family Educational Loans — loans for which students may apply include the Federal Stafford, Federal Unsubsidized Stafford, and Federal Perkins Loan programs. Financial aid eligibility must be determined before loan applications are processed. Contact the Financial Aid Office regarding additional requirements of these programs.

State Programs

Connecticut Aid for Public College Students — a state grant awarded by the College in various amounts to full- or

part-time students demonstrating financial need. Students must be Connecticut residents to qualify.

Connecticut Community-Technical College Grant Program Tuition Waivers — a state program awarded by the College as a grant to waive tuition fees for full-or part-time students. Students must demonstrate financial need and be Connecticut residents to qualify.

Awards of all Federal and State Financial Aid resources are determined by the Financial Aid department.

State Work Study — Work Study employment is provided through funds from the State of Connecticut and is available to students who are residents of Connecticut and who also demonstrate financial need.

SCHOLARSHIPS

Housatonic Community-Technical College Foundation, Inc. Scholarships

Scholarships covering partial tuition and fees are awarded annually by the Housatonic Community-Technical College Foundation. This group of private individuals raises money for scholarships and other needs of the college. These scholarships are not meant to replace either state or federally-funded grants. They are designed to assist students who do not qualify for grant awards.

The Scholarships are awarded on the basis of financial need, academic achievement, and community/college service. They are open to students who have completed at least 15 credits at Housatonic and are in good academic standing. Students are notified when applications are available and the deadline for submitting them.

Other Aid Opportunities

At various times, local businesses, corporations and foundations make funds available for scholarships, grants or work-study opportunities. The Student Development Center coordinates these awards.

VETERANS' EDUCATIONAL BENEFITS

Housatonic is approved by the State Department of Education for student benefits under appropriate chapters of Title 38, U.S. Code. Under specific circumstances, wives, widows, and children may also be eligible for these benefits. Veterans or their dependents should contact the Registrar for assistance in effecting certification of eligibility.

Housatonic, through the State of Connecticut, is also able to offer veterans tuition waivers for General Fund courses. To be eligible, a veteran must have served honorably on active duty during qualified war eras, and show proof of Connecticut residency. Please refer to pages 13 and 14.

Each veteran must present a valid Form DD-214 when applying for student benefits under the G.I. Bill or Tuition Waiver.

Tax Credit Programs

The Hope Scholarship provides up to \$3,000 towards your HCTC education. Eligible students can receive up to a \$1,500 tax credit for each of the first two years of college. *The Lifetime Learning Program* helps students pay tuition for upgrading job skills or career training. The Lifetime tax credit is 20% of qualified tuition and fee expenses up to \$1,000 per year. For more information on these programs, consult your tax advisor, the IRS, or ask for a free HCTC brochure.

SUPPLEMENTAL AND EARLY CHILDHOOD LABORATORY SCHOOL FUNDS

The Housatonic Community-Technical College Foundation has established a Supplemental Assistance Fund for students who experience unexpected financial problems directly related to their ability to continue their studies at Housatonic. Applications are available each semester and are reviewed by a committee on a case-by-case basis. Students are limited to a maximum of \$500 during their Housatonic career.

A second program assists students with tuition for their children at the Housatonic Early Childhood Laboratory School.





HCTC ACADEMIC PROCEDURES

Terms You Need to Know

Auditing —

enrolling in and attending a course on a non-credit basis. The instructor's permission is needed and an audit form must be properly completed within the specified time limits for that semester or session.

Dropping a course —

officially withdrawing from a course through filing a "drop" form available from the Registrar's Office. Following the proper procedures can help prevent a failing grade or negative effect on the student's grade point average.

Withdrawing from College —

officially withdrawing from all classes in a semester. Following the proper procedures (see the Registrar) can help the student return to Housatonic in good

REGISTRATION

Currently enrolled students have several registration options if they choose to register early for the coming semester. Early registration will permit continuing students to have first choice of courses and class times. Payment of the appropriate college fees will hold these classes until full payment is made no later than three weeks before the start of classes. Fees are not refundable. Delaying registration until the beginning of the semester may result in desired classes and times being unavailable.

Before students register for classes, they must present a Permit to Register form signed by a faculty member or advisor. In addition, students must be in full compliance with all other college policies and requirements.

Registration is not finished until all forms are completed and submitted and tuition and fees are paid in full. Students who do not pay or make financial arrangements with the Business Office will have their registrations canceled.

AUDITING COURSES

A student not wishing credit may audit courses. This status may allow the student to participate in classroom activities.

Students must obtain the written approval of the instructor in order to audit a class. An Audit form signed by the class instructor must be completed within four weeks of the start of classes for a standard semester and earlier for summer or winter sessions. Full tuition and fees are due for any audited classes. While the student may ask to have papers critiqued, the instructor is not required to grade an auditor's course work. Audited classes are listed on the student's transcript as AU. While a student may in succeeding semesters take for credit a class previously audited, students may not petition to receive credit for an audited class and may not change to a credit basis during the semester.

CHANGE OF PROGRAM

Students who wish to change their enrollment from one degree program to another (for example, to change from General Studies to Fine Arts-Art), should obtain the proper form from the Student Development Office. Students must discuss the change of program with a counselor who will indicate his or her recommendation on the form. The change of program form must then be presented to the appropriate department chair or program coordinator as indicated on the form.

ATTENDANCE

With enrollment in college, students accept responsibility to take full advantage of their educational opportunity by regular attendance at classes and laboratories.

The College does not administer a uniform system of attendance regulations. At the beginning of each semester the instructor will provide a course outline and what he/she considers necessary for the successful completion of the subject matter. Students are expected to meet academic obligations or to assume the risks of failure.

Make-up of work missed because of absence or other reasons will be extended by the instructor only when there is sufficient justification.

Lack of attendance cannot be the sole ground for exclusion from a course.

REPEATING A COURSE

Students must repeat required courses in which they receive the grade of F. (In Physical Therapist Assistant and Clinical Laboratory Science programs, students must earn at least C grades in all science and PTA or CLS courses to continue in the programs.)

Students may repeat courses for which they receive a passing grade once to improve the grades. Credit will be granted only once for a course unless otherwise specified in the course description.

The student transcript will reflect all grades earned by the student and all will be used for computation of the GPA. The repeated course will be indicated on the transcript.

INCOMPLETE WORK

If there are exceptional circumstances, a student whose work in a course is incomplete at the time of grading will receive a grade of I. If the work for the course and the procedures for changing a grade are not completed by the end of the following semester, the grade of I automatically will become an NC. (Grades of I received at the end of the spring semester would automatically become NC at the end of the fall semester.)

The student is responsible for meeting with the instructor to make arrangements to complete course work.

If an extension of time beyond one semester is needed, a written request must be filed in the office of the Dean of Learning prior to the end of that semester. Extensions will be at the discretion of the instructor and the Dean of Learning.

WITHDRAWING FROM COLLEGE OR DROPPING A COURSE

A student who wishes to drop a course or to withdraw from the College should follow the official procedure outlined below. Students who do not officially drop courses or withdraw from the College or fail to complete courses satisfactorily may be subject to probation, suspension or dismissal.

1. Contact a counselor in Student Development or a faculty advisor and follow his or her instructions.
2. Obtain an add/drop notice form from the Registrar's Office.

3. Students who cannot appear in person to withdraw from the College, should attempt to work with a counselor. No drop or withdrawal requests can be accepted by telephone.

4. All students who withdraw from the College or drop a course prior to or during the first two weeks of class in a standard semester, or the first two days of an inter-session or summer school session, are entitled to be removed from the official class roster. The course will not appear on the student's transcript.

5. Students who drop a course or withdraw from the College within four weeks after the start of classes for a standard semester are entitled to receive a grade of W in each course from which they have dropped or withdrawn. After that time, the faculty member has the option to assign a grade of W or F. Before dropping a course, it is recommended that the student discuss the matter with the faculty member. (Refer to the section on Grading.)

Terms you need to know

Freshman —

a student who has earned fewer than 30 credits

Sophomore —

a student who has earned at least 30 credits

Credit or Credit hour —

a standard of measure of the amount of instruction time required to successfully complete a course.

GPA (Grade Point Average) —

a numerical computation of the student's academic grade

GRADING

EXPLANATION OF GRADING SYSTEM

Adopted May 1983, amended April 1990

I. Credits

A credit is a unit of academic achievement which is awarded upon the successful completion of a course.

II. Semester Hours

A semester hour is a measure of time usually corresponding to 55 minutes of lecture once per week for an entire semester.

III. Grades

Grades are an indication of the standard of academic work performed and/or the status of the student in relation to a course and/or the College. The academic grading system consists of five basic grades of student performance: A, B, C, D, F, and four grades of student status: I, M, W, NC. In addition, participants enrolled in non-credit courses through Continuing Education courses may be awarded Continuing Education Units (CEUs) on a Pass/Fail (P/F) basis.

A letter grade of A through F indicates a student's performance in terms of what was done, how much was done, and how well the class work was done from the start to the completion of a class. Other academic grades indicate a student's status in terms of his/her entry or exit point from a class over time and condition (W, NC) or at the close of the official grading period (I, M). Administrative marks include: AU, X, and N.

Academic Standard Grades

Grade	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0
I	0
M	(developmental courses & EN 101) 0
P	(for CEU courses only) 0
W	0
NC	0
Administrative Marks	
AU	0
X	0
N	0

Students are given mid-semester grades in each subject. These are merely estimates of the students' progress and are not entered on permanent records. However, grades of W, NC, and AU are considered permanent final grades when awarded either as mid-semester or final grades and entered on permanent records. A report of the final grades for the semester is mailed to each student.

DEFINITION OF GRADES

Academic Standard Grades

A-F

A letter grade of A through F indicates a student's performance in terms of the quantity and the quality of that work performance. Only these grades are considered in the determination of a grade point average (GPA) for a student.

I

Incomplete. May be awarded by an instructor only when a majority of course requirements and assignments has been successfully completed. The I grade is a deferred grade, neither passing nor failing, on the official transcript. The I grade must be made up and turned in to the Registrar's Office by the final day of exams of the following semester or it converts to NC (no credit). The student will then have to repeat the course to receive credit.

M

Maintaining progress, but not at the usual College pace. M is a non-punitive grade. M may be given for developmental courses and English 101. M can be given to a student in a course only twice.

P

Passing. P is used for students enrolled in non-credit courses. The CEU is a measurement (one unit equals ten class contact hours) nationally recognized by business, industry and professional organizations for evaluating an individual's effort toward professional growth. When P is used, it may reflect performance at any of the passing levels (A, B, C, D). Permanent records of CEUs are kept by the Office of Continuing Education programs.

W

Withdrawal. W is used for students who formally withdraw from a course. Students who withdraw through the Registrar's Office within the first two weeks of the semester receive no grade for the course. Students who formally withdraw after the 2nd week but prior to the end of the 4th week of classes, automatically receive a grade of W. After four weeks and up to the last class day before final exams, a W may be awarded by the instructor only if formal withdrawal is initiated by the student, and at the discretion of the instructor.

NC

No Credit. NC means the student stopped attending class while maintaining a passing grade and did not officially withdraw or make arrangements with the instructor before the end of the marking period for an I grade.

Administrative Marks

AU

Audit. AU is used for students wishing to take a credit course for no credit. Students must pay the regular fees and audit status must be indicated within four weeks of the start of class. The audit student will receive no credit and no grade and may not change to a credit basis. The student may in succeeding semesters take for credit any course he/she has previously audited. Audit courses will be

reflected on the student's record as AU. The student may not petition for credit for the audited course.

X

Registered, never attended. X is used to indicate that a student registered for a course but never attended it.

N

No grade. N indicates no grade assigned by the instructor. N may be given by the Registrar's Office and must be changed by a faculty member to an academic grade.

TRANSCRIPTS

Students wishing to have official copies of their transcripts sent to employers or other schools may request these in writing or in person. Requests must include the student's name used while in attendance at Housatonic, student identification number and approximate dates of attendance, as well as the complete name and address of the institution to receive the transcript. There is a \$3 charge for each official transcript. No telephone requests can be accepted.

Any questions regarding a student's academic file should be directed to the Registrar.

GRADE POINT AVERAGE (GPA)

Grade points are calculated by multiplying the number of points of each grade by the total number of credit hours assigned to that course. The GPA is obtained by dividing the total number of grade points earned by the total number of credit hours attempted. Only the academic standard grades of A, B, C, D, F including plus and minus are used in calculating the GPA.

A student's transcript identifies two different Grade Point Average (GPA) ratios. The first is the Semester GPA which is based upon the courses a student has taken during the current semester. The second is a Cumulative GPA which consists of all of the courses a student has taken at the College and the grades received for these courses.

Example:

Course	Credit Hours	Grade	Grade Points
EN 101	3	B+	9.99
PY 101	3	D	3.00
MA 115	3	A	12.00
BI 107	4	B-	10.68
13			35.67

The GPA for this student would be 2.74 for the semester

CHANGE OF PROGRAM / GRADUATION GPA

A student who wants to change his or her academic program will need to meet with a faculty advisor or counselor for assistance. Change of program forms are available in the Student Development Office. A student who requests a change of program and who has a cumulative GPA that is below a 2.0 may request at the time of the program change, the calculation of a new Graduation GPA. Only those courses which will satisfy requirements of the new program will be used in the calculation of the new GPA. This option is available only once to each student. When a student chooses this option his/her cumulative GPA which includes all courses taken at the college will remain on the transcript. The Graduation GPA will be different from the cumulative GPA. A student's academic status such as good standing, academic probation or suspension is based upon his/her Graduation GPA.

ACADEMIC HONORS — DEAN'S LIST

To encourage academic excellence, the Dean's List is published at the conclusion of each semester. All students who have a semester grade point average of 3.0 (B average) or higher receive this honor provided they have received no grade below C and are carrying at least 12 credit hours.

Students carrying at least 6 credits up to 11 credits with no grade less than C and a cumulative average of 3.0 will be eligible to receive academic recognition for part-time course work.

HONOR SOCIETY — PHI THETA KAPPA

A chapter of Phi Theta Kappa, the national honor fraternity for two-year colleges, is active at Housatonic. Students are inducted into the Chi Rho chapter each spring at a formal induction ceremony. To be eligible for membership, students must have completed 18 semester hours at Housatonic with a Grade Point Average of 3.5 or better, receive recommendations from four faculty members, and have a record of good citizenship and involvement with the College and the community.

“Too many people over-value what they are not and undervalue what they are.”

Malcom S. Forbes

ACADEMIC STANDARDS CRITERIA

To remain eligible for continuation of studies, a student must maintain a cumulative grade point average equal to or above the minimum stated in the Academic Standards Criteria.

The Academic Standards Criteria are listed below. Students in good standing may register for a full program. Those students who are on Probation 4 may register for a schedule which does not exceed 13 credit hours. Those students who are on Probation 2 may register for a schedule which does not exceed 7 credit hours.

PROBATION AND SUSPENSION

Customarily, a student whose grade point average falls below the required minimum is suspended from the College. However, a student may be permitted to continue on probation for one semester if the student's failure to meet the required standard is due to circumstances which indicate that the student should be accorded this privilege. A student on probation who fails to show improvement is then suspended from College. Academic standards committee hearings are held each semester to allow students due process.

APPEAL OF GRADES

A student who wishes to appeal an awarded grade should first confer with the faculty member concerned within 15 days of becoming aware of the grade. If the student is not satisfied with the outcome of that conference, the student should see the department chair and then, if not satisfied, may submit a written appeal with the Dean of Learning who will consult with the faculty member and the appropriate department chair.

The appeals process is described in detail in the HCTC Student Handbook in Appendix III, Section 3: Review of Academic Standing.

Academic Suspension				
If total credit hours attempted by student is between:	For good Standing (Full Program) GPA must be:	Probation 4 (13 cr. max) if GPA falls within:	Probation 2 (7 cr. max) if GPA falls within:	Academic Suspension (1 sem. or permanent) if GPA falls within:
12-30 Credit Hours	1.75 plus	1.50-1.74	1.25-1.49	1.24 or below
31-45 Credit Hours	2.00 plus	1.75-1.99	1.50-1.74	1.49 or below
46-60 Credit Hours	2.00 plus		1.75-1.99	1.74 or below

HCTC ACADEMIC SERVICES

ADVISING

Advising is the process of selecting courses and constructing workable schedules to meet your career and academic goals. It is important that you plan your academic programs carefully so that program requirements and prerequisites are fulfilled. Each student is assigned a faculty advisor during his or her first semester at Housatonic. Your advisor will be determined by the degree or certificate program in which you are enrolled. Student advising is conducted at Student Development, Special Services, the Academic Support Center and the Advising Center.

Prior to registering for classes, each student must meet with an advisor to discuss academic and career objectives. The advisor will help you select courses that help meet those objectives. Your advisor will also inform you about the transferability of courses and programs.

Good advising depends on your keeping in touch with your advisors on a regular basis. Make it a practice to meet with your advisor well in advance of every registration period. This will give both of you sufficient time to discuss your academic program, your goals, and the courses you need to fulfill program requirements.

SPECIAL SERVICES

The federally-funded Special Services program works to help students do well at Housatonic, stay in College, and graduate.

Students are eligible for the Special Services Program based on criteria which include placement test scores, income levels, physical handicap, limited English ability, or first generation college student (neither parent has a bachelor's degree.)

The focus of Special Services is in the Drop-in Center where the professional staff welcomes new and returning students. The Center is open mornings, afternoons and evenings to serve all eligible day and evening students. The program includes the services of student tutor/aides—Housatonic students trained to assist other students in basic English and math, either by appointment or on a drop-in basis. Tutor/aides also help the Special Services staff with new student orientation, registration, and advising.

An additional service of the program is the Special Services Basic Skills Laboratory where small group and individual tutoring is offered in reading, writing, English as a Second Language, vocabulary, spelling and mathematics. Program services are also available to

bilingual students. There are no charges to students for Special Services activities.

ENGLISH AS A SECOND LANGUAGE

Housatonic Community-Technical College offers a six-semester sequence of English as a Second Language courses designed to accommodate the needs of non-native speakers of English at basic, intermediate, and advanced levels of proficiency. Placement in each level is based upon the results of an ESL interview and reading and writing evaluation.

The six-hour courses are intensive and stress the development of listening and reading comprehension, speaking and writing skills to help students gain confidence and proficiency in the use of English to succeed in academic and career programs. Students entering the lowest level, ESL (091), Basic Speaking and Writing I, should have a little experience speaking and writing English before enrolling at the College. Students must demonstrate mastery of skills before progressing to the next level. After successful completion of the ESL sequence, students progress to EN 100R or EN 101.

DISABILITIES SUPPORT SERVICES

The program for students with disabilities provides accommodations, academic tutoring, and technology to assist students with all varieties of disabilities. The program is designed to assist students to develop their talents to the fullest by providing professional services which include evaluation of individual learning styles, counseling and course advising, alternative administration of examinations, tutoring, audio-visual and computer learning equipment, and group support. The Center's professional staff assists students develop ways to cope with their disabilities at no additional expense.

THE WRITING ACROSS THE CURRICULUM CENTER

Writing is a skill that can be improved throughout life. The Writing Across the Curriculum Center is a place where students of all writing abilities can receive help to improve their skills. Students can make appointments or drop in for help from the professional tutors and writing faculty who work in the Center. In addition to individual tutoring sessions, group tutoring sessions and workshops are held on aspects of writing at various skill levels.

COOPERATIVE EDUCATION

Cooperative Education enables students to earn college credit for working in jobs related to their field of study. To qualify for Cooperative Education, students must be enrolled in a degree program and have earned at least twelve credits toward their degree.

INDEPENDENT STUDY

Outstanding students may study a particular topic or set of topics outside of the classroom under the supervision of a full-time faculty member. The faculty member determines if the student is qualified to undertake the project and provides guidance to the student.

The project must be of an advanced nature and cannot duplicate an existing Housatonic course.

To register for an independent study course, a written study outline or contract must be submitted by the student and approved in writing by the faculty member supervising the project, the department head and the Dean of Learning. Full tuition and fees are charged for independent study courses.

LIBRARY LEARNING RESOURCE CENTER

The Housatonic Library provides resources and services in support of the academic programs at the College. To the extent possible, it also serves personal and non-curricular intellectual needs of the faculty, staff, and students.

The Library maintains an open stack book collection of over 34,000 titles and a periodical collection of over 280 current titles. Books, with the exception of those in the Reference and Reserve sections, can be checked out. Periodicals are for use in the Library only. The Audio-Visual Department of the Library maintains a substantial multimedia collection of videotapes, audio tapes, slides, filmstrips, and 16mm films, most of which can be checked out. Media which cannot be checked out can be viewed and/or listened to by patrons in the Library. The video collection offers both feature and educational titles including selections from the PBS and Annenberg collections.

Books and video materials owned by the Library can be searched for on the computerized card catalog. Materials can be found by searches using title, author, or subject matter. The HCTC Library collection can also be accessed via the Internet. The Library is linked by computer networks to many Connecticut public and academic libraries, enabling users to access those libraries' resources using HCTC's computers.

Computerized information services offered by the Library include five on-line, full-text databases. The databases cover the major areas of Health, Business, Law, Sociology, Psychology, Connecticut News, Current News, Ethnic Issues, and general information. There is also a database that lists what more than 300 Connecticut libraries own. In addition, membership in OCLC, an on-line network connecting more than 12,000 libraries worldwide, makes it possible for students and staff to borrow books and magazine articles from other libraries.

SUMMER SESSIONS

Three summer sessions are designed to serve the needs of a variety of students. These courses are open to new students who will be attending Housatonic in the fall, students from

other colleges, current Housatonic students who wish to accelerate their academic program, and individuals seeking specific knowledge. Summer session classes meet either four days each week for five weeks, or twice each week for eight weeks. Classes are scheduled both day and evening. The calendar on page details Summer Sessions for 2000.

WINTER SESSION

Winter session classes are held during the period between Christmas and the start of the spring term and are open to Housatonic students, students from other colleges, or new students. Generally, classes are held Monday through Friday from 9 a.m. to noon. Laboratory time follows immediately after class for science courses. Students can earn 3 or 4 credits a course. Waivers of tuition are not honored for winter session courses. More information is available in the spring course schedule, by calling the Registrar's Office, 332-5088 or at the website, www.hctc.commnet.edu.

GRADUATION

Housatonic awards the Associate in Arts (AA) and the Associate in Science (AS) degrees and certificates to qualified candidates as authorized by the General Assembly of the State of Connecticut.

Graduation is not automatic.

1. The Registrar's Office will evaluate a student's transcript at any time and will indicate the requirements which still need to be met. It is recommended that students request a graduation transcript evaluation at the end of the freshman year or when 30 credits have been earned. Students enrolled in certificate programs should request this initial evaluation at the end of the first semester.
2. Catalog Selection for Graduation Evaluations. A candidate for graduation will be evaluated under the catalog most appropriate, as outlined below:

A. For Degree Students —

The catalog used will be that under which the candidate first enrolled, except as noted in the following:

1. If the candidate was readmitted to the College, the catalog used shall be that under which the candidate was readmitted.
2. If the candidate changed program one or more times during attendance, the catalog used shall be that which was in effect at the time of the last change of program.
3. If the courses required within a program have been significantly changed since the time of enrolled readmission or change of program, or if other unusual circumstances exist as determined by the Director of Registration and Records, the catalog in effect at the time of graduation may be used. If the candidate disagrees with the selection of catalog, he/she may seek written permission from the

department chair to be evaluated under another catalog.

B. For Certificate Students —

The catalog used will be that in effect at the time of enrollment, except that where unusual circumstances exist as determined by the Director of Registration and Records, the catalog of readmission or the catalog at the time of graduation may be used in the priority stated.

1. Students must have a graduation evaluation in order to be placed on a potential graduation list. The request for graduation evaluation should be completed in the semester before the student plans to graduate — for example, in the fall when graduation is expected in May. The evaluation form can be obtained from the Registrar’s Office and should be returned to them. The student will be notified of the results of the evaluation.

Students who wish to have credits from another institution transferred to Housatonic should visit the Admissions Office and arrange for an evaluation of transfer credits.

2. All candidates for graduation must pay a graduation fee before mid-term of the semester in which they expect to graduate. The graduation fee form is available from the Registrar’s office.

3. Candidates for graduation in May, August or December are encouraged to attend the commencement program. All graduates are invited to attend the spring commencement regardless of graduation dates.

Graduation Requirements:

1. Official enrollment in a certificate or degree program.
 2. Completion of the minimum number of semester hours for the certificate or degree program with an academic average of at least 2.0 grade point average.
 3. At least 15 semester hours in courses numbered 200 or above.*
 4. At least 25 percent of the graduation credit requirements must be granted by Housatonic Community-Technical College.
 5. Satisfactory completion of all courses required in the student’s program.
 6. Prompt and timely payment of the graduation fee.
 7. Fulfillment of all financial obligations to the College.
- *Applies to all degree programs only.*

Graduation Honors

Associate Degrees are conferred with Honors to students whose Cumulative Grade Point Average is 3.00 to 3.49; with High Honors to those whose average is 3.50 to 3.99; with Perfect Honors to those who have maintained a 4.0 average.

In order to qualify for academic honors designation, students must have earned a minimum of 36 credits at Housatonic Community-Technical College.

These 36 credits may not include those earned through examination or departmental evaluation for life experience.

All graduation honors are recorded on students’ academic records. Graduation honors do not apply to certificate programs.

Earning Multiple Degrees

A student who already holds an academic degree may earn a second degree in a different curriculum at Housatonic Community-Technical College. Such a student is treated similarly to a transfer student with respect to the minimum number of credits he/she must take for the second degree. This will require that a student complete all program requirements and in no case less than 25 percent of the total credits required in the new curriculum as additional hours of credit at the college through which the second degree is to be conferred.

A student may earn two degrees simultaneously at Housatonic by fulfilling all requirements stated in the above paragraph.

Requests for additional degrees beyond the second require prior approval from the Dean of Learning.

Completion of requirements of an additional program option does not constitute a different degree. A student wishing to earn a certificate and degree in the same program must complete the requirements of the certificate program prior to earning the degree.

Completing HCTC Degree Requirements at Other Colleges

Students enrolled in a degree program who wish to complete Housatonic Community-Technical College degree requirements at other colleges or universities should request approval, when possible, from the Office of the Dean of Learning prior to undertaking such work. This procedure is referred to as “reverse transfer.”

Transferring from HCTC to the State University System

A. The Connecticut State University will accept as transfer students, normally with junior standing, graduates of Connecticut Community-Technical Colleges who have earned the degree of Associate in Arts or Associate in Science with a minimum of 60 credit hours, provided:

1. Each graduate meets the prerequisites for the program or specialization being elected;
2. The application of the student is filed with the State University Admissions Office by April 1 for the following September;
3. The student follows the usual admissions procedures for transfer students.

B. Students who meet these criteria, except for the Associate degree, will also be accepted in a state university if their program was specifically arranged to meet the prerequisites for a particular program of specialization.

Transfer from Housatonic to Other Colleges

Transfer agreements have been completed with a variety of private four-year baccalaureate institutions for transfer students who have completed associate degrees at Housatonic Community-Technical College. Most of these agreements provide that these graduates in specified programs will be admitted with full junior class status if they have achieved a specified grade point average. Additional information regarding these agreements is available in the Student Development Office.

Agreements have been completed with the following four-year institutions:

Albertus Magnus College — for Housatonic Community-Technical College graduates in all associate degree programs.

Connecticut State University System — for Housatonic Community-Technical College graduates in all associate degree programs.

Fairfield University School of Continuing Education — for students seeking Bachelor of General Studies degrees, Bachelor of Science or Bachelor of Arts degrees through the College of Arts and Sciences, the School of Business, and the School of Nursing.

Marymount College — for Housatonic Community-Technical College graduates in all associate degree programs.

National College of Chiropractic — for Housatonic Community-Technical College students with a strong science background.

New York University, School of Education, Health, Nursing and Arts Professions — for Housatonic Community-Technical College graduates of Fine Arts: Art, Liberal Arts: Humanities/Social Science, Liberal Arts: Math/Science, Drug & Alcohol Rehabilitation Counselor, Human Services, General Studies.

Quinnipiac College — for Housatonic Community-Technical College graduates in Accounting, Business Administration, Drug & Alcohol Rehabilitation Counselor, Early Childhood Education, Human Services, Medical Laboratory Technician, Business Office Technology, General Studies, Liberal Arts: Math/Science, and Liberal Arts: Humanities/Social Science.

Sacred Heart University — for Housatonic Community-Technical College graduates in all associate degree programs.

St. Joseph College — for Housatonic Community-Technical College graduates in Early Childhood Education. Syracuse University — SUNY College of Environmental Science and Forestry for Environmental and Life Science — for Housatonic Community-Technical College graduates of Liberal Arts: Math/Science in Pre-Environmental Science.

University of Bridgeport, College of Business and Public Management — for Housatonic Community-Technical College graduates in Accounting, Business Administration and General Studies.

University of Connecticut, Bachelor of General Studies — for Housatonic Community-Technical College graduates in all associate degree programs; University of Connecticut at Stamford for Bachelor of General Studies in Technical Communications.

Guaranteed Admissions Agreement between The Connecticut Community-Technical Colleges and The Connecticut State University System

Graduates of an associate's degree program within Connecticut's community-technical colleges with a GPA of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System.

There is no guarantee that all course credit earned at a Connecticut community-technical college will be accepted for transfer to a university within the Connecticut State University System. However, all Guaranteed Admission students are guaranteed Junior status and guaranteed that a minimum of 60 transfer credits will be applied toward a baccalaureate degree at the university. Graduates of a community-technical college who meet the requirements for guaranteed admissions must still make application by the date and on the forms prescribed by each university within the CSU System, including the submission of all the required transcripts, documents, and fees.

For more information on this agreement and the procedures, contact the Student Development Office.

Scholarships

A number of colleges and universities offer scholarships for graduates of Housatonic and other community-technical colleges. The Student Development Office provides information to students on transfer opportunities and scholarships. Among the scholarships which may be available to graduates are:

New York University - Community College Transfer Opportunity Program Scholarship — open to students with a GPA of 3.0 and higher, who are US citizens or permanent residents and are planning to enroll as full-time day students in specific programs at NYU School of Education.

Wesleyan University, The Etherington Scholarship — open to graduates of Connecticut community-technical colleges.

University of Hartford, President to President Scholarship — based on the recommendation of the College President. It is open to students who are Connecticut residents, achieve a cumulative grade point average of 3.30, and pursue full-time studies.

Harry S. Truman Scholarship Program — a nationally-administered scholarship program open to sophomore students with a potential for leadership in governmental service. Students must be nominated through their college to be considered for this award.

AWARDS & SCHOLARSHIPS FOR GRADUATES

Academic Prizes*

Outstanding graduates are honored at Awards Night held prior to graduation each May. At that time, prizes and certificates are presented to students achieving academic excellence in specific subject areas, and to students making significant contributions to the College.

The following cash awards are usually presented:

The Beverly G. Anderson Memorial Award — established in memory of HCTC and Harding High School counselor and presented to an outstanding graduate who graduated from a Bridgeport high school.

Greater Bridgeport Chapter of the Connecticut Society of CPAs Accounting Prize — presented by this local professional group to an outstanding accounting student continuing his or her education.

Burt Chernow Scholarship** — established in memory of the founder of the Housatonic Museum of Art and presented to a graduate continuing his or her education in art or art education.

Connecticut Post Award — presented by Post Publishing Company and the Connecticut Post to outstanding journalism students.

Salvatore Curiale Scholarship — established in memory of the director of admissions at Housatonic and presented to a student continuing his/her education in nursing.

Jeanne DuBois Scholarship** — established in memory of an alumna of the first graduating class who served in many important positions at the College including manager of the Museum, and presented to a graduate continuing his or her education in art or art history.

Ralph Fabrizio Scholarship — established in memory of a professor of psychology and awarded to an outstanding student in the behavioral sciences.

Flint Prize** — established in honor of the Flint family and presented to the student receiving the Dean's Academic Award.

Jane Mahoney Memorial Award — established in memory of a professor of English and presented to a student who began his or her studies in developmental English classes.

Robert Gerard Naples Scholarship — established in memory of a Housatonic student and presented to an outstanding student in the sciences.

Marshall Rachleff Scholarship Award — established in memory of a professor of history and presented to an outstanding student in history, government, economics or labor studies.

Swain Prize — established in honor of a local English professor and awarded to the outstanding student in English.

Dale Ward Scholarship — established by the Student Senate in honor of a Housatonic professor and Senate advisor and presented to the graduates with the

highest cumulative averages planning on continuing their education.

*Academic Prizes and their cash awards may vary.

**Administered through the Housatonic Community-Technical College Foundation, Inc.

*Not applicable for certificate programs.

COMPLETION & GRADUATION RATES

All colleges are subject to the disclosure requirements of the Student Right-to-Know Act which requires that a school disclose its completion or graduation rates.

The following information is provided as required by this act; it is based on the class entering September 1995 and shows graduates from this class by June 1998. It is based on students entering associate degree programs only.

Students entering Sept. 1995	98
Graduates by June 1998	17
Percent of graduates	9.71%
Graduates with transfer credits	8

For further information about these completion/graduation rates, please consult with the Dean of Learning.

POLICIES

Please refer to the Faculty/Staff Reserve shelf in the Library or to the Housatonic Student Handbook for the complete policies and texts concerning the following:

Academic dishonesty

Academic dishonesty is a matter of utmost concern to faculty, administration, and students at Housatonic Community-Technical College. Academic dishonesty can result in the student receiving an F grade on the paper or exam in question or in the course, suspension or expulsion from College.

Computer Policies

The policies concerning the use of the resources and facilities of Housatonic's computers, as well as the creation, copying and conversion of software available on College computers are defined in the Handbook for the protection and benefit of all who use the computers and software at the College.

Drug-Free Workplace

The policy on drug-free workplaces for the system of community-technical colleges has been adopted by The Board of Trustees of Community-Technical Colleges.

Standards and Procedures for Student Discipline

The policy on student discipline for the system of community-technical colleges has been adopted by The Board of Trustees of Community-Technical Colleges.

Student Rights

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. Please refer to the Student Handbook for the complete policy on Student Rights as adopted by the Board of Trustees for Community-Technical Colleges.

People with Disabilities

The Board of Trustees of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community-technical colleges. To that end, this statement of policy reaffirms our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity at Housatonic.

Racism and Acts of Intolerance

The community-technical colleges are committed to providing educational opportunities to all who seek, and can benefit from, them, and to providing a welcoming environment in which all people are able to work and study together, regardless of their differentness. Housatonic condemns all forms of racism, religious intolerance, and any acts of hatred or violence based on differentness. Such behaviors will not be tolerated at the College and may be subject to disciplinary action.

Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy.

AIDS and Other Communicable Diseases

The community-technical college system reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the Housatonic community.

CONFIDENTIALITY OF STUDENT RECORDS

Housatonic Community-Technical College maintains full compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). This act is designed to protect the privacy of student educational records, to establish the rights of students to inspect and review their educational records, to provide guidelines for the correction of inaccurate or misleading data, except grades, and to permit students to control disclosure of their education records, with certain exceptions.

Copies of Housatonic Policy and the FERPA regulations are on file in the Registrar's Office. Students also have the right to file complaints with FERPA Office of the Dept. of Education, Washington D.C. 20202, regarding alleged violations of the Act.

Public Notice Designating Directory Information

Housatonic Community-Technical College designates the following student information as Public or Directory Information. Such information may be disclosed by the institution for any purpose, at its discretion:

Name, address, dates of attendance, student status, most recent educational institution attended, major field, awards and degrees received, telephone listing, date and place of birth, height and weight of athletic team members and participation in officially recognized activities and sports.

Current and former students may withhold permission to disclose this information under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), by notifying the Registrar's Office, in writing, of their intentions. Such notification shall become effective as of the date on which it is received in the Registrar's Office and will remain in effect until specifically revoked by the student.

“The only disability in life is a bad attitude.”

Scott Hamilton



HCTC STUDENT SERVICES AND ACTIVITIES

STUDENT SERVICES

HCTC is dedicated to providing comprehensive support services for its students. The College has developed a variety of opportunities for students. Following is a brief description of these services and the departments that administer them.

The Academic Support Center

The Academic Support Center in rooms B116, B118, and B 120 includes a variety of student support services including Disabilities Support Services, The Writing Across the Curriculum Center (see page 23), Center for Testing Services, and others. Some of the specific services are:

One-on-one tutoring with master and peer tutors in approximately 90 percent of the courses listed in each semester's schedule;

Study Groups in approximately 20 subjects;

"Computer Tutors" are computers that have specific software for developmental classes including basic math, algebra, reading and software for ESL students;

Audio-video resources for students in a variety of subjects, including algebra, calculus, and statistics;

Student Events schedule ongoing programs, workshops and training designed to help students with basic skills, as well as events which provide entertain-

ment and help students enjoy the College experience to its fullest;

The Student Mentor Program pairs a new student with a returning student for support;

The Volunteer Tutoring and Mentoring Initiative encourages students to volunteer time either at the College or in the community to help others.

Student Development

Student Development is dedicated to encouraging and assisting all students to achieve their maximum academic, career and personal development. The College provides a number of services that are geared to helping students meet this objective. The counseling staffs of the Special Services Program and Student Development are available to discuss issues with students and help them achieve success at Housatonic. The Special Services Program is federally mandated to provide tutorial services. The Special Services Basic Skills Laboratory is located in the Academic Support Center. Counseling services can be used as follows:

- Academic advising helps you select courses to ensure that your Housatonic certificate and associate degree program requirements are satisfied. Counselors work closely with program advisors to make this process as easy as possible for you.
- If you want to change your academic program, you can work with counselors to make sure that your progress toward your career goals is uninterrupted. This is a very important aspect of your education and by giving careful attention to the process, you can save time and effort.
- If you want to transfer to a four-year institution, Student Development counselors can make the transition easier by guiding you through the steps of the process. You can be assisted in checking admission and program requirements and transfer credit information.
- If you experience an academic problem, come to Student Development and discuss your options with

a counselor. Counselors can act as intermediaries among students, administrators, and faculty. Counselors can help with academic advising regarding mid-term grades, probation/suspension, graduation requirements and ways to improve your study skills.

- Career counseling offers two different computer programs if you are deciding on a career; Discover and Strong Interest Inventory. Discover can help you explore personal needs, career goals, and match college programs. The Strong Interest Inventory can help you assess work preferences. Counselors assist in interpreting the results and talk with you about career options, relating these options to educational programming. The career counselor holds career-related workshops and helps you with preparation for job interviews and resume writing. Resources and information concerning occupational opportunities are available in the Career Resource Center, room A108B. Opportunities for employment are posted regularly and recruiters visit the campus frequently.
- Personal counseling is available if sometimes you want to just sit down and talk about personal or non-academic concerns. We recognize that many students are trying to balance work, school, and family responsibilities as well as personal needs. We understand that overwhelming pressures can build. We offer you a friendly ear in a confidential setting. Referrals to outside agencies are made when necessary.
- Women's Counseling addresses the special needs of women students who may be returning to college after an absence, juggling family, job and school obligations, or going through a major life transition.

Special Services

The federally-funded Student Support Services Program (Special Services) works to help students do well at Housatonic, stay in college and graduate. See page 23 for a complete description of the program.

EARLY CHILDHOOD LABORATORY SCHOOL

The nationally accredited Housatonic Early Childhood Laboratory School has a two-fold purpose: a high quality, pre-school program for the young children of students, faculty, staff, and the community; and a laboratory setting for the HCTC's Early Childhood Education program.

To enroll, children must be three years of age January 1 of the calendar year in which they enter the School. The School is open Monday through Friday from 7:30 a.m. to 5:30 p.m. all year. Children must attend for eight hours weekly to ensure educational quality.

As a laboratory setting, the Early Childhood Education faculty assigns students to a variety of activities and observations which need to be completed at the Laboratory School. The director/teacher and teacher assistants evaluate these activities and/or answer any questions

that the College students may ask. Students from related fields also use the Laboratory School as a resource for field work and papers.

Applications for children are available in the Early Childhood Laboratory School, the Business Office and the Admissions Office. Limited Housatonic Community-Technical College Foundation Scholarships are available for the children of students. For further information, call the director of the Early Childhood Laboratory School at 332-5030.

HEALTH SERVICES

The Health Services office is located on the first floor (room A113A) of the College. A registered nurse is on duty Monday through Friday, 9 a.m. to 5 p.m. and is available for basic first aid, minor illnesses and health education/counseling.

STUDENT LIFE

Many activities and features enhance student life at Housatonic, making it a very special place. Among the programs, Student Activities enriches the total educational experience by providing a broad range of social, cultural, and recreational events. Students who are involved in the planning and implementation of this program have the opportunity to develop skills in human relations, group process, legislative procedures, program planning and evaluation, and financial management. Those who participate in College activities and events often develop lasting friendships with their fellow students and faculty.

Student Senate

The Student Senate is the government arm of the student body. It represents the entire student body on matters relating to the welfare of students. Its committees and the clubs and organizations which it charters, offer social, cultural, and recreational activities funded by student activity fees.

Student Clubs

Among the clubs currently active at Housatonic are:

- African-American Cultural Society
- Early Childhood Club
- ALAS — Assoc. of Latin American Students
- Art Club
- Computer Club
- Cultural Affairs
- Gay/Straight Alliance
- Human Services Club
- Literary Club
- Performing Arts Club
- Photography Club
- Physical Therapist Assistant Club
- Senior Citizens Club

Each of these organizations sponsors a wide variety of meetings, social events, cultural activities and trips.

Student Publications

In addition, two publications are funded with student activities monies. Housatonic student editors, reporters and photographers publish the newspaper, *Horizons*, four times each semester. *Horizons* covers College activities and outside events of interest to students. *BeanFeast*, the College's literary magazine, is published annually. Students are encouraged to submit essays, stories, poems, plays, and other works for consideration.

CAFETERIA

The spacious Housatonic cafeteria overlooks the sculpture garden. The grill offers sandwiches, snacks and hot meals and is open when the College is in session Monday through Thursday from 8 a.m. to 8 p.m., Friday from 8 a.m. to 5 p.m., and on Saturday from 8 a.m. to 2 p.m. Cafeteria hours are subject to change. Vending machines have sodas and snacks at all times. The sculpture garden has picnic tables and is a pleasant place to eat when the weather is fine.

BOOKSTORE

You can purchase the books you need for courses at HCTC's Bookstore. The Bookstore also has notebooks and other supplies, laboratory equipment, newspapers, paperbacks, t-shirts, cards, candy, and other items. During registration and the first two weeks of classes, the Bookstore is open extended hours. At the end of each semester, the Bookstore will buy back text books.

PARKING & SECURITY

Free parking, including handicapped parking, is available for students in the well-lit parking garage. Security guards are stationed in the garage and also patrol the building.

HOUSATONIC MUSEUM OF ART

The Housatonic Museum of Art, founded in 1967, has one of the largest permanent collections of any two-year college in the country.

The Museum collection represents the realization of a philosophy that makes art a daily part of the life of every student and staff member at Housatonic. The Museum collection is composed of outstanding examples of 20th century (and of other periods) paintings and sculpture, art and ethnographic objects from the Far and Near East, Africa, and Oceania. Drawings, prints and photographs are well represented.

The collection is periodically augmented and enhanced by new acquisitions, specifically by the work of Connecticut and Latin American artists.

From the moment one enters the College campus, one continuously encounters paintings, sculpture, prints, and art objects in lounges, hallways, and offices. In addition, The Burt Chernow Galleries are open to the public and schedule changing exhibitions each year which may initiate from the permanent collection, show the work of established or emerging artists, or feature traveling exhibitions.

Among those artists represented are: Pablo Picasso, Henri Matisse, Marc Chagall, Joan Miro, Auguste Rodin, Giorgio DeChirico, Mary Cassatt, Milton Avery, Everett Shinn, Richard Lindner, Larry Rivers, Ben Shahn, Victor Vasarely, Andy Warhol, Andre Derain, Marisol, Robert Rauschenberg, Leonard Baskin, Roy Lichtenstein, Alex Katz, Tom Wesselmann, Paul Jenkins, Saul Steinberg, Isamu Noguchi, Alfonso Ossorio, Jim Dine, Christo, Jean Dubuffet, Gustav Klimt, and Alberto Giacometti.

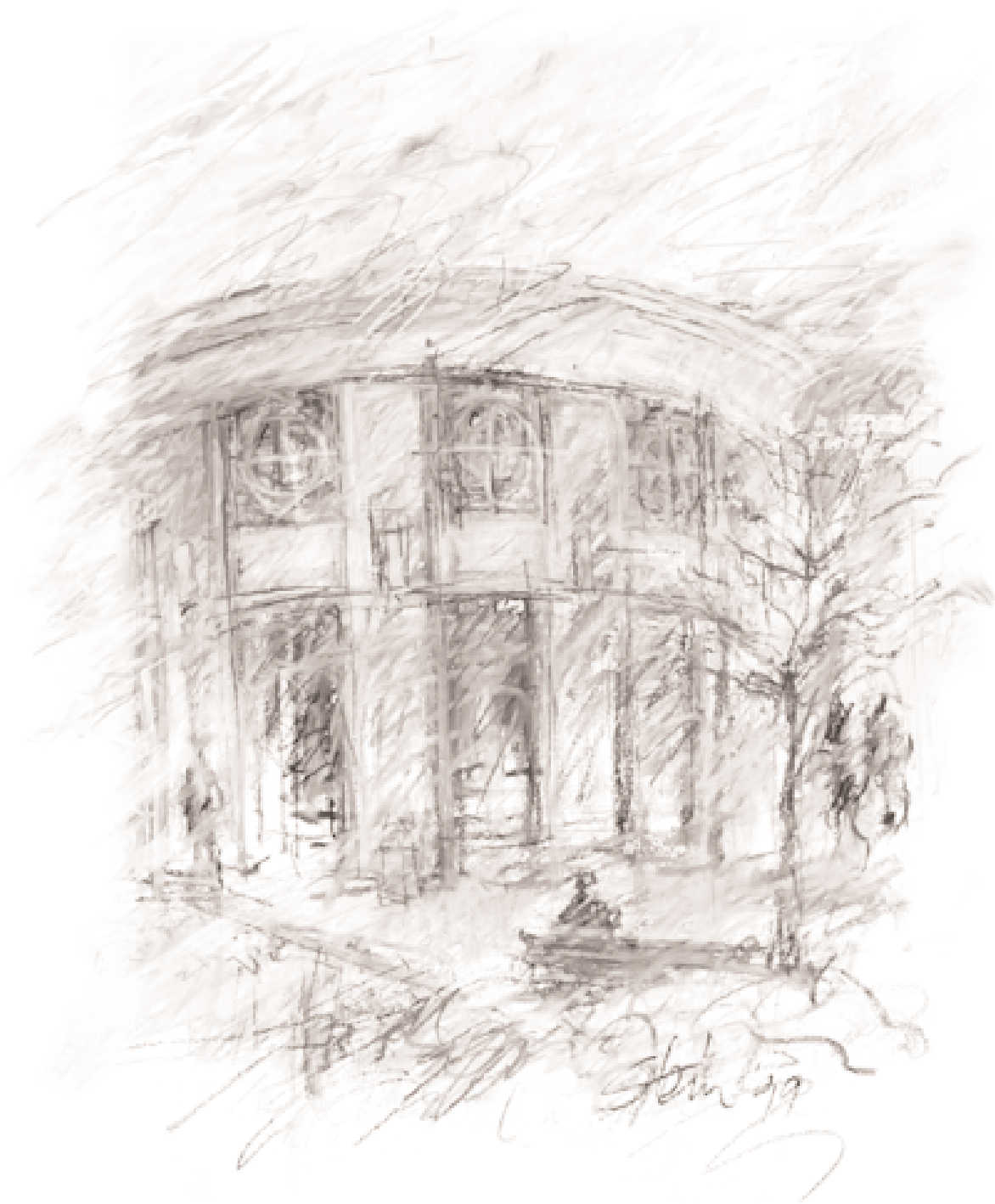
The Housatonic Museum of Art Mission:

To establish a collection of artworks that will serve as a repository of important artistic achievement. To introduce the Greater Bridgeport area to the pleasures and challenges that result from exposure to original art.

To continue and expand The Housatonic Museum of Art as an expression of the serious commitment the College has made to cultural enrichment through exposure to paintings, drawings, prints, photographs and sculpture.

To grow and maintain the collection which is made up almost exclusively of donations of original art. It has and will continue to develop with an eye toward providing the College with a teaching museum and an exciting total environment of the visual arts.

The Museum and Galleries are expressions of a serious commitment to cultural enrichment. The College considers it essential for students, faculty members, administrators and visitors to experience art as an integral part of the educational environment, as important as libraries, textbooks and teachers.



HCTC DEGREE & CERTIFICATE PROGRAMS

PROGRAMS OF STUDY

TERMS YOU NEED TO KNOW

Certificate programs — short-term programs, usually 30 credits or less, intended for occupational training, upgrading, or retraining. Students receive a Certificate upon successfully fulfilling all requirements and applying for graduation.

Degree programs — academic programs requiring 60 to 68 credit hours to complete and which earn Associate in Arts or Associate in Science degrees.

Electives — credit courses selected by the student to supplement the required courses in the program of study. Students should consult with their faculty advisors when choosing electives. The courses from which electives may be selected are specified in the program of study.

Behavioral Sciences electives — courses included in the behavioral sciences (anthropology, psychology, sociology).

Social Sciences electives — courses included in the social sciences (economics, geography, government, history).

Business electives — courses included under the following headings: accounting, business administration, business office technology, computer science, and economics.

Humanities electives — courses included in art (except AR 230, 233, 237, 238, 248); English (except EN 101, 102, 211); foreign languages, French (except FR100, 100A), Italian, Latin, Spanish; history (except HI 206, 210); humanities; music (except MU 103).

Literature electives — any 200-level English courses (except EN 211).

Mathematics electives — any mathematics course (except DS 091, 095).

Open electives — courses whose credit can be applied toward graduation, numbered 100 or higher.

Science electives — any course listed under biology, chemistry, engineering, natural science, physical science, physics, and health science 101 (modern nutrition). Students planning to transfer should seriously consider selecting a science elective with a laboratory.

GENERAL EDUCATION CORE

All degree programs at HCTC share a common core of learning. This core, considered General Education, is that aspect of the College's instructional program that develops and integrates the student's knowledge, skills, and experiences so that the student can engage effectively in a lifelong process of inquiry and decision-making.

General Education Core courses are as follows:

English 101 and 102	6 credits
Mathematics	3 credits
Science	3 credits
Literature	3 credits
Social Science (economics, geography, government, history)	3 credits
Behavioral Science (sociology, psychology, anthropology)	3 credits
Humanities	<u>3 credits</u>
Total	24 credits

Goals and Objectives of the General Education Core

The student will be able to:

- Demonstrate a general knowledge of the liberal arts and sciences:
 - Demonstrate a knowledge of the humanities and their methods
 - Demonstrate a knowledge of the behavioral and social sciences and their methods
 - Demonstrate a knowledge of the sciences and their methods
- Develop the ability to think critically:
 - State a problem clearly
 - Observe data accurately
 - Analyze and organize facts and ideas
 - Draw reasonable inferences from facts and ideas
- Develop the ability to communicate effectively:
 - Write and speak clearly in standard English
 - Receive and comprehend written and oral information
 - Develop and explain a main idea
 - Develop an argument to persuade an audience

4. Develop the ability to use print and electronic information systems:
 - A. Collect and organize information about a topic
 - B. Access information from libraries using printed and electronic sources
 - C. Know the fundamentals of computer operation
5. Develop the ability to make informed judgments concerning ethical issues:
 - A. Recognize both personal and public ethical issues
 - B. Understand the consequences of a decision or a course of action
6. Develop the ability to reason quantitatively
 - A. Apply arithmetic and basic algebraic skills to problem-solving
 - B. Interpret numerical information as presented in charts and graphs.

Computer Fundamentals Requirement

All students enrolling in a degree program are required to demonstrate basic computer literacy. The College has defined the fundamentals of computer literacy as “the ability to use computers effectively. At the basic level, this means knowing how to turn a computer on and off, how to start, manipulate and stop simple application programs, and how to save and print information.” Students must satisfy this computer requirement before they graduate from the associate degree program in which they are enrolled. This requirement can be met in any one of the following ways:

- Successful performance on a College-administered computer literacy exam;
- Completion of a high school computer course with a grade of C or higher (an official high school transcript must be submitted);
- Successful performance on a CLEP or DANTES exam in computer science and applications;
- Successful completion of a computer applications course from another accredited college or university (an official transcript must be submitted);
- Successful completion of any CS course at Housatonic, including CS 100;
- Successful completion of any one of the Housatonic computer-related courses, identified in Course Descriptions.

Completion of any of these courses can be used to satisfy another degree requirement. Fulfillment of the Computer Fundamentals Requirement does not increase the total number of credits needed to finish a degree. This requirement affects all degree students who enrolled for the first time during the Fall 1997 semester or later.

THE HONORS PROGRAM

The Honors Program at Housatonic Community-Technical College is especially designed for the outstanding student. It offers an enriched learning experience that stresses intellectual challenge, in-depth analysis and creative thinking, and includes interdisciplinary study and independent work.

Full-time or part-time degree students may apply for the Honors Program if they meet the following requirements:

- Complete at least 12 credits at Housatonic;
- Maintain a Grade Point Average of at least 3.5;
- Submit letters of recommendation from at least two of their instructors.

To complete the Honors Program, a student must:

- Maintain a 3.5 GPA and earn grades of B or better in all Honors courses;

Additionally, students must complete the Honors Curriculum which includes:

- In-class honors (6 credits or more) — two or more regular courses that the honors student takes at a more personally challenging pace. For example: exploring and reporting on additional readings; completing advanced experiments, problems or case studies; teaching a class period.

- Honors Seminar (HN 200, 3 credits) — An interdisciplinary course that examines a topic from the differing perspectives of the major academic disciplines; humanities, natural and physical sciences, and social sciences. Offered in the fall semester only, the instructors and topic/content vary from year to year. Prerequisite: EN 102; recommended: literature or philosophy, psychology or sociology, history, or laboratory science. Satisfies an Open elective requirement.

- Honors Project (HN 225, 3 credits) — An original student project completed under the guidance of a faculty member that demonstrates the student's ability to apply knowledge and skills learned in the Honors Seminar in a creative and scholarly manner. Independent study contracts must be drawn up in the semester preceding the term in which the project is actually completed. Prerequisite: HN 200. Satisfies an Open elective requirement.

(Forms for faculty recommendations and Honors courses must be obtained from the Honors Program Advisor.)

HCTC graduates who complete the Honors Program are identified as HOUSATONIC SCHOLARS on certificates presented at Awards Night and in the commencement program.

“The greatest achievement of the human spirit is to live up to one’s opportunities and to make the most of one’s resources.”

Vauvenargues

ACCOUNTING

Associate in Science Degree

Objective: Provides students with basic accounting knowledge necessary for an entry-level position in that area, and it also provides the preliminary knowledge required for transfer to a four-year institution.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 103 ²	Principles of Small Business Management	3
or		
*Business 110	Introduction to Business	
*Accounting 101	Financial Accounting	3
*Humanities	Elective	3
*English 102	Composition & Literature	3
Science	Elective	3-4
*Business 215	Finance	3
*Accounting 102	Managerial Accounting	3
*Accounting 104	Computer Assisted Accounting I	3

Sophomore Year

English	Literature Elective	3
*Business 221	Business Law I	3
*Accounting 210	Intermediate Accounting I	3
*Business ³	Elective	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 211	Business Communications	3
*Accounting 211	Intermediate Accounting II	3
*Business 222	Business Law II	3
*Business ³	Elective	3
*Behavioral Science	Elective	3

Total Credits 60 - 62

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 104 or higher.

² Alternate may not be taken as a Business elective.

³ Transfer students are strongly advised to take AC 212 but should contact four-year institution for approval. Career Accounting students should elect AC 105, 204 or AC 212 for their Business electives. Electives should be selected on basis of career objectives and made after consultation with Accounting advisor.

NOTE: Accounting 100 may not be used as a Business elective in this program.

ACCOUNTING: ACCOUNTING ASSISTANT

Associate in Science Degree

Objective: This program is designed to qualify the student for employment as a full-charge bookkeeper or accounting assistant and to enable the student currently employed in these positions to enhance his or her knowledge for advancement purposes. The basic mechanics of bookkeeping and accounting theory are complemented by extensive study of computers and computer applications relative to the bookkeeping and accounting process.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 103 ²	Principles of Small Business Management	3
or		
*Business 110	Introduction to Business	
*Accounting 101	Financial Accounting	3
*Business	Elective	3-4
English 102	Composition & Literature	3
*Science	Elective	3-4
*Accounting 102	Managerial Accounting	3
*Accounting 104	Computer Assisted Accounting I	3
*Humanities	Elective	3

Sophomore Year

*English	Literature Elective	3
*Business 221	Business Law I	3
*Computer Science 203	Introduction to Spreadsheets	3
*Accounting 105	Computer Assisted Accounting II	3
*Business ³	Elective	3
*Business 211	Business Communications	3
*Business 215	Finance	3
*Accounting 205	Topics in Tax Compliance	3
*Economics 203	Fundamentals of Micro-Economics	
or		
*Economics 204	Fundamentals of Macro-Economics	3
*Behavioral Science	Elective	3

Total Credits 60 - 62

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 104 or higher.

² Alternate may not be taken as a Business elective.

³ CS 105 or BOT 120 should be selected unless the student has adequate computer background. AC 204, BOT 102, BOT 205 electives should be considered for second Business elective in conjunction with recommendations of program advisor.

Note: Accounting 100 may not be used as a Business elective in this program.

AVIATION MAINTENANCE

Associate in Science Degree

Objectives: This program is designed for students who have successfully completed a Federal Aviation Administration approved program in Airframe and Powerplant Mechanics and have an active FAA license. Students completing this program may obtain employment as mechanics at airports or technicians with aircraft and powerplant companies, or they may continue their education towards a bachelor's degree in the industrial or manufacturing fields.

Students receive 30 college credits for the Airframe and Powerplant Mechanics coursework provided they have passed the certification examination administered by the Federal Aviation Administration.

Suggested Sequence of Courses

Credits

Credits from Airframe and Powerplant Mechanics coursework		30
English 101	Composition	3
*Math 115	Intermediate Algebra	
or		
*Math	Elective above MA 115	3-4
*Science	Elective	3-4
*Social Science	Elective	3
*English 102	Composition & Literature	3
*Open	Elective	3-4
*Humanities	Elective	3
*Behavioral Science	Elective	3
*Open	Elective	3-4
*English	Literature Elective	3

Total Credits 60 - 64

*Prerequisite or Parallel is or may be required. Please check individual course descriptions for details.
NOTE: A minimum of 15 credits in 200-level courses is required.



The Kite From the Housatonic Museum of Art Sculpture Garden

BANKING

Associate in Science Degree

Objective: This degree program is offered as a career development program for employees currently working in all types of financial service organizations. It prepares employees in savings banks, commercial banks, savings and loan associations, and credit unions for supervisory and middle-management positions.

Suggested Sequence of Courses

Freshman Year

		credits
English 101	Composition	3
Mathematics 104	Introduction to Statistics	3
Accounting 101	Financial Accounting	3
Computer Science 105	Intro. To Computer Applications	4
Business 125	Principles of Banking	3
English 102	Composition & Literature	3
Business 111	Principles of Marketing	3
Accounting 102	Managerial Accounting	3
Business 215	Finance	3
Business 221	Business Law I	3

Sophomore Year

Communications 201	Effective Speaking	3
Business 222	Business Law II	3
Business 209	Management	3
Business 227	Money & Banking	3
Economics 203	Fundamentals of Micro-Economics	3
or		
Economics 204	Fundamentals of Macro-Economics	
Behavioral Science	Elective	3
Business 211	Business Communications	3
Science	Elective	3-4
Humanities	Elective	3
•Restricted	Elective	3

Total Credits 61 or 62

•Selection of restricted elective should be made after consultation with the program advisor.
NOTE: Accounting 100 cannot be used as a Business elective in this program.

*“My best business decisions are
picking people.”*

Bill Gates

BUSINESS ADMINISTRATION

Associate in Science Degree

Objective: Provides the student with the basic general business knowledge necessary for the start of a business career, and it provides the student with the preliminary knowledge required for transfer to a more specialized four-year business major.

Suggested Sequence of Courses		Credits
Freshman Year		
English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 103 ²	Principles of Small Business Management	3
or		
*Business 110	Introduction to Business	
*Business 140	Survey of International Business	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Business 111	Principles of Marketing	3
*Accounting 102	Managerial Accounting	3
*Science	Elective	3-4
Sophomore Year		
*English	Literature Elective	3
*Business 209	Management	3
*Business 215	Finance	3
*Business 221	Business Law I	3
*Business ³	Elective	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 211	Business Communications	3
*Business ³	Elective	3
*Humanities	Elective	3
*Behavioral Science	Elective	3
		Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 104 or higher.

² Alternate may not be taken as a Business elective.

³ Business electives should be selected in consultation with a Business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology courses.

NOTE: Accounting 100 cannot be used as a Business elective in this program.

BUSINESS ADMINISTRATION: DATA PROCESSING

Associate in Science Degree

Objective: To provide training for persons currently employed who wish to upgrade their current job skills, re-entry training for those actively seeking specialization, and computer literacy for those individuals currently unfamiliar with data processing.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Accounting 101	Financial Accounting	3
*Computer Science 106	Principles of Computer Technology	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Science	Elective	3-4
*Accounting 102	Managerial Accounting	3
*Business 103 ²	Principles of Small Business Management	3
or		
*Business 110	Introduction to Business	
*Computer Science 120	Disk Operating Systems	3

Sophomore Year

*English	Literature Elective	3
*Business 215	Finance	3
*Computer Science 203	Introduction to Spreadsheets	3
*Computer Science 205	Database Management	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business ³	Elective	3
*Business 221	Business Law I	3
*Business 211	Business Communications	3
*Humanities	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 104 or higher.

² Alternate may not be taken as a Business elective.

³ Business electives should be selected in consultation with Business advisor. It is recommended that these electives be selected from Accounting, Business, Computer Science, alternate Economics course, or Business Office Technology courses.

NOTE: Accounting 100 may not be used as a Business elective in this program.

BUSINESS ADMINISTRATION: FINANCE

Associate in Science Degree

Objective: Provides the student with an understanding of the principles and concepts of finance within the general framework of basic general business knowledge. Designed for the student planning a career in financial or general business management. This program provides the preliminary knowledge required for transfer to a four-year institution and for an entry-level position in finance.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 110	Introduction to Business	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Science	Elective	3-4
*Business 111	Principles of Marketing	3
*Accounting 102	Managerial Accounting	3
*Business 215	Finance	3

Sophomore Year

*English	Literature Elective	3
*Business 221	Business Law I	3
*Business 209	Management	3
*Business 227	Money and Banking	3
*Economics 203	Fundamentals of Micro-Economics	3
*Economics 204	Fundamentals of Macro-Economics	3
*Business 223	Capital Markets and Investments	3
*Business 211	Business Communications	3
*Humanities	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 104 or higher.

BUSINESS ADMINISTRATION: MANAGEMENT

Associate in Science Degree

Objective: Provides students with knowledge, techniques and perspectives in the theory and practice of management. Prepares students for careers in management and administration.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 110	Introduction to Business	3
*Business 140	Survey of International Business	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Science	Elective	3-4
*Accounting 102	Managerial Accounting	3
*Humanities	Elective	3

Sophomore Year

*English	Literature Elective	3
*Business 209	Management	3
*Business 221	Business Law I	3
*Business 215	Finance	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 208	Human Resource (Personnel) Management	3
*Business 205	Business Ethics	3
*Business 211	Business Communications	3
*Business ²	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

*Prerequisite or parallel may be required. Please check individual course descriptions for details.

¹ MA 104 or higher.

² Business elective must be selected in consultation with an advisor. It is recommended that it be selected from Accounting, Business, Computer Science, alternate Economics course, or Business Officer Technology courses.

NOTE: Accounting 100 and Business 103 cannot be used as Business electives in this program.

**BUSINESS ADMINISTRATION:
SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP**

Associate in Science Degree

Objective: Designed to develop, through its varied course offerings, an understanding of the economic and social environment within which small businesses function. Most of the course offerings afford practice in decision making under conditions of uncertainty, the same conditions prevalent in the business world.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 103	Principles of Small Business Management	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Science	Elective	3-4
*Business 111	Principles of Marketing	3
*Accounting 102	Managerial Accounting	3
*Business 113	Principles of Retailing	3

Sophomore Year

*English	Literature Elective	3
*Business ²	Elective	3
*Business 215	Finance	3
*Business 221	Business Law I	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business ²	Elective	3
*Business 216	Entrepreneurship & Franchising	3
*Business 211	Business Communications	3
*Humanities	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 104 or higher.

² Business electives should be selected in consultation with Business advisor. It is recommended that these electives be selected from the following: BU 140, BU 240, BU 243 or BU 244.

NOTE: Accounting 100 and Business 110 may not be used as Business electives in this program.

BUSINESS OFFICE TECHNOLOGY EXECUTIVE ASSISTANT

Associate in Science Degree

Objective: This program provides students with the skills necessary to excel in an office environment. Students become proficient in keyboarding, word processing, office procedures, office management skills, interpersonal skills as well as decision-making and problem-solving techniques. Students are encouraged to develop individual areas of interest through elective courses and through part-time and summer employment.

Suggested Sequence of Courses Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Accounting 101	Financial Accounting	3
*Bus. Office Tech. 102	Keyboarding I	3
*Bus. Office Tech. 120	Introduction to the Personal Computer	3
*English 102	Composition & Literature	3
Science	Elective	3-4
*Bus. Office Tech. 103	Keyboarding II	3
*Bus. Office Tech. 218	Word Processing Software Package	3
*Business ²	Elective	3

Sophomore Year

*English	Literature Elective	3
*Bus. Office Tech. 201	Document Production	3
*Bus. Office Tech. ³	Elective	3
*Bus. Office Tech. 212	Administrative Office Procedures	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Humanities	Elective	3
*Business 209 ⁴	Management	3
or		
*Bus. Office Tech. 205	Office Management	
*Behavioral Science	Elective	3
*Business ²	Elective	3
*Business 211	Business Communications	3

Total Credits 60 - 62

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, or Business Office Technology courses.

³ Three credits must be a 200 level Business Office Technology course. BOT and Business electives must be approved by BOT advisor. Cooperative Work Experience is highly suggested.

⁴ Either BU 209 or BOT 205 is required.

NOTE: Accounting 100 may not be used as a Business elective.

BUSINESS OFFICE TECHNOLOGY WORD/INFORMATION PROCESSING SPECIALIST

Associate in Science Degree

Objective: This program provides students with the skills necessary in order to excel in a word/information processing environment. Students become proficient in keyboarding, word processing, language arts skills, and they are also introduced to desktop publishing. Word Processing students are encouraged to develop individual areas of interest through elective courses and through part-time and summer employment.

Suggested Sequence of Courses

Freshman Year

		Credits
English 101	Composition	3
Mathematics ¹	Elective	3-4
*Accounting 101	Financial Accounting	3
*Bus. Office Tech. 102	Keyboarding I	3
*Bus. Office Tech. 120	Introduction to the Personal Computer	3
*English 102	Composition & Literature	3
*Bus. Office Tech. 103	Keyboarding II	3
*Bus. Office Tech. 218	Word Processing Software Package	3
*Business ²	Elective	3
*Science	Elective	3-4

Sophomore Year

*English	Literature Elective	3
*Business 209	Management	3
or		
*Bus. Office Tech. 205 ³	Office Management	
*Bus. Office Tech. 201	Document Production	3
*Bus. Office Tech. 210	Advanced Word Processing	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Humanities	Elective	3
*Bus. Office Tech. 220	Desktop Publishing	3
*Business 211	Business Communications	3
*Bus. Office Tech. 216	Machine Transcription	
or		
*Bus. Office Tech. 218 ⁴	Word Processing Software Package	3
*Behavioral Science	Elective	3

Total Credits 60 - 62

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

1 MA 104 or higher.

2 Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course or Business Office Technology courses. BOT elective must have BOT academic advisor's approval.

3 Either BU 209 or BOT 205 is required.

4 Must be a different software package than taken previously.

NOTE: Accounting 100 cannot be used as a Business elective in this program.

CLINICAL LABORATORY SCIENCES

Clinical Laboratory Technician/Medical Laboratory Technician

Associate in Science Degree

Purpose

The Clinical Laboratory Sciences program is designed to prepare graduates for employment in hospitals, commercial laboratories, physician office laboratories and pharmaceutical companies. Upon program completion, students are eligible to take national certification examinations. Clinical laboratory technicians follow specific procedures to perform a variety of routine diagnostic tests on blood and other body fluids in chemistry, hematology, urinalysis, immunohematology, microbiology, and immunology. Thus, CLTs, in cooperation with other laboratory personnel, provide physicians with valuable information needed to care for patients. The curriculum combines the general college core courses in the humanities and sciences with clinical courses. Area hospital laboratories provide the environment where students perform basic procedures, learn interpersonal skills, study diseases, and relate laboratory medicine to other aspects of health care.

The Clinical Laboratory Sciences curriculum is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

Program Objectives

- Collect and prepare clinical specimens for analysis.
- Operate laboratory instruments.
- Perform a variety of diagnostic analyses according to prescribed methodology.
- Monitor and assess the quality of data generated.
- Recognize problems that may occur during testing.
- Describe principles, reactions, and reagents for each method studied.
- Relate test results to other patient information to the extent required for understanding the analyses.
- Demonstrate behavior and attitudes consistent with those of laboratory professionals.

Admissions Guidelines

Students who wish to be considered for admission to the Clinical Laboratory Sciences program must present credentials matching the following guidelines: All students must submit a high school transcript or G.E.D., including one year each of biology and chemistry and two years of algebra with grades of C or better within the last five years (equivalent courses taken in college are acceptable substitutes). An interview with the Program Director is required.

All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in CLS 101.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non-CLS courses, date of application and date of completion of minimum requirements may be used in the decision process.

Special Requirements

Students are required to obtain a grade of C or higher in Science and CLS courses for progression in the program. Students are also required to purchase their own malpractice insurance, uniforms, and to provide their own transportation to and from all clinical assignments. In addition to having a physical examination within six months prior to entering the practicum, they must also provide evidence of immunity to Hepatitis B.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Mathematics 104	Statistics	3
*Biology 212	Anatomy & Physiology I	4
*Chemistry 110	Principles of Chemistry I	4
Clinical Lab Sc.101	Intro. Clinical Laboratory Sciences I	2
*English 102	Composition & Literature	3
*Biology 213	Anatomy & Physiology II	4
*Biology 203	Microbiology	4
*Chemistry 111	Principles of Chemistry II	4
*Clinical Lab Sc.102	Intro. to Clinical Laboratory Sciences II	1

Summer Session

*Clinical Lab Sc. 201	Laboratory Practicum I	4
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Sophomore Year

*Chemistry 206	Biochemistry	4
Mathematics ¹	Elective	3
*Clinical Lab. Sc. 202	Laboratory Practicum II	4
*Clinical Lab. Sc. 204	Clinical Laboratory Seminar I	3
Behavioral Science ²	Elective	3
Humanities	Elective	3
*Clinical Lab. Sc. 203	Laboratory Practicum III	4
*Clinical Lab Sc. 205	Clinical Laboratory Seminar II	3

Total Credits 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable. MA 115 or higher accepted

² Psychology 101 or Sociology 101 strongly recommended.

NOTE: Laboratory Practicum I, II and III are held at affiliated hospitals: Hospital of St. Raphael, Milford Hospital, Norwalk Hospital and St. Vincent's Medical Center.

The program is accredited by: National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr, Chicago, IL, (773)714-8880.



CLINICAL LABORATORY SCIENCES – Biotechnology Option

Associate in Science Degree

Objective: The Clinical Laboratory Sciences Option in Biotechnology is designed to prepare graduates for a career in biotechnology as a Biotechnology Laboratory Technician. Biotechnology is the manipulation of living organisms and/or biological processes to provide useful products. Students who complete this option may wish to further their education or seek employment as technicians in pharmaceutical, agricultural, environmental, forensic or medical industries.

Admissions Guidelines

Students who wish to be considered for admission to the CLS, Biotechnology Option program must present credentials matching the following guidelines: All students must submit a high school transcript or G.E.D., including one year each of biology and chemistry and two years of algebra with grades of C or better within the last five years (equivalent courses taken in college are acceptable substitutes). An interview with the Program Director is required.

All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in CLS 101.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non-CLS courses, date of application and date of completion of minimum requirements may be used in the decision process.

Special Requirements

Students are required to obtain a grade of C or higher in Science and CLS courses for progression in the program. Students are also required to purchase their own malpractice insurance, uniforms, and to provide their own transportation to and from all practicum assignments.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Mathematics 104	Statistics	3
*Biology 121	General Biology I	4
*Chemistry 110	Principles of Chemistry I	4
Clinical Lab. Sc.101	Intro. To Clinical Laboratory Sciences I	2
*English 102	Composition & Literature	3
*Biology 212	Anatomy & Physiology I	4
*Biology 203	Microbiology	4
*Chemistry 111	Principles of Chemistry II	4
*Clinical Lab. Sc.102	Intro. To Clinical Laboratory Sciences II	1

Summer/Fall/Spring Session

*Clinical Lab. Sc.201	Laboratory Practicum I	4
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Sophomore Year

*Chemistry 206	Biochemistry	4
Mathematics ¹	Elective	3
*Biology 213	Anatomy & Physiology II	4
*Clinical Lab. Sc. 212	Molecular Biotechniques	4
*Natural Science 225	Special Prob. in Natural Sciences	3
*Clinical Lab Sc. 213	Biotechnology Lab Seminar	3
Behavioral Science ²	Elective	3
Humanities	Elective	3

Total Credits 63

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA091, DS091, DS095 not acceptable. MA 115 or higher is acceptable.

² Psychology 101 or Sociology 101 strongly recommended.

NOTE: Laboratory Practicum I held at an affiliated Biotechnology Laboratory.

CRIMINAL JUSTICE

Associate in Science Degree

Objective: Designed as an occupational career program to provide students with the professional knowledge, skills and techniques required in the area of criminal justice. Students may specialize in the following options: law enforcement; administration, corrections, investigation, juvenile justice, and security and loss prevention. Course offerings are transferable to four-year institutions having programs in criminal justice, public administration, social sciences, etc.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Government 101	Introduction to American Government	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Criminal Justice 111	Introduction to Criminal Justice	3
*English 102	Composition & Literature	3
*History 201	American History I	3
or		
*History 202	American History II	
Mathematics ¹	Elective	3-4
*Criminal Justice 105	Criminology	3
*Criminal Justice ²	Elective	3

Sophomore Year

*Criminal Justice 201	Criminal Law	3
*Criminal Justice ²	Elective	3
*Science	Elective	3-4
*English	Literature Elective	3
*Restricted ³	Elective	3
*Criminal Justice 215	Evidence and Criminal Procedure	3
*Criminal Justice 220	Criminal Justice Practicum	3
*Restricted ³	Elective	3
*Open ³	Electives	6-8

Total Credits 60 - 64

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Criminal Justice electives should be based on the student's career objectives and should be made after consultation with the program advisor.

³ Restricted and Open electives cannot be Criminal Justice courses. Restricted electives should be selected after consultation with the program advisor.

DRUG and ALCOHOL REHABILITATION COUNSELOR

Associate in Science Degree

Special Admission Guidelines

Admission to this program is on a selective, competitive basis using a screening process. Students are admitted to the DARC program in the Fall semester only. The DARC program is a system-wide program consisting of 24 semester hours of specialty courses and 36 semester hours of general education credits. Manchester Community-Technical College is the administrative base for the program. Graduates of the program will receive a diploma and transcript (except Manchester CTC) clearly indicating that it is a joint award. The DARC specialty courses listed are taught at Tunxis Community-Technical College (Farmington), Gateway Community-Technical College (New Haven), and Manchester Community-Technical College (Manchester).

Students register at their home college for one of the three class sites. The first year specialty courses - DARC 101, 111, 112, 158 are available to any student wishing to enroll; however, students should seek advising from their home college DARC liaison before registering. The application process must be completed before January 15 of the year in which admission is sought.

Enrollment in DARC 101 and 111 is required before applying to the degree program. Prospective applicants must seek advising from the Housatonic DARC liaison, Professor Claudine Coba (332-5167), or the DARC program director at Manchester Community-Technical College.

In addition to the regular admissions requirements, an applicant must complete the following:

1. A DARC application form;
2. Three letters of reference;
3. A short autobiographical sketch;
4. An interview to be arranged with the coordinator of the DARC program. Candidates for this program will be selected by the coordinator of the DARC program.

Many DARC graduates have gone on to complete a higher degree. Some continue on to graduate studies. Several in-state and out-of-state colleges and universities currently accept the DARC degree program in transfer towards a related bachelor's degree.

The employment record of DARC graduates is excellent. Graduates seek employment as entry-level substance abuse counselors in a wide variety of public and private settings such as hospitals, treatment facilities, public health agencies and prevention organizations.

Objective: The program is designed to provide education and training to those seeking employment or job advancement. Others transfer to four-year institutions to complete bachelor or graduate degrees in the field of substance abuse counseling. Students receive education and training in professional techniques of counseling with disciplined background in the environmental and psychological causes and effects of alcohol and other drug abuse and dependence.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Science	Elective	3-4
*DA 111	Introduction to Counseling	3
*DA 101	Intro. to Issues in Alcohol & Drug Abuse	3
*English 102	Composition & Literature	3
*Psychology	Elective	3
*Behavioral or Social Science	Elective	3
*DA 158	Biology of Addiction	3
*DA 112	Group Therapy & Techniques	3

Sophomore Year

*DA 251	Counseling Internship I	6
*Psychology 210	Abnormal Psychology	3
*Behavioral Science	Elective	3
or		
*Social Science	Elective	
*Humanities	Elective	3
*DA 252	Counseling Internship II	6
*Behavioral Science	Elective	3
or		
*Social Science	Elective	
*Humanities	Elective	3
Mathematics ¹	Elective	3-4

 Total Credits 60 - 62

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

*“Mistakes are a fact of life.
It is the response to the error that
counts.”*

Nikki Giovanni

EARLY CHILDHOOD EDUCATION

Associate in Science Degree

Objective: Designed to prepare qualified students to become teachers and teachers' assistants in the field of professional child care. This program equips students with the skills and competencies to work effectively with young children in a variety of educational settings. Instruction is designed to be practical and heavily supplemented with field observations, internships, workshops and seminars.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Science	Elective	3-4
Early Child Ed. 101	Introduction to Early Childhood Education	3
Early Child Ed. 106	Teaching Children Music	3
*English 102	Composition & Literature	3
*Sociology 101	Principles of Sociology	3
*Psychology 205	Child Psychology & Development	3
Art 115	Teaching Children Art	3
*Early Child Ed. 103 ¹	Seminar I	1
*Early Child Ed. 104 ¹	Field Observation	2

Sophomore Year

*English	Literature Elective	3
Mathematics ²	Elective	3-4
*History 201	American History I	3
or		
*History 202	American History II	
*Early Child Ed. 201	Learning Development in the Classroom	3
Early Child Ed. 207	Natural Sciences and Safety for Children	3
*Early Child Ed./ Human Services	Elective	3
*Open ³	Elective	3-6
*Early Child Ed. 205 ¹	Internship Seminar	2
*Early Child Ed. 206 ¹	Internship	4
Early Child Ed. 208	Children's Language and Literature	3

Total Hours 60 - 63

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ ECE 103 & ECE 104 must be taken simultaneously and ECE 205 & ECE 206 must be taken simultaneously.

² All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program coordinator. MA 091, DS 091, DS 095 not acceptable.

³ Open elective cannot be a Human Services/Early Child Ed. course.

To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MA 104 or higher; Human Service/Child Care: must be an ECE special education course; Open: Computer Science course is recommended.

EARLY CHILDHOOD EDUCATION
Special Education Option
 Associate in Science Degree

Objective: To prepare students for a career in educational programs designed for exceptional and special learners. Students participate in internships in special education environments.

Suggested Sequence of Courses

Credits

Freshman Year

English 10	Composition	3
*Psychology 101	Introduction to Psychology	3
*Science	Elective	3-4
Early Child Ed. 105	Introduction to Special Education	3
Early Child Ed. 106	Teaching Children Music	3
*English 102	Composition & Literature	3
Mathematics ¹	Elective	3-4
Art 115	Teaching Children Art	3
*Sociology 101	Principles of Sociology	3
*Early Child Ed. 103 ²	Seminar I	1
*Early Child Ed. 104 ²	Field Observation	2

Sophomore Year

Early Child Ed. 200	Methods in Special Education	3
Early Child Ed. 207	Natural Sciences & Safety for Children	3
*English	Literature Elective	3
*History 201	American History I	3
or		
*History 202	American History II	
*Psychology 205	Child Psychology & Development	3
*Early Child Ed. 205 ²	Internship Seminar	2
*Early Child Ed. 206 ²	Internship	4
Early Child Ed. 208	Children's Language & Literature	3
*Early Child Ed/ Human Services/	Elective	3
*Open ³	Elective	3-4

Total Credits 60 - 63

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program coordinator. MA 091, DS 091, DS 095 not acceptable.

² ECE 103 & ECE 104 must be taken simultaneously and ECE 205 & ECE 206 must be taken simultaneously

³ Open elective cannot be a Human Service/Early Child Ed. course.

To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MA 104 or higher; Open: Computer Science course recommended.

FINE ARTS: ART

Associate in Arts Degree Transfer Program

Objective: The following combination of courses allows any student both to obtain an Associate in Arts Degree and to transfer into most four-year colleges offering programs in Fine Art, Art Education, and Art History.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Art 121	Art History Survey I: Prehistory to Medieval	3
Art 103	Design I	3
Art 105	Drawing I	3
Mathematics ¹	Elective	3-4
*English 102	Composition & Literature	3
*Art 122	Art History Survey II: Renaissance to Romanticism	3
*Art 104	Design II	3
*Art 106	Drawing II	3
*Behavioral Science	Elective	3

Sophomore Year

*English	Literature Elective	3
*Art 123	Art History Survey III: Impressionism to the Present	3
Art ²	Sculpture Elective	3
*Art 245	Figure Drawing	3
*Science	Elective	3-4
Art ³	Painting Elective	3
*Social Science	Elective	3
Art 230	Computer Graphics I	3
Art	Elective	3
*Open ⁴	Elective	3-4

Total Credits 60-63

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Choose from: Sculpture: Constructions; Sculpture: Modeling and Carving.

³ Choose from: Painting: Acrylic, Painting: Oil, Painting: Watercolor.

⁴ Cannot be an art course.

NOTE: A minimum of 15 credits in 200-level courses is required.

GENERAL STUDIES

Associate in Science Degree Transfer Program

Objective: Designed for those who wish a broader general education background. Programs will be arranged on an individual basis through consultation with the student's advisor. A maximum of flexibility in choice of courses is permitted in this curriculum but the degree will be awarded only to those students whose programs meet the minimum requirements of this curriculum.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Social Science	Elective	3
*Humanities	Elective	3
*Open	Elective	3
*English 102	Composition & Literature	3
*Behavioral Science	Elective	3
*Science	Elective	3-4
*Open	Elective	6

Sophomore Year

*English	Literature Elective	3
*Social Science	Elective	3
*Science	Elective	3-4
*Open	Electives	6
*Humanities	Elective	3
*Behavioral Science	Elective	3
*Open	Electives	9

Total Credits 60 - 63

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

NOTE: It is recommended that students take one year of a foreign language.

NOTE: A minimum of 15 credits in 200-level courses is required.



GRAPHIC DESIGN

Associate in Science Degree

Objective: The following combination of courses allows any student both to obtain an Associate in Science degree and to transfer into most four-year colleges offering programs in Graphic Design.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Art History ²	Art History Elective	3
Art 103	Design I	3
Art 105	Drawing I	3
*English 102	Composition & Literature	3
*Art 104	Design II	3
*Art 106	Drawing II	3
*Art 230	Computer Graphics I	3
*Behavioral Science	Elective	3

Sophomore Year

*English	Literature Elective	3
*Social Science	Elective	3
*Science	Elective	3-4
*Art 212	Photography I	3
*Art 237	Graphic Design	3
*Art 245	Figure Drawing	3
*Art 233	Computer Graphics II	3
Art 238	Illustration	3
*Art ³	Elective	3
*Open ⁴	Elective	3-4

Total Credits 60 - 62

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Choose from: Art History Survey I: Prehistory to Medieval, Art History Survey II: Renaissance to Romanticism, Art History Survey III: Impressionism to Present.

³ It is suggested that students discuss course with program coordinator.

⁴ Suggested courses: Keyboarding I, Introduction to Mass Media. Cannot be an Art course.

*“Art is the only way to run away
without leaving home.”*

Twyla Tharp

HUMAN SERVICES PROGRAM

Associate in Science Degree

Objective: Designed to prepare qualified students for a wide variety of employment positions in the urban-suburban region of Greater Bridgeport and surrounding metropolitan areas. Career positions include such fields as mental health, social services, substance abuse, community planning, counseling and gerontology. Instruction is cross-disciplinary and is designed for maximum transferability for those wishing to continue their studies.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Government 101	Introduction to American Government	3
*Psychology 101	Introduction to Psychology	3
*Science	Elective	3-4
Human Services 101	Introduction to Human Services	3
*English 102	Composition & Literature	3
*Psychology 210	Abnormal Psychology	3
*Sociology 101	Principles of Sociology	3
*Human Services 201	Seminar in Group and Interpersonal Relations	3
Human Services 203	Human Service Skills & Methods	3

Sophomore Year

*English	Literature Elective	3
*Communications 201	Effective Speaking	3
*Mathematics ¹	Elective	3-4
Human Services 111	Introduction to Counseling in Human Services	3
*Human Services 204	Human Services Internship I	3
*Sociology or Psych.	Elective	3
Human Services 206	Human Services Seminar	3
*Human Services 205	Human Services Internship II	3
**Humanities	Elective	3
**Open ²	Elective	3

Total Credits 60 - 62

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

**All electives should be based on student's career objectives. It is required that students discuss electives with the Program Coordinator.

1 MA 091, DS 091, DS 095 not acceptable

2 Open electives cannot be in Human Services courses. Psychology and Social Science courses are recommended. It is required that students discuss choice with Program Coordinator.

LIBERAL ARTS: HUMANITIES/BEHAVIORAL & SOCIAL SCIENCES

Associate in Arts Degree
Transfer Program

Objective: The Liberal Arts: Humanities/Social Science program parallels the first two years of most four-year colleges. The academic experiences in this area provide the foundation for later specialization, graduate study, and professional school. In addition to completing their pre-professional work, future lawyers, teachers, and business people develop their appreciation for the liberal arts before transferring to another institution. The program also provides enrichment in liberal arts for those wishing to acquire only an associates degree.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*History 103	Survey of Western Civilization I	3
*Science	Elective	3-4
Foreign Language ¹	Elective	3
*Mathematics ²	Elective	3-4
*English 102	Composition & Literature	3
*History 104	Survey of Western Civilization II	3
*Science	Elective	3-4
*Foreign Language ¹	Elective	3
*Mathematics ²	Elective	3-4

Sophomore Year

*English	Literature Elective	3
*Foreign Language ¹	Elective	3
*Open	Elective	3-4
*Social Science	Elective	3
*Humanities	Elective	3
*English	Elective	3
*Foreign Language ¹	Elective	3
*Open	Elective	3-4
*Behavioral Science	Elective	3
*Humanities	Elective	3

Total Credits 60 - 66

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Students not presenting two years of a high school foreign language must take 12 credit hours of one language. Students with two years of a high school foreign language may satisfy the 12 hour requirement by taking 6 additional hours of the same language at the intermediate level and 6 hours in open electives.

² MA 091, DS 091, DS 095 not acceptable.

NOTE: A minimum of 15 credits in 200-level courses is required.

LIBERAL ARTS: HUMANITIES/BEHAVIORAL & SOCIAL SCIENCES
Journalism/Communications

Associate in Arts Degree
 Transfer Program

Objective: The following combination of courses within the Liberal Arts program prepares the student for transfer to a four-year college/university with a major in Journalism/ Communications. It provides a background in the basic concepts and practices of contemporary communications and journalism.

Suggested Sequence of Courses		Credits
Freshman Year		
English 101	Composition	3
Mathematics ¹	Elective	3-4
*Communications 101	Introduction to Mass Media	3
*Communications 206	Journalism: Basic	3
*History 103	Survey of Western Civilization I	3
*English 102	Composition and Literature	3
*Communications 207	Journalism: Reporting, Layout & Opinion	3
*Communications 116	Publications Workshop I	3
*Science	Elective	3-4
*History 104	Survey of Western Civilization II	3
Sophomore Year		
*Communications 217	Publications Workshop II	3
*Behavioral Science	Elective	3
*Science	Elective	3-4
*English	Literature Elective	3
*Humanities ²	Elective	3
*English	Elective	3
*Social Science	Elective	3
or		
Behavioral Science	Elective	
*Humanities ²	Elective	3
*Open	Electives	6
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>		
Total Credits		60 - 63

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² One year of a foreign language is recommended.

NOTE: A minimum of 15 credits in 200-level courses is required.

LIBERAL ARTS: MATHEMATICS/SCIENCE

Associate in Arts Degree
Transfer Program

Objective: This program is intended to provide a sound knowledge of basic sciences and mathematics as well as an appreciation of the humanities and social science. The curriculum allows science and mathematics majors to enter a four-year institution as third-year students, with a minimum of unsatisfied prerequisites for major courses they plan to take. The program also provides enrichment in liberal arts for those wishing to acquire only an associate's degree.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*History 103	Survey of Western Civilization I	3
*Foreign Language ¹	Elective	3
*Mathematics ²	Elective	3-4
*Science ³	Elective	4
*English 102	Composition & Literature	3
*History 104	Survey of Western Civilization II	3
*Foreign Language ¹	Elective	3
*Mathematics ²	Elective	3-4
*Science ³	Elective	4

Sophomore Year

*Mathematics ²	Elective	3-4
*Science ³	Elective	4
*English	Literature Elective	3
*Foreign Language ¹	Elective	3
*Social Science	Elective	3
*Mathematics ²	Elective	3-4
*Foreign Language ¹	Elective	3
Open	Elective	3-4
*Computer Science ⁴	Elective	3
*Behavioral Science	Elective	3

Total Credits 63 - 68

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Students not presenting two years of a high school foreign language must take 12 credit hours of one language. Students with two years of a high school foreign language may satisfy the 12 hour requirement by taking 6 additional hours of the same language at the intermediate level and 6 hours in open electives.

² Math elective is dependent upon program chosen and major emphasis. Math majors should follow the calculus sequence: MA 130, 201, 202, 203, & 204. MA 091, DS 091, DS 095 not acceptable.

³ Only four-credit science courses may be used to meet this requirement. Math 115 is required prior to Chemistry 121 or 122.

⁴ Should be selected from CS 111, 113, or 115.

NOTE: A minimum of 15 credits in 200-level courses is required.

LIBERAL ARTS: MATHEMATICS/SCIENCE – Computer Science

Associate in Arts Degree
Transfer Program

Objective: Designed to provide the student with a solid comprehensive background in computer science in preparation for transfer to a four-year institution with a major in computer science.

Suggested Sequence of Courses		Credits
Freshman Year		
English 101	Composition	3
*Mathematics ¹	Elective	4
*History 103	Survey of Western Civilization I	3
*Science ²	Elective	4
*Computer Science 115	Introduction to Pascal	3
*English 102	Composition & Literature	3
*Mathematics ¹	Elective	4
*Science ²	Elective	4
*Computer Science 113	Introduction to Fortran	3
*Computer Science 200	Data Structures & Algorithms	3
Sophomore Year		
*English	Literature Elective	3
*Mathematics	Elective	4
Computer Science 213	Introduction to “C” Programming	3
*Humanities	Elective	3
Social Science	Elective	3
*Computer Science ³	Elective	3
*Behavioral Science	Elective	3
*Humanities	Elective	3
*Open	Electives	6
		Total Credits 65

*Prerequisite or Parallel may be required. Check individual course descriptions for details.

¹ At least 12 credits of mathematics from the following courses: MA 130, MA 201, MA 202, MA 203, MA 204.

² Any 4 credit science course.

³ Three credits from CS 140 or CS 205.

⁴ One year of foreign language is recommended.

NOTE: A minimum of 15 credits in 200-level courses is required.

LIBERAL ARTS: MATHEMATICS/SCIENCE

Pre-Engineering Science

Associate in Arts Degree

Transfer Program

Objective: Designed to provide the student with a solid comprehensive background in mathematics, physics, and chemistry in preparation for transfer to a four-year college with a major in engineering.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Mathematics 201	Analytic Geometry & Calculus I	4
*Physics 205	Engineering Physics I	4
*Chemistry 121	General Chemistry I	4
*English 102	Composition & Literature	3
*Mathematics 202	Calculus II	4
*Physics 206	Engineering Physics II	4
*Computer Science 113	Introduction to Fortran	3
*Chemistry 122	General Chemistry II	4

Sophomore Year

*English	Literature Elective	3
*Mathematics 203	Calculus III	4
*Eng. Science 205	Introduction to Statics	3
Social Science	Elective	3
Humanities	Elective	3
*Mathematics 204	Differential Equations	3
*Eng. Science 206	Introduction to Dynamics	3
Behavioral Science	Elective	3
Humanities	Elective	3
Open	Elective	6

Total Credits 67

*Prerequisite or Parallel is required. Check individual course descriptions for details.

NOTE: Students planning to enter this program should have a strong background in high school algebra, geometry, trigonometry and functions, and in physics and chemistry. Their total high school record should indicate an ability to succeed in the Engineering program. One year of foreign language is recommended.

*There is no branch of mathematics,
however abstract, which may not
someday be applied to the
phenomena of the real world."*

Lobachevsky

LIBERAL ARTS: MATHEMATICS/SCIENCE

Pre-Environmental Science

Associate in Arts Degree

Transfer Program

Objective: This program is designed to prepare students for transfer to four-year institutions with Environmental Science and Forestry Programs. Persons planning to transfer should follow the program requirements in consultation with the Pre-Environmental Science and Forestry campus advisor for selection of electives.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Mathematics 201	Analytic Geometry & Calculus I	4
*Social Science	Elective	3
*Science ¹	Electives	8
*English 102	Composition & Literature	3
*Mathematics 202	Calculus II	4
*Behavioral Science	Elective	3
*Science ¹	Electives	8

Sophomore Year

*English	Literature Elective	3
*Mathematics ²	Elective	3
*Humanities	Elective	3
*Restricted ³	Elective	3
*Computer Science ⁴	Elective	3
*Humanities	Elective	3
*Social Science	Elective	3
or		
Behavioral Science	Elective	
*Mathematics ²	Elective	3
*Restricted ³	Elective	3
*Open	Elective	3

Total Credits 66

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ After consultation with an advisor, science electives should be chosen from BI 121, BI 122, CH 121, CH 122, CH 201, CH 202, PH 101, PH 102, PH 205, PH 206.

² MA 091, DS 091, DS 095 not acceptable.

³ Restricted electives to be chosen after consultation with an advisor; recommended electives include MA 200, or other appropriate mathematics and science courses.

⁴ Should be chosen from CS 111, 113, or 115.

NOTE: A minimum of 15 credits in 200-level courses is required.

NURSING

Associate in Science Degree

Special Admission Guidelines

The Nursing program is a cooperative program with Bridgeport Hospital School of Nursing. Students expressing an interest in nursing should enroll at Housatonic in the General Studies program.

Prospective students interested in the cooperative program must have graduated from the Bridgeport Hospital School of Nursing and passed the licensure examination for nursing before applying specifically for the nursing degree program.

Objective: This Associate in Science Degree program is a collaborative effort between The Bridgeport Hospital School of Nursing (BHSN) and Housatonic Community-Technical College. It provides for students entering BHSN in September 1984 and after to receive an Associate in Science Degree in Nursing from Housatonic after they graduate from the BHSN Nursing Diploma program and satisfy the requirements specified by the College. It does not require that the College requirements be satisfied in order for the BHSN graduate to sit for the NCLEX-RN Examination for nursing licensure, but students must pass the licensing exam before applying for the degree and being formally admitted to the nursing degree program.

The credit award for the hospital diploma program is based on an assessment conducted by the New York State Board of Regents' National Program on Noncollegiate Sponsored Instruction.

Degree Requirements

Credits

Courses to be taken at Housatonic Community-Technical College:

English 101	Composition	3
*English 102	Composition and Literature	3
Psychology 101	Introduction to Psychology	3
*Psychology 205	Child Psychology and Development	3
Sociology 101	Principles of Sociology	3
*Communications 201	Effective Speaking	3
*Humanities	Elective	3
*Biology 203	Microbiology	4
*Biology 212	Anatomy and Physiology I	4
*Biology 213	Anatomy and Physiology II	4

Nursing specialty courses to be taken at The Bridgeport Hospital School of Nursing:

Level I	Nursing I	6**
Level I	Nursing II	8**
Level II	Nursing III, IV, and V	19**

Total Credits 66

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

** The credit award for the hospital diploma program is based on an assessment conducted by the New York State Board of Regents' National Program on Noncollegiate Sponsored Instruction.

OCCUPATIONAL THERAPY ASSISTANT

Associate in Science Degree (**not yet accredited)

Admissions Guidelines

Students who wish to be considered for admission to the Occupational Therapy Assistant program must present credentials matching the following guidelines:

All students must submit a high school transcript or G.E.D., including one year each of biology and chemistry and two years of algebra with grades of C or better within the last five years (equivalent courses taken in college would be acceptable substitutes). An interview with the Program Director is required.

All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in any OTA courses.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non OTA courses, date of application and date of completion of minimum requirements may be used in the decision process.

Purpose

The Occupational Therapy Assistant program is designed to prepare graduates for employment in hospitals, long term care facilities, rehabilitation centers clinics and schools. Upon program completion, students are eligible to take state licensure exams and the national certification examinations administered by the National Board for Certification in Occupational Therapy (NBCOT).

Occupational Therapy Assistants develop, administer and modify treatment plans based on the assessment and recommendation of Registered Occupational Therapists. The purpose of Occupational Therapy is to assist people in maximizing independence after illness, trauma, disability or injury has altered their physical, emotional or mental abilities.

The curriculum combines the general college core courses in the humanities and sciences with clinical courses. Area school and health care facilities provide the environment where students study occupation, dysfunction, interpersonal skills treatment planning and intervention skills.

Program Objectives

- Understand human development and the role of occupation throughout the lifespan
- Understand basic pathologies and their effect on functional skills
- Utilize assessment information to develop and implement a meaningful program of therapeutic activities
- Choose and implement an appropriate treatment techniques as warranted by the condition of a patient
- Assess the progress of a patient within the context of the treatment plan and the goals established by the supervising therapist
- Modify treatment plans and grade activities according to the progress of a patient
- Make appropriate plans to enable a patient to return to the least restricted environment with maximum functional independence and satisfaction
- Demonstrate professional behavior and attitudes.

Special Requirements

Students are required to obtain a grade of C or higher in Science and OTA courses for progression in the program.

Students are also required to purchase their own malpractice insurance, uniforms, and to provide their own transportation to and from all clinical assignments.

In addition to having a physical examination within six months prior to entering the practicum, students must also provide evidence of immunity to Hepatitis B, and certification in CPR and First Aid before starting Level 2 practicum.

Students must complete all Level 2 Practicum work within 18 months following the completion of academic preparation.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Biology 212	Anatomy & Physiology I	4
*Psychology 101	Introduction to Psychology	3
*Allied Health 112	Allied Health Seminar	3
*OTA 101	Occupational Therapy Assistant I	4
*OTA 111A	Clinical Practicum IA	1
*English 102	Composition & Literature	3
*Biology 213	Anatomy & Physiology II	4
*OTA 111B	Clinical Practicum IB	1
*Physical Therapy 202	Kinesiology	4
*OTA 102	Occupational Therapy Assistant II	4

Sophomore Year

*English	Literature Elective	3
*Communications 201	Effective Speaking	3
*OTA 201	Occupational Therapy Assistant III	4
*OTA 111B	Clinical Practicum 1C	1
*OTA 202	Advanced Intervention Techniques	4
*Social Science	Elective	3
*OTA 211	Occupational Therapy Assistant Seminar	2
*OTA 212	Clinical Practicum Level 2A	5
*OTA 214	Clinical Practicum Level 2B	5

Total credits 64

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

** The Occupational Therapy Assistant Program at Housatonic Community-Technical College has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, Maryland 20824-1220. AOTA's phone number is (301) 652-AOTA. Once Accreditation has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapist assistant administered by the National Board for certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapist Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination.

PHYSICAL THERAPIST ASSISTANT PROGRAM

Associate in Science Degree

Special Admissions Guidelines

Students who wish to be considered for admission to the Physical Therapist Assistant program must present credentials matching the following guidelines:

All students must submit a high school transcript (or G.E.D.) including one year each of biology and chemistry and two years of algebra with grades of C or better within the last five years (equivalent courses taken in college would be acceptable substitutes). Attendance at a Program Information Session and the submission of three Structured References is required during the calendar year prior to admission.

All students must take placement tests in English, mathematics, and reading and place above the developmental level1 prior to enrolling in PT 101.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of related non-PTA courses, date of application, and date of completion of minimum requirements may be used in the decision process.

Purpose

The Physical Therapist Assistant Program is designed to prepare graduates for employment in hospitals, rehabilitation centers, private practices, schools, and home care agencies. Physical Therapist Assistants (PTAs) provide a variety of skilled physical therapy treatment to patients following a care plan designed by the Physical Therapist (PT) and with the supervision of a PT. Upon program completion, students are eligible for Registration in Connecticut or to take a licensure exam where required.

The curriculum combines general college courses in the humanities and sciences with clinical skill courses and practicum experience. Hospitals, out-patient departments, geriatric and general facilities provide the environment where students practice techniques under the supervision of experienced clinicians.

Program Objectives

Graduates will be ready to:

- Provide skilled physical therapy services to patients as specified by the therapist's care plan under the supervision of a physical therapist.
- Teach other health care providers, patients, and families to perform selected treatment procedures.
- Respond to acute changes in physiological state.
- Identify architectural barriers.
- Provide psycho-social support to patients and families.
- Communicate effectively with patients, families, colleagues, and the public.
- Recognize the boundaries of his/her own functions and role, abilities and strengths, and interpret them for others or to direct professional growth.
- Contribute to the health of the community through safe, ethical, and legal practice.

Special Requirements

Students are required to obtain a grade of C or higher in science and PTA courses for progression in the program. Students are also required to purchase their own liability (malpractice) and health insurance, uniforms, and to provide their own transportation to and from all clinical assignments. In addition to having a physical examination, Hepatitis B immunization and drug screening may also be required of students prior to entering clinical training. Students should note that practicum experiences constitute academic courses, therefore tuition and fees are applied.

The program is accredited by: The Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia, 22314 and The Connecticut Board of Governors of Higher Education.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Biology 212	Anatomy and Physiology I	4
*Psychology 101	Introduction to Psychology	3
Allied Health 112	Allied Health Seminar	3
Physical Therapy 101	Physical Therapist Assistant I	4
*English 102	Composition & Literature	3
*Biology 213	Anatomy and Physiology II	4
*Communications 201	Effective Speaking	3
*Physical Therapy 102	Physical Therapist Assistant II	4
*Physical Therapy 202	Kinesiology	4

Summer

*Physical Therapy 210	Clinical Practicum I	2
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Sophomore Year

Physical Therapy 203	Physical Therapist Assistant III	5
Physical Therapy 204	Pathologies and Care Problems	3
*Physical Therapy 206	Movement in Health & Illness	4
*Social or Behavioral Science	Elective	3
*English	Literature Elective	3
*Physical Therapy 211	Physical Therapy Seminar	2
*Physical Therapy 212	Clinical Practicum II (Intermediate)	5
*Physical Therapy 214	Clinical Practicum III (Final)	5

Total Credits 67

* Prerequisite or parallel may be required. Please check individual course descriptions for details. Clinical Practicum experiences are scheduled at affiliated clinics throughout the state. Students are not routinely placed out-of-state.

“The future belongs to those who believe in the beauty of their dreams.”

Eleanor Roosevelt

PRE-ENGINEERING PATHWAY PROGRAM

Associate in Science Degree
Transfer Program

The pre-engineering pathway is based upon a mathematics and science core that provides the nucleus for engineering education. In addition to the 64 hour core of courses listed below, the student must maintain a B or better average with no grade less than a C for continuation in the engineering program at the University of Connecticut.

	Credits
Mathematics	
Calculus I & II	8
Multivariable Calculus	4
Differential Equations	3
Physics	
Calculus-based Physics with lab	8
Chemistry	
General Chemistry with lab	8
English	
Composition	3
Literature and Composition	3
Humanities and Social Sciences	
Arts	3
Western Culture	3
Philosophy & Ethical Analysis	3
Social Science	3
Engineering Science	
Statics	3
Dynamics	3
Computer Programming	
FORTRAN or Pascal	3
Other	
Electives (possibly technical) or Foreign Language	6
	<hr/>
	Total Credits 64

For students interested in Chemical Engineering, Computer Science and Engineering, or Electrical Engineering additional technical coursework is needed prior to the junior year in the UCONN curriculum. This coursework may be completed at one of the regional UCONN campuses while progressing through the Pathway Program or may be obtained through the use of the electives prescribed in the core listed above.

PRE-TECHNOLOGY PATHWAY PROGRAM

Associate in Science Degree
Transfer Program

The pre-technology pathway offers a core of courses that will provide the foundation for the bachelor of science degree in Engineering Technology, Industrial Technology or Technology Education at Central Connecticut State University. Continuation requirements include a minimum grade of C and 64 hours of college credit as listed below.

		Credits
Mathematics	(Algebra, Trigonometry, Statistics)	9
Physics	(General Physics with lab)	4
Chemistry	(General Chemistry with lab)	4
English	(Composition)	3
Communications	(Speech)	3
Humanities	(Literature, Foreign Language, Philosophy or Religion)	6
Social Science	(History, Economics, Geography or Political Science)	6
Behavioral Science	(Psychology, Sociology or Anthropology)	6
Fine Arts	(Art or Music)	6
Drafting	(CAD)	3
Introduction to Computers		3
Introduction to Energy		3
Material Science		3
Introduction to Design		3
Technology and Society	2	

Total Credits 64



PRE-TECHNOLOGY PATHWAY PROGRAM – ELECTRICAL OPTION

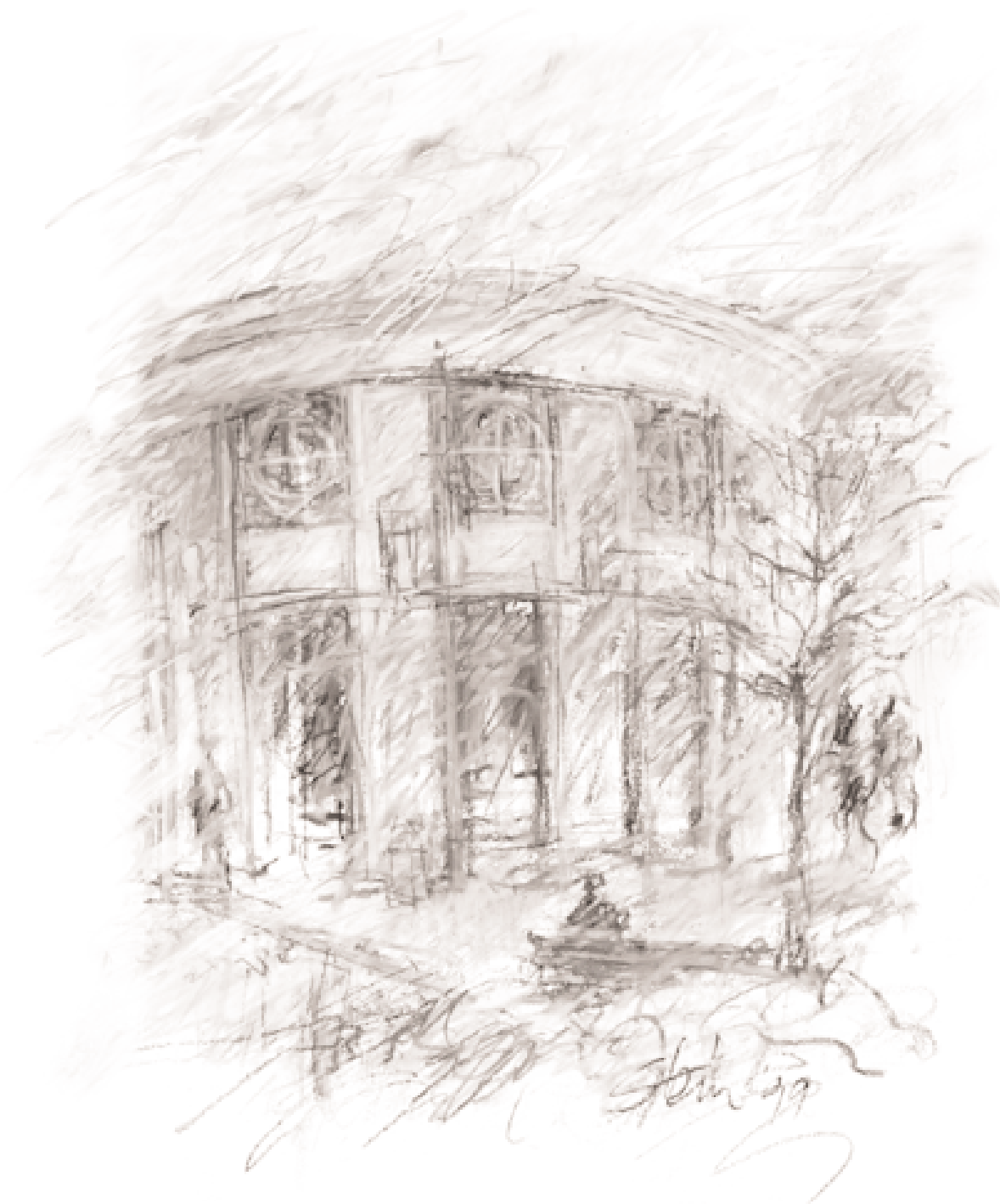
Associate in Science Degree
Transfer Program

The pre-technology, electrical option pathway offers a core of courses that will provide the foundation for the bachelor of science degree in Electrical Engineering Technology at Central Connecticut State University. Continuation requirements include a minimum grade of C and 64 hours of college credit as listed below.

		Credits
Mathematics	(Algebra)	3
Mathematics	(Pre-calculus)	3
Physics	(General Physics with lab)	4
Chemistry	(General Chemistry with lab)	4
English	(Composition)	3
Communications	(Speech)	3
Humanities	(Literature)	3
Humanities	(Philosophy or Foreign Language)	3
Social Science	(History)	3
Social Science	(Economics)	3
Behavioral Science	(Psychology or Sociology)	3
Fine Arts	(Art or Music)	3
Drafting	(CAD)	3
Introduction to Computers		3
Introduction to Energy		3
Materials Processing		3
Statistics		3
Directed Elective		3
Directed Elective		3
Directed Elective		3
Directed Elective		3
		<hr/>
Total Credits		65

*“One has to draw the line
somewhere.”*

Charlie Brown



HCTC CERTIFICATE PROGRAMS

CERTIFICATE IN ACCOUNTING

Objective: This program prepares students for employment in or advancement to positions within the financial information process which include accounting clerk, bookkeeping, full-charge bookkeeper, and auditing assistant.

Suggested Sequence of Courses		Credits
First Semester		
*Accounting 101	Financial Accounting	3
Second Semester		
*Accounting 102	Managerial Accounting	3
*Accounting 104	Computer-Assisted Accounting I	3
*Accounting 205	Topics in Tax Compliance	3
Third Semester		
*Accounting 210	Intermediate Accounting I	3
*Accounting 211	Intermediate Accounting II	3
*Accounting 105	Computer-Assisted Accounting II	3
		Total Credits 21

*Prerequisite or Parallel may be required. Please check individual course descriptions for details. Scheduling conflicts, course availability and/or course difficulty (i.e. some students may not wish to take several courses in one semester) may preclude the completion of this program in three semesters.

CERTIFICATE IN BEHAVIORAL HEALTHCARE SPECIALIST – TRACK I

Objective: This program will prepare individuals for employment in entry-level professional positions in public and private agencies serving mentally ill and substance abusing patients. Instruction is also provided to allow for the continuation of studies at two- and four-year programs in the areas of substance abuse and mental health.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Human Services 105	Introduction to Behavioral Healthcare	3
Second Semester		
*Psychology 208	Psychology of Addiction	3
Human Services 201	Seminar in Group and Interpersonal Relations	3
Human Services 111	Introduction to Counseling	3
*Human Services 213	Change Theory and Practice	3
Summer Session		
*Human Services 214	Practicum in Behavioral Healthcare	3
		Total Credits 27

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

CERTIFICATE IN BEHAVIORAL HEALTHCARE SPECIALIST – TRACK II

Objective: This program will prepare individuals with prior higher education and professional experience for career advancement and certification in public and private agencies serving mentally ill and substance abusing patients. Instruction is also provided to allow for the continuation of studies at two- and four-year programs in areas of substance abuse and mental health.

Suggested Sequence of Courses	Credits
First Semester	
*Psychology 208	Psychology of Addiction 3
*Human Services 105	Introduction to Behavioral Healthcare 3
Second Semester	
*Human Services 213	Change Theory and Practice 3
Summer Session	
*Human Services 214	Practicum in Behavioral Healthcare 3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total Credits 12	

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

CERTIFICATE IN BUSINESS ADMINISTRATION

Basic Microcomputer Networks

Objective: Designed for those seeking employment in the microcomputer networking field. It provides students with basic entry skills in the latest networking hardware and software.

Suggested Sequence of Courses	Credits
First Semester	
English 101	Composition 3
*Computer Science 105	Introduction to Computer Applications 4
*Computer Science 120	Disk Operating Systems 3
Second Semester	
Mathematics ¹	Elective 3-4
*Computer Science 140 ²	Introduction to Local Area Networks 3
Third Semester	
*Computer Science 145 ³	Local Area Network System Management 3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total Credits 19-20	

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Must be MA 115 or higher.

² Novell v3.1x: System Manager 508 will be incorporated into CS 140.

³ Novell v3.1x: Advanced System Manager 518 will be incorporated into CS 145. Certified Novell Training Academic Partner (NEAP).

CERTIFICATE IN BUSINESS ADMINISTRATION

Basic Microcomputer Repair Technician

Objective: Designed to prepare personal computer repair technicians by providing basic instruction in computer applications, micro-computer systems, basic electronics, digital/integrated circuits, trouble-shooting and the utilization of diagnostic techniques. Qualified individuals will find a variety of opportunities open to them as technicians, including career upgrading and retraining opportunities for those currently in, or seeking employment in, the personal computer field.

Suggested Sequence of Courses		Credits
English 101	Composition	3
*Computer Science 105	Introduction to Computer Applications	4
*Computer Science 110	Introduction to Electronics	3
*Computer Science 120	Disk Operating Systems	3
*Computer Science 130	Fundamentals of Digital & Logic Circuits	4
*Computer Science 135	Introduction to Computer Hardware	4
		<hr/>
		Total Credits 21

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

*“The man
who does not read books
has no advantage
over the man
who cannot read.”*

Mark Twain

CERTIFICATE IN BUSINESS ADMINISTRATION

Microcomputer Applications Specialist

Objective: Designed to provide students with introductory skill knowledge in the areas of word processing, spreadsheet applications, data base filing, and DOS procedures. This program is aimed at those currently using microcomputers in business operations and wishing to improve their skills in the changing technology of microcomputer software, and those wishing to gain entry-level skills for employment in businesses utilizing microcomputers.

Suggested Sequence of Courses		Credits
*Bus. Office Tech. 102	Keyboarding I	3
*Computer Science 120	Disk Operating Systems	3
*Computer Science 105	Introduction to Computer Applications	4
*Bus. Office Tech. 218	Word Processing Software Package	3
*Computer Science 203	Introduction to Spreadsheets	3
*Computer Science 205	Database Management	3
<hr/>		
Total Credits		19

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

CERTIFICATE IN BUSINESS OFFICE TECHNOLOGY

Administrative Support Assistant

Objective: This program allows students to specialize in areas of interest and obtain entry-level office positions. The role of the receptionist who must deal with the public will receive emphasis. Students who complete this program will find employment opportunities in professional offices and business firms. Course credits may be applied to an associate degree program in BOT.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Accounting 101	Financial Accounting	3
*Bus. Office Tech. 102	Keyboarding I	3
or		
*Bus. Office Tech. 103	Keyboarding II	
*Bus. Office Tech. 120	Introduction to the Personal Computer	3
Business ¹	Elective	3
Second Semester		
*Bus. Office Tech. 103	Keyboarding I	3
or		
*Bus. Office Tech. 201	Document Production	
Business ¹	Elective	3
*Bus. Office Tech. 212	Administrative Office Procedures	3
*Business 211	Business Communications	3
*Bus. Office Tech. 205	Office Management	3
<hr/>		
Total Credits		30

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Business electives must be approved by the BOT Academic Advisor. Business electives may be chosen from Accounting, Business, Computer Science, Economics and Business Office Technology courses.

NOTE: Accounting 100 may not be used as a Business Elective in this program.

CERTIFICATE IN BUSINESS OFFICE TECHNOLOGY

Legal Assisting Option

Objective: This program prepares students for employment in or advancement to positions where both business office technology as well as formal legal knowledge is desired. A high degree of proficiency in language arts skills and legal terminology is required for the successful completion of this certificate. Students will find employment opportunities in professional offices and business firms that employ legal counsel.

Suggested Sequence of Courses		Credits
First Semester		
*Law 101	Legal Writing	3
*Bus. Office Tech. 103 ¹	Keyboarding II	3
*Law 102	Contracts	3
*Bus. Office Tech. 218	Word Processing Software Package	3
*Law 103	Litigation	3
Second Semester		
*Law 201	Torts	3
*Bus. Office Tech. 216	Machine Transcription	3
*Business 211	Business Communications	3
Law ²	Electives	3
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Students may be required to complete prerequisite before taking BOT 103.

² Must be chosen with the Academic Advisor. Choices are: Real Property, Probate Law, Business Organization, or Family Law.



CERTIFICATE IN BUSINESS OFFICE TECHNOLOGY

Word/Information Processor

Objective: The accurate entry and retrieval of data is essential in today's business environment. Many kinds of business organizations are seeking personnel with this training. A high degree of proficiency in language arts and word processing skills is required. Course credit may be applied toward an associate degree program in BOT.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Bus. Office Tech.102 ¹	Keyboarding I	3
*Bus. Office Tech. 120	Introduction to the Personal Computer	3
*Bus. Office Tech. 218	Word Processing Software Package	3
*Business ²	Elective	3
Second Semester		
*Bus. Office Tech. 103	Keyboarding II	3
*Bus. Office Tech. 212	Administrative Office Procedures	3
or		
*Bus. Office Tech. 205	Office Management	
*Bus. Office Tech. 218 ³	Word Processing Software Package	3
or		
*Bus. Office Tech. 210	Advanced Word Processing	
*Bus. Office Tech. 220	Desktop Publishing	3
*Business 211	Business Communications	3
Total Credits		30

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Students meeting requirements of BOT 102 via departmental evaluation may select a Business elective with the approval of BOT program advisor.

² Business electives must be selected from Accounting, Business, Computer Science, Economics or Business Office Technology and must be approved by the BOT advisor. Cooperative work experience is highly suggested.

³ Students must take a different word processing software package than in earlier semester.

NOTE: Accounting 100 may not be used as a Business elective in this program.

*“...The talent of success is
nothing more than doing what
you can do well and doing
well whatever you do.”*

Longfellow

CERTIFICATE IN CORRECTIONS

Objective: This program prepares students with the educational background needed for entry into the field of corrections or for advancement possibilities to those currently employed in the field.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Criminal Justice 111	Introduction to Criminal Justice	3
Second Semester		
*Criminal Justice 106	Introduction to Corrections	3
*Communications 201	Effective Speaking	3
*Criminal Justice ¹	Electives	9
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Electives must be chosen from CJ 107, CJ 112, CJ 219, CJ 221 or HS 208.

CERTIFICATE IN CRIMINAL INVESTIGATION

Objective: This program prepares students for advancement to investigative positions in their current employment or to enter employment as an investigator.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Criminal Justice 111	Introduction to Criminal Justice	3
Second Semester		
*Criminal Justice 103	Criminal Investigation	3
*Communications 201	Effective Speaking	3
*Criminal Justice ¹	Electives	9
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Electives must be chosen from CJ 108, CJ 214, CJ 211, CJ 218 or PY 217.

CERTIFICATE IN DISABILITIES SPECIALIST

Objective: This program prepares individuals for work with citizens with disabilities in a variety of community treatment and supportive environments. It is designed to bridge the gap between a constantly increasing need of programming and community services for people with disabilities, and a well-trained cadre of professionals to meet that need. Further, it is designed to assist community agencies with their requirements for continuing, professional education of their current workforce in this field. Instruction also allows for continuation of studies at two- and four-year programs in the areas of disabilities, human services, mental health, social work, counseling, and psychology.

Suggested Sequence of Courses	Credits
First Semester	
English 101	Composition 3
*Psychology 101	Introduction to Psychology 3
Human Services 111	Introduction to Counseling in Human Services 3
*Human Services 161	Disabilities Across the Lifespan 3
Second Semester	
Human Services 201	Group and Interpersonal Relations 3
*Human Services 261	Community Support Skills for the Disabled 3
*Human Services 262	Positive Behavioral Supports for the Disabled 3
*Human Services 263	Professional and Ethical Issues in Disability Services 3
Summer Session	
*Human Services 264	Practicum in Disability Services 3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total Credits 27	

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

“If America is really a family, we have to recognize that many members of our family are hurting. One in five has some kind of disability.”

Christopher Reeve

CERTIFICATE IN EARLY CHILDHOOD EDUCATION

Objective: Designed for the student who is presently employed in the field of early childhood education. Instruction is designed to provide for teaching methods in nursery schools and daycare centers.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
Early Child Ed. 101	Introduction to Early Childhood Education	3
Early Child Ed. 106	Teaching Children Music	3
Second Semester		
*Early Child Ed. 103 ¹	Seminar I	1
*Early Child Ed. 104 ¹	Field Observation	2
*Early Child Ed. 201	Learning Development in the Classroom	3
Early Child Ed. 208	Children's Language and Literature	3
Third Semester		
Art 115	Teaching Children Art	3
*Psychology 205	Child Psychology & Development	3
Early Child Ed. 207	Natural Sciences and Safety for Children	3
		Total Credits 30

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ ECE 103 & ECE 104 must be taken simultaneously.

CERTIFICATE IN IN-HOME CHILD CARE

Objective: This program is designed to serve people who are already working as child care providers, and who wish to be certified in this area. Specifically, this program will meet the needs of working mothers who need the services of a nanny or family day care providers.

Suggested Sequence of Courses	Credits
First Semester	
English 101	Composition 3
Early Child Ed. 101	Introduction to Early Childhood Education 3
Accounting 100	Practical Accounting 3
or	
*Accounting 101	Financial Accounting
Early Child Ed. 110	Infants and Toddlers 3
Early Child Ed. 207	Natural Sciences and Safety for Children 3
*Psychology 101	Introduction to Psychology 3
Second Semester	
*Early Child Ed. 103 ¹	Seminar I 1
*Early Child Ed. 104 ¹	Field Observation 2
Early Child Ed. 106 ²	Teaching Children Music
or	
Early Child Ed. 208 ²	Children's Language and Literature 3
Early Child Ed. 115	Parenting Skills 3
*Psychology 205	Child Psychology & Development 3
	Total Credits 30

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ ECE 103 and ECE 104 must be taken simultaneously.

² Students must select one of these courses, either ECE 106 or ECE 208.

CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA) OPTION

(15 Credits)

This option is for Head Start, Day Care, Nursery, or Family Day Care providers who wish to obtain a CDA through the National Credentialing Program. To receive a CDA, an individual must successfully complete three Early Childhood Education courses. Required are ECE 130-the Child Development Associate course and ECE 101-Introduction to Early Childhood Education. One elective course must also be selected from other ECE course offerings.

Once a teacher/provider obtains a CDA credential, six (6) additional credits may be requested through the College's Credit for Life Experience program. The six credits will be applied to ECE 206 and ECE 104. Further information can be obtained by contacting the Coordinator of the Early Childhood Education program.

CERTIFICATE IN ELECTRICAL

Objective: This program offers those who have completed the electrical training general education courses that will provide them with the knowledge and skills valuable at the work site and for promotional opportunities. The Directed Electrical courses are available through the Independent Electrical Contractors of Connecticut.

Suggested Sequence of Courses		Credits
First Semester		
*Mathematics 115	Intermediate Algebra	3
*Physics 101	General Physics I	4
*Computer Science 106	Principles of Computer Technology	3
Directed Electrical		3
Directed Electrical		3
Second Semester		
English 101	English Composition	3
*Chemistry 110	Principles of Chemistry I	4
Directed Electrical		3
Directed Electrical		3
		<hr/>
Total Credits		29

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

*“Talent is always conscious
of its own abundance and
does not object to sharing.”*

Aleksandr Solzhenitsyn

CERTIFICATE IN ADVANCED ENGLISH LANGUAGE PROFICIENCY FOR NON-NATIVE SPEAKERS OF ENGLISH

Objective: The English as a Second Language Certificate Program is designed for students whose native language is not English. Each of the courses in the program will prepare students in the English language skills necessary for success in academic studies or in careers. After successfully completing the courses in the program with a grade of C or higher, students will receive a Competency Certificate in English as a Second Language.

Note: All courses in this sequence are applicable to associate degree programs. ESL 121, 122, 125, and EN 100R may be used as open electives. EN 101 and 102 are required in all transfer programs. CM 201 is required in various programs or may be used as an elective in others.

Required Courses:

		Credits
English as a Second Language 121	Advanced ESL I	3
English as a Second Language 122	Advanced ESL II	3
English as a Second Language 125	Advanced Pronunciation and Speech	3
English 100R	Introduction to College Writing	3
English 101	Composition	3
*English 102	Composition and Literature	3
*Communications 201	Effective Speaking	3
<hr/>		
Total Credits		21

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

NOTE: A departmental replacement for one of the first four courses listed above may be approved for certain advanced students whose initial placement test scores or course performance indicates a high degree of language competence. Possible English-medium courses include: EN 200 or above; SO 101, GO 101, HI 201, or HI 202.



CERTIFICATE IN GRAPHIC DESIGN

Objective: This program is designed to provide the enrolled student with the basic skills of graphic design which include the development of visual arts abilities and graphic media presentations. It also provides students with basic skills to obtain entry-level jobs in the graphic design field or the necessary training to continue in an advanced program of study.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Art 123	Art History Survey III: Impressionism to Present	3
Art 103	Design I	3
Art 105	Drawing I	3
Second Semester		
*Art 104	Design II	3
*Art 106	Drawing II	3
*Art 237	Graphic Design	3
*Art 230	Computer Graphics I	3
Third Semester		
Art 238	Illustration	3
*Art 212	Photography I	3
*Art 245	Figure Drawing	3
*Art 233	Computer Graphics II	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>		Total Credits 36

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.



CERTIFICATE IN HUMAN SERVICES

Children and Youth Mental Health

Objective: This program will prepare individuals to work with children, youth and parent populations in a variety of mental health agencies and community based programs. Further, it is designed to enhance the skills of professionals currently working with children and families in governmental agencies such as Department of Children and Families (DCF), Department of Social Services, Department of Health and others. Instruction is also provided to allow for continuation of studies at two- and four-year programs in the areas of human services, mental health, social work, and counseling psychology.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Intro. To Psychology	3
Human Services 104	Intro. To Mental Health	3
*Human Services 151	Strategies for Developing Capable Children and Youth	3
Second Semester		
*Psychology 205	Child Psychology & Development	3
*Psychology 206	Adolescent Psychology	3
Human Services 111	Intro. to Counseling in Human Services	3
*Human Services 251	Emotional Disorders in Children and Youth	3
Summer Session		
*Human Services 252	Practicum in Children and Youth Mental Health	3
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

*“One can never consent to
creep when one feels an
impulse to soar.”*

Helen Keller

CERTIFICATE IN MENTAL HEALTH – MERGE Program

Objective: This program is designed to prepare individuals for employment in entry-level positions in public and private mental health agencies. Instruction is designed to allow for continuation to two- and four-year programs in the areas of mental health and human services.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
Human Services 104	Introduction to the Mental Health System	3
Human Services 111	Introduction to Counseling in Human Services	3
Human Services 201	Seminar in Group & Interpersonal Relations	3
Second Semester		
*Psychology 210	Abnormal Psychology/Maladaptive Disorders	3
Human Services 203	Human Service Skills and Methods	3
Human Services 210	Topics in Mental Health	3
*Human Services 212	Practicum in Mental Health	3
		Total Credits 27

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

CERTIFICATE IN SECURITY OPERATIONS

Objective: This program prepares students for entry level positions, or advancement for those currently employed, in the field of private security.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Criminal Justice 111	Introduction to Criminal Justice	3
Second Semester		
*Communications 201	Effective Speaking	3
*Criminal Justice 103	Criminal Investigation	3
*Criminal Justice 102	Intro. to Private Security Systems & Designs	3
*Criminal Justice 109	Private Security Loss Prevention	3
*Criminal Justice 209	Contemporary Issues in Private Security	3
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

CERTIFICATE IN VICTIM SERVICES

Objective: This program prepares students for positions as victim advocates in both the public and private sectors.

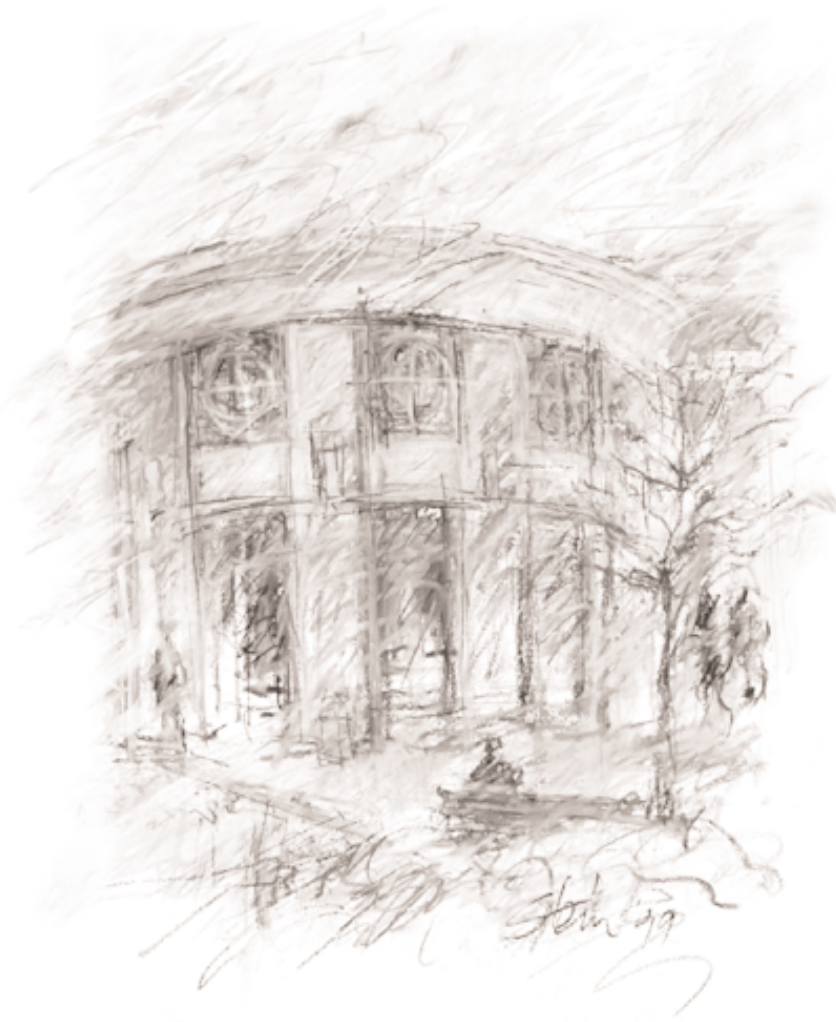
Suggested Sequence of Courses

		Credits
*Criminal Justice 111	Introduction to Criminal Justice	3
Human Services 111	Intro. to Counseling in Human Services	3
Human Services 203	Human Service Skills and Methods	3
Criminal Justice 224	Victim Issues and Advocacy	3
*Human Services 107	Advocacy in Human Services	3
*Criminal Justice 220	Criminal Justice Practicum	3

Total Credits 18

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.





HCTC **COURSES**

Terms You Need to Know

Laboratory hours — hands-on learning activities which are part of the coursework. Lab hours may be either regularly scheduled class activities or assignments or practice that the student can complete at his/her convenience. Many science, computer science, foreign language and office administrative careers courses require lab hours each week.

Prerequisite — a course that must be successfully completed before enrolling in another course.

Parallel — a course that must be taken with the selected course.

Prerequisite or parallel — a course that must be taken with or before a selected course.

ACCOUNTING

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- AC 100 Practical Accounting 3 C.H.**
 An introductory course dealing with the elements of accounting applied to individually owned service and merchandise companies. Both cash basis and accrual basis accounting will be covered. The complete cycle from original entries to financial statements will be reviewed. Separate treatment will be given to cash controls and payrolls.
-
- AC 101 Financial Accounting 3 C.H.**
Prerequisite or Parallel: English 100R.
 A study of the basic principles and procedures of the accounting process as they relate to the recording, measurement and communications of the business entity's financial data. Emphasis is placed on the recording process, income determination and the development of financial statements.
-
- AC 102 Managerial Accounting 3 C.H.**
Prerequisites: Accounting 101 and English 100R.
 A basic study of managerial accounting concepts as they relate to the planning, implementation, control and evaluation of the entity's financial performance. Emphasis is placed on cost behavior and control and the preparation and use of budgets as a management tool.
-
- AC 103 Accounting for Non-Profit Organizations 3 C.H.**
Prerequisites: Accounting 101 and English 100R.
 Emphasis will be concentrated on general fund accounting, budgetary controls, appropriation accounting, and financial reporting as related to non-profit organizations: social, religious, cultural, and educational.
-
- AC 104 Computer-Assisted Accounting I 3 C.H.**
Prerequisite: Accounting 100 or 101.
 Use of prewritten computer programs to simulate actual accounting applications on microprocessors. Programs include general ledger, accounts receivable, accounts payable and payroll. Additional projects are prepared using spreadsheet programs. No previous computer knowledge is required. This course satisfies the Computer Fundamentals Requirement.
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- AC 105 Computer-Assisted Accounting II 3 C.H.**
Prerequisites: AC 101 and AC 104.
 Use of pre-written programs to simulate applications on microprocessors. Programs include general ledger, payroll, inventory control, financial data import/export, financial reports design, format and preparation. This course satisfies the Computer Fundamentals Requirement.

AC 203 **Cost Accounting** **3 C.H.**
Prerequisite: Accounting 102.
Develops the principles of cost accounting introduced in Accounting 102. The student will relate the position of cost accounting to the overall financial structure. Various types of cost accounting systems and their applications in industry are also covered.

AC 204 **Federal Income Tax** **3 C.H.**
An examination of the theory and problems of federal income tax regulations for individuals. Includes the preparation of tax returns for individuals.

AC 205 **Topics in Tax Compliance** **3 C.H.**
Prerequisite: Accounting 102.
A study of quarterly and annual tax filing requirements as they relate to the business entity. Emphasis is placed on Federal and Connecticut State payroll tax reporting. Attention is also given to Connecticut State sales tax filings and basic income tax filing procedures for the sole proprietorship, partnership and corporate forms of business organization.

AC 210 **Intermediate Accounting I** **3 C.H.**
Prerequisite: Accounting 102.
Detailed examination of financial accounting principles relative to the valuation and disclosure procedures of assets as reported in the typical balance sheet.

AC 211 **Intermediate Accounting II** **3 C.H.**
Prerequisite: Accounting 102..
Continues the detailed examination of financial accounting principles in Accounting 210 with emphasis on valuation and disclosure practices pertaining to non-current assets, liabilities and stockholders equity.

AC 212 **Intermediate Accounting III** **3 C.H.**
Prerequisite: Accounting 211
A detailed examination of financial accounting principles initiated in Accounting 210 and 211. Attention is focused on the more complex topics of earnings per share, accounting for income taxes, leases, accounting changes and error analysis, and statement of cash flows.

ALLIED HEALTH

AH 100 **Introduction to Allied Health** **3 C.H.**
Designed to provide a comprehensive perspective of the Allied Health field for students interested in an allied health profession. The instructional format will include lectures, class discussions, and field observations within health care settings. Topics include: career opportunities in health care, professional responsibilities, institutions and agencies of health care, systems for the delivery of health services, and an introduction to medical terminology.

AH 112 **Allied Health Seminar** **3 C.H.**
A study of current healthcare legislation and trends as they affect providers. Emphasis is placed on medical terminology, the use of clinical research, and the ethics of professionalism.

ANTHROPOLOGY

AN 101 **The Variety of Man** **3 C.H.**
Prerequisite or Parallel: English 101.
An introduction to the discipline of anthropology. Emphasis is upon the evolution and diversity of humans (physical anthropology) and upon the environments and cultures of various peoples (ethnology). Archaeology and linguistics are covered briefly.

AN 201 Introduction to Cultural Anthropology 3 C.H.

Prerequisites: Anthropology 101 and English 101 or permission of the instructor.

A study of anthropological techniques, cultures, archaeological evidence from early cultures, the evolution of people from primitive technological cultures, the study of the ethnological, environmental, economic factors as they influence culture, and the effects of family structure, kinship systems, religion, magic and art with the culture.

ART

AR 100 Studio Art for Non-Art Majors 3 C.H.

Introduces a wide range of art experiences using numerous drawing and painting techniques including pastels, paint, printmaking, mixed-media, and collage. Experiences in visual thinking will help students solve problems in other academic areas. Intended for the non-art majors who wish to gain confidence in their ability to work with art materials.

AR 103 Design I 3 C.H.

An exploration of the concepts of visual organization through an examination of basic design elements, properties and principles. Students will be introduced to the major color theories and terminology and will be assigned problems aimed at developing a sensitivity to color phenomena.

AR 104 Design II 3 C.H.

Prerequisite: Art 103 or permission of the instructor.

Approaches the study of design with increased attention to the practical applications of design. A variety of problem-solving activities will enhance students' understanding of the design process.

AR 105 Drawing I 3 C.H.

An examination of the fundamentals of drawing. Students will work on the skillful use of line, value distribution, composition, and perspective systems. Drawing as a tool for visual thinking will also be introduced.

AR 106 Drawing II 3 C.H.

Prerequisite: Art 105 or permission of the instructor.

Approaches the study of drawing and the improvement of drawing skills with increased opportunities for personal expression in drawings that consider the content of a picture as well as the form.

AR 114 Survey of Printmaking 3 C.H.

A survey of printmaking techniques including various forms of relief, intaglio, and experimental processes. Students will create editions of their original work using a mechanical press as well as individualized hand printing.

AR 115 Teaching Children Art 3 C.H.

An Art workshop course designed for those who will be teaching or working with children in schools, day care centers, hospitals, community centers, etc. Students will examine various methods of teaching art while working with a wide variety of materials.

AR 121 Art History Survey I: Prehistory to Medieval 3 C.H.

Prerequisite or Parallel: English 101.

A survey of the visual arts from paleolithic cave paintings through the art of Europe in the thirteenth century. The course will cover outstanding examples of image making and architecture across a wide range of ancient civilizations. A field trip to a major New York museum can be expected.

- AR 122 Art History Survey II: Renaissance to Romanticism 3 C.H.**
Prerequisite or Parallel: English 101.
A survey of the visual arts from fourteenth century Florence through Paris in the first half of the nineteenth century. Beginning with the innovations of Renaissance humanism, the course will follow the succession of styles that ultimately led to the eclectic revivals of neo-classic art. A field trip to a major New York museum can be expected.
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- AR 123 Art History Survey III: Impressionism to the Present 3 C.H.**
Prerequisite or Parallel: English 101.
A survey of the visual arts from the origins of modernism through the art of our own time. In the past one hundred-fifty years, artists in Europe and America have come up with stylistic innovations at an ever-accelerating pace. This course traces the actions and reactions among artists, critics, and the public as these movements competed for recognition. A field trip to a major New York museum can be expected.
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- AR 212 Photography I 3 C.H.**
Prerequisite: English 101 or permission of the instructor.
Fundamentals of camera operation and darkroom procedures. Study of photography as a fine art and as a means of communication.
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- AR 222 Photography II 3 C.H.**
Prerequisite: Art 212.
Advanced study of photographic aesthetics, printing techniques, and the history of photography.
-
- AR 230 Computer Graphics I 3 C.H.**
Prerequisites or Parallel: English 101 and Art 103 or permission of instructor.
A study of computer graphics and desktop publishing using Macintosh computers and professional software. Students will be working with such commonly used programs as Adobe Illustrator, and PageMaker. Students will learn to produce black and white camera-ready pieces for printing including such communications products as logos, flyers, brochures, newsletters, and advertisements. This course satisfies the Computer Fundamentals Requirement.
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- AR 233 Computer Graphics II 3 C.H.**
Prerequisites: English 101, Art 103, Art 230.
An introduction to two applications, Photoshop and QuarkXPress. Adobe Photoshop is a sophisticated software application which permits original or scanned artwork to be created and digitally edited. QuarkXPress is a full-featured publishing program which allows precise control of all aspects of page design. Utilizing these programs, students will design and create a variety of portfolio pieces including newsletters, brochures and posters in black and white, and color.
-
- AR 234 Advanced Computer Graphics: Web Design 3 C.H.**
Prerequisites: English 101, Art 103, 230, and 233.
An introduction to the concepts of professional web site design using Adobe PageMill 2.0 and/or CyberStudio. Utilizing sophisticated web page creation software, tables and frames can be added to web pages along with PDF, QuickTime and Shockwave files, creating dynamic web sites. Students will create a web site by combining skills acquired in Art 230 and 233 and with software such as PageMill, BBEdit, CyberStudio and simple HTML.
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- AR 235 Advanced Computer Graphics: Multimedia 3 C.H.**
Prerequisites: English 101, Art 103, 220, and 233.
An introduction to multimedia production using MacroMedia Director. This course will introduce the concepts of multimedia production including terminology and tools, adding video and sound to multimedia movies, adding animation and adding interactivity to multimedia projects. Students will create multimedia projects by combining skills acquired in Art 230 and 233, particularly in the use of Adobe PhotoShop and Adobe Illustrator, with MacroMedia Director as well as other related software.

AR 237 **Graphic Design** 3 C.H.
Prerequisite or Parallel: Art 103 or permission of instructor.
 A study of graphic design and typography. Students will take an idea from rough layout to tight composition. Typography problems will emphasize the use of letter forms as elements of visual design and expressive potential.

AR 238 **Illustration** 3 C.H.
 A course intended primarily for graphic design students to introduce the techniques currently used by commercial artists to render quick illustrations and layouts. The course will emphasize the use of a variety of markers while also introducing pen and colored pencil techniques. Students will learn to produce mock-ups or finished illustrations that have a variety of commercial art applications such as advertisement, product rendering, fashion design, and storyboards.

AR 240 **History of American Art** 3 C.H.
Prerequisite or Parallel: English 101.
 An exploration of the unique character of American art ranging from the Colonial past through the present day. The course will emphasize the emergence of New York City as a major art center. Works from the Housatonic Museum of Art will be studied and a field trip to New York galleries can be expected.

AR 241 **Introduction to African Art** 3 C.H.
Prerequisite: English 101.
 An introduction to the art of Africa. The course is intended to develop an understanding of African art on its own terms: its sources and meanings; its cultural and intellectual perspectives; its connections with the larger society and modernism. The course will conclude with a preview of contemporary African art and translations of African art in the visual traditions of blacks in the diaspora (the Americas and the Caribbean).

AR 242 **History and Appreciation of the Cinema** 3 C.H.
 An exploration of the art of the cinema through analysis of representative dramatic, documentary and experimental films. Among the topics covered are: comparisons between films and other artistic expressions; the major aspects of film style; the nature and importance of film genres; film functions (as art, entertainment, social and political statement, propaganda, education, and experiment).

AR 245 **Figure Drawing** 3 C.H.
Prerequisites: Art 105 and Art 106 or permission of instructor.
 A drawing course that takes the human figure as its primary theme. Students will analyze the figure for its esthetic and expressive potential. Additional assignments will expand on themes and techniques introduced in Drawing I and II.

AR 246 **Sculpture: Modeling and Carving** 3 C.H.
 An investigation into the fundamental processes of making sculpture: building, carving, and modeling. Students will learn the technical skills required for working with traditional material.

AR 247 **Sculpture: Constructions** 3 C.H.
 An exploration of new approaches to three-dimensional design and sculpture. Students will be introduced to the range of materials, techniques, and concepts that are employed by sculptors today.

AR 248 **Hand Crafted Pottery** 3 C.H.
 An examination of the physical properties of clay with an emphasis on the development of personal imagery. Students will work with traditional pottery techniques beginning with the coil and slab and extending these experiences to include combinations of media.

BI 213 Anatomy and Physiology II 4 C.H.
Prerequisites: Both a laboratory-based college biology and a laboratory-based college chemistry or equivalent and Biology 212.
 Continuation of Anatomy and Physiology I. Lecture and laboratory will stress the structure and functional aspects of the endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Metabolism, fluid & electrolyte balance, and development/inheritance are also included. Lab deals with dissection, blood work, urinalysis and metabolism. 3 hours of lecture and 3 hours of laboratory.

BUSINESS

BU 101 Personal Financial Planning 3 C.H.
 An introduction to personal financial planning. The course includes setting financial goals, implementing plans to achieve those goals, and measuring financial health. The course will also include the personal financial planning process, time value of money, tax planning and strategies, asset management, insurances, investments, retirement planning, and estate planning. This course is valuable to all students and is not limited to business students. Outside expert practitioners will be invited to cover their particular area of expertise.

BU 103 Principles of Small Business Management 3 C.H.
Prerequisite or Parallel: English 100R or permission of the instructor.
 A study of the principles, advantages and problems of owning or operating a small business, including qualifications, choosing a location, capital, merchandising, control, credit, and promotion. Business Department majors cannot use both BU 110 and BU 103 to satisfy graduation requirements.

BU 104 Professional Selling 3 C.H.
 An examination of various philosophies of selling. Topics include communication and persuasion, selling strategies and techniques, self-management skills, planning, behavioral styles, and market-client analysis. Students develop and role play sales presentations as a major part of the course work.

BU 110 Introduction to Business 3 C.H.
Prerequisite or Parallel: English 100R or permission of the instructor.
 A survey of business problems, practices and procedures. Topics include problems of organization, management, labor, marketing, and finance. Business Department majors cannot use both BU 110 and BU 103 to satisfy graduation requirements.

BU 111 Principles of Marketing 3 C.H.
Prerequisite or Parallel: English 100R or permission of the instructor.
 A study of the scope and significance of marketing in contemporary American business with emphasis on marketing consumer goods and developing the essential elements of the marketing mix (product, price, distribution, and promotion).

BU 112 Non-Profit Marketing 3 C.H.
Prerequisite: English 100R or permission of the instructor.
 An examination of the marketing function in the non-profit sector. Concepts and principles of marketing are applied to the unique problems and opportunities of the non-profit organization and its stakeholders. Topics include developing a customer orientation, strategic planning and organization, developing and organizing resources, designing the marketing mix, and controlling marketing strategies.

BU 113 Principles of Retailing 3 C.H.
Prerequisite: English 100R or permission of the instructor.
 A review of retailing practices and procedures. Retail management methods are studied, along with retail store location and layout, equipment, display, advertising, personnel policies, maintenance, inventory, and cost control.

- BU 114** **Principles of Customer Service** **3 C.H.**
Prerequisite: English 100R or permission of the instructor.
An in-depth examination of the role of customer service in creating and recreating satisfied customers. Concepts and principles are examined as applied to organizational challenges encountered in a rapidly changing, globally competitive world. Topics covered include strategy, communications, challenging customers, leadership, customer retention and excellence in customer service. Practical applications and skills are emphasized in light of modern theories and applications. Cases and skill development exercises will be used.
-
- BU 116** **Introduction to Health Systems Management** **3 C.H.**
Prerequisite: English 101 or permission of the instructor.
An introduction to basic concepts, principles, and practices associated with the healthcare delivery system in the United States. The course will examine how this system is organized, and discuss major issues related to the provision of health care from both a business and social science perspective. Emphasis will be placed on understanding the components and features of the healthcare delivery system in the United States as it is developed and applied through a managed care organizational framework.
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- BU 120** **Principles of Advertising** **3 C.H.**
Prerequisite: Business 111 or permission of the instructor.
An exploration of the principles and applications of advertising. Topics include advertising, research, planning, ad creation, media planning and campaign implementation. Student teams conceive, produce and integrate all the components necessary for an ad campaign as a major part of the coursework.
-
- BU 125** **Principles of Banking** **3 C.H.**
Prerequisite: English 101 or permission of the instructor.
An overview of the banking industry. Topics include the language and documents of banking, check processing, teller functions, deposit functions and the role of the bank in the community.
-
- BU 140** **Survey of International Business** **3 C.H.**
Prerequisite: English 101 or permission of the instructor.
A survey course designed to analyze international trade data and identify major trading groups, their predominant trading partners, their economic status, categories of products traded, and to describe the importance of social, cultural, economic, political religious, and legal environments in international trade. The course will focus on the importance of the Pacific Rim, EEC, and the East Coast within the scope of worldwide trade, including both trade agreements and trade issues among various countries.
-
- BU 206** **Business Ethics** **3 C.H.**
Prerequisite: English 101 or permission of the instructor.
A study of business from a personal and social perspective. The course concentrates on assessing how business affects our individual lives, and what role business and its values play in our society as a whole. Ethical issues in business theory and practice will be analyzed including such topics as morality, quality of life, codes of ethics, obligations to stakeholders, rewards and responsibilities, whistle-blowing, company loyalty, attitudes toward work, the values of capitalism, and attitudes toward people living and working around us in society.
-
- BU 207** **Leadership** **3 C.H.**
Prerequisite: English 101 or permission of the instructor.
An in-depth examination of the nature and importance of leadership concepts and principles as applied to organizational effectiveness. Competent leadership is required to meet organizational challenges in a rapidly changing, globally competitive world. Leadership research findings, practice, and skills are emphasized in light of modern theories and applications. Cases and skill development exercises will be used extensively.
-
- BU 208** **Human Resource (Personnel) Management** **3 C.H.**
Prerequisite: English 101 or permission of the instructor.
An objective analysis of functions involved in the administration of human relations in organizations. Topics include principles of organization, processes, systems and methods used in the selection, training and recruitment of the work force; motivation and communications; compensation and fringe benefits and approaches used in maintaining good industrial relations.

BU 209 Management 3 C.H.
Prerequisite: English 101 or permission of the instructor.
 An introductory course in management principles, theories and practices. Management is viewed as a discipline and as a process. The scope of the course includes planning, decision-making, organizing, leading, and controlling. Basic management concepts will be applied in solving problems in organizations. Cases are used extensively to illustrate principles.

BU 211 Business Communications 3 C.H.
Prerequisite: English 101 or permission of the instructor.
 A study of the basic concepts and applications of the communication process, especially as they relate to business situations and behavior. Emphasis is on strengthening abilities in listening, thinking, speaking, writing, and communicating nonverbally.

BU 215 Finance 3 C.H.
Prerequisites: English 101, Accounting 101 or permission of the instructor.
 A study of the fundamental principles and concepts of finance. Topics include the basic concepts of financial statement analysis, time value of money, valuation, risk and return, cost of capital, capital budgeting, financial leverage, short-term financing, the structure of financial statements, cash budgeting, and an introduction to financial markets.

BU 216 Entrepreneurship & Franchising 3 C.H.
Prerequisites: English 101 and Business 103 or permission of the instructor.
 An exploration of the entrepreneurial and franchising process, addressing the skills, concepts, mental attitudes, and knowledge relevant for creating, building, and operating new business ventures. Attention will be given to examining new venture opportunities, strategies, entrepreneurial profiles, resource recognition, allocation and development, capital acquisition, and post start-up strategies. Major emphasis will be placed on creative development of individual business plans incorporating computer applications.

BU 217 Non-Profit Financial Management 3 C.H.
Prerequisites: Accounting 101 and English 101 or permission of the instructor.
 An examination of the finance function in the non-profit sector. Concepts and principles of finance are applied to the unique problems and opportunities of the non-profit organization and its stakeholders. Topics include characteristics of non-profits, non-profit financial and managerial accounting, financial planning and forecasting, budgeting, short- and long-term financing, and management of financial resources.

BU 218 Current Issues in Management 3 C.H.
Prerequisite: Business 209.
 A continuation of BU 209 with emphasis on management topics extending beyond the basic principles. Current issues and the latest developments in the field will be covered. Cases and single problems will be analyzed and presented by both individuals and groups.

BU 221 Business Law I 3 C.H.
Prerequisite or Parallel: English 102.
 An examination of fundamental legal principles and their application to business transactions. A brief survey of the sources, functions and objectives of our law, together with a capsule presentation of the Federal and Connecticut court systems and procedure. Criminal law and torts law precedes a detailed study of the law of contracts and sales including the relevant sections of the Uniform Commercial Code.

BU 222 Business Law II 3 C.H.
Prerequisite: Business 221 or permission of the instructor.
 A continuation of Business 221, emphasizing the law of agency, partnership and corporations, followed by an analysis of personal property, real property and security law.

- BU 223** **Capital Markets & Investments** **3 C.H.**
Prerequisite: Business 215 or permission of instructor.
A study of the fundamental principles and concepts of analysis and an evaluation of a variety of financial investments with emphasis on common stocks and bonds. The working of capital markets and the determination of interest rates will also be covered.
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- BU 225** **Independent Projects in Business Administration** **3 C.H.**
Students will have an opportunity to pursue with greater depth a subject area of particular individual interest. All independent projects must be arranged in the semester prior to registration with advanced departmental approval and with the supervision of one of the full-time Business faculty.
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- BU 227** **Money & Banking** **3 C.H.**
Prerequisite or Parallel: Business 215 or Economics 204.
A study of the key concepts, theories and interrelationships that link money and banking to the U.S. economy. The focus is on the background of banking, basic banking principles, monetary theory and the role of the Federal Reserve System, and the concepts and tools of monetary and fiscal policy. The structure and characteristics of financial markets are also covered.
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- BU 228** **Banking Financial Instruments** **3 C.H.**
Prerequisite: English 101, Mathematics 103, Business 125.
A study of a broad range of banking financial instruments including loans, savings and time deposits, and other banking documents.
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- BU 231** **Cooperative Work Experience** **3 C.H.**
Consists of paid employment with a cooperating business concern previously approved of by the College. Employment will be limited to a minimum of fifteen hours and a maximum of twenty hours per week. The student's employment will be in the area of his/her business major. Note: Students intending to register for this course must have the prior approval of the Chairperson of the Business Department.
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- BU 232** **Cooperative Work Experience** **3 C.H.**
Consists of paid employment with a cooperating business concern previously approved of by the College. Employment will be limited to a minimum of fifteen hours and a maximum of twenty hours per week. The student's employment will be in the area of his/her business major. Note: Students intending to register for this course must have the prior approval of the Chairperson of the Business Department.
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- BU 238** **Consumer Behavior** **3 C.H.**
Prerequisite: English 101 or permission of the instructor.
An examination of consumer behavior as a function of the overall marketing plan. Concepts from the social and behavioral sciences are applied to describing and understanding consumer decision processes. Topics include psychological core foundations, decision making processes, consumer's culture, and consumer behavior outcomes.
-
- BU 239** **Business to Business Marketing** **3 C.H.**
Prerequisite: English 101 or permission of the instructor.
Exploration of marketing concepts as they relate to the field of business to business marketing. Major topics include business marketing environmental analysis, the organizational buying process, assessing business marketing opportunities, formulation of business marketing strategies, business marketing mix development, implementation, and evaluation. Student teams develop and present a business to business marketing plan.
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- BU 240** **International Marketing** **3 C.H.**
Prerequisite: Business 111.
Exploration of marketing concepts as they relate to the field of international marketing. Major topics include international environmental analysis (culture, law, governments), formulation of international marketing strategies, marketing mix development and implementation. Student teams develop and present an international marketing plan.

BU 242 International Finance 3 C.H.
Prerequisite or Parallel: Business 215.
 The international dimensions of finance. Topics include the international monetary system, foreign exchange markets, management of foreign exchange exposure and political risk, the financing of international trade, international financial markets, and capital budgeting techniques. This course builds upon the valuation methods developed in the prerequisite course in Finance.

BU 243 Basics in Importing 3 C.H.
Prerequisite or Parallel: English 101 or permission of the instructor.
 To identify important strategies in planning the importing business; to design a plan for setting up an import business, and to assess the import potential of a given product or service in conjunction with import regulations and documentation.

BU 244 Export Documentation 3 C.H.
Prerequisite: English 102.
 A general review of issues that students need to understand so that they can become effective in the exporting arena. Topics covered include: balance of payments, world investments, cultural involvement, political environment, financial, marketing, and operations management techniques, and export documentation forms required for customs.

BUSINESS OFFICE TECHNOLOGY

BOT 102 Keyboarding I* 3 C.H.
Prerequisite or Parallel: English 100R.
 A beginning course in touch keyboarding, emphasizing mastery of the keyboard, and correct alphabetic, numeric, and numeric keypad fingering techniques; centering, tabulation, simple business letters, personal business letters, memorandums, tabulations, resume and cover letter composition via a computer. This course is open to all students and is designed for both personal use as well as the first course for the OAC student.

BOT 103 Keyboarding II* 3 C.H.
Prerequisite or Parallel: English 101 and prior keyboarding knowledge or BOT 102 or permission of the instructor.
 Continued emphasis on keyboarding skills with drills for improvement in technique, speed, and accuracy. Increased emphasis is given on more difficult letters, reports, and tables. Unarranged problem applications receive major emphasis.

BOT 104 Speedwriting 3 C.H.
Prerequisites or Parallel: English 101 and Bus. Office Technology 102.
 An introductory course in the principles of Speedwriting, includes a mastery of Speedwriting forms and phrases, development of reading and writing Speedwriting material, and simple new matter dictation. This course is designed for both personal use note-taking as well as note-taking in the office.

BOT 120 Introduction to the Personal Computer* 3 C.H.
Prerequisites: English 100R and Bus. Office Technology 102 or permission of the instructor.
 An introduction to computer literacy, computer applications, concepts, and operations. An integrated software package provides hands-on experience in word processing, spreadsheets, database management, and graphing. The student will be able to create, edit, manipulate, and print documents leading to entry level skills in MS WORKS for Windows. Computer laboratory time is required.

BOT 201 Document Production* 3 C.H.
Prerequisites: Bus. Office Technology 103 and 218.
 Develop advanced applications using computer-generated office simulations used in business/industry. The course is designed to develop technical skills in keyboarding correspondence, legal documents and various reports, including financial, statistical materials, etc. First-time mailable copy is required.

- BOT 205 Office Management** 3 C.H.
Prerequisite or Parallel: English 101.
An introductory course that will address the broad areas of administrative office management. It is designed to assist the student in forming a basic philosophy of the administrative office manager, to assist in developing skills in managerial decision making and to create a desire to choose administrative office management as a career.
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- BOT 206 Managing Administrative Services** 3 C.H.
Prerequisite or Parallel: English 102
A study of managing the administrative office. Topics covered are space management, the office environment, equipping the office, communications, automations records management and office productivity.
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- BOT 210 Word Processing (Advanced)*** 3 C.H.
*Prerequisites: Bus. Office Technology 103 and 218.**
A study of pagination, hyphenation, global search and replace, command operations, merge functions, column printing and format change. Substantial laboratory time is required for successful completion of the hands-on experiences. This course can only be taken if the Business Office Technology 218 course used the same software package. *Special students require permission of the instructor.
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- BOT 212 Administrative Office Procedures** 3 C.H.
Prerequisite: Bus. Office Technology 103 or permission of the instructor.
An investigation into office automation as it relates to the role of the college-trained administrative assistant. Development of office skills and problem-solving techniques are explored. Included are human relations skills, time-management techniques, interpersonal communications and listening skills as well as decision-making competencies. Techniques used in applying for a job and a review of the employment process utilize role-model procedures. Other models may be included as technology changes. Substantial laboratory time is required each week.
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- BOT 213 Advanced Administrative Office Procedures** 3 C.H.
Prerequisite: Bus. Office Technology 212.
Prepares students for professional roles as planners, administrators, and support staff. Topics include the difference between Data Processing and Word Processing; basic office functions relating to office automation; decision-making models; technical overview of the microcomputer system; integration and trade-offs of office systems; and the effects of automation upon the organization, as well as behavioral issues and how they affect or impede automation.
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- BOT 216 Machine Transcription** 3 C.H.
Prerequisite: Bus. Office Technology 103, 120 or 218.
Development of competence in the operation of the transcription machine. Included will be language arts review; machine transcription techniques; material preview by listening to items; use of rough drafts; first-time final copy; and production skill development. Language arts skills will also be emphasized. Substantial laboratory time is required each week.
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- BOT 218 Word Processing Software Package*** 3 C.H.
Prerequisite: Bus. Office Technology 102 or permission of the instructor.
Offers an in-depth opportunity to explore a variety of word processing software packages. Programs will be varied by semester and by instructor's specialty. Among the special topics alternating by semester are: Word, WordPerfect, and other major word processing software packages. This course may be taken for credit twice using different software. Completion will qualify the student to work in an entry-level word processing position. Substantial laboratory time is required each week.
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- BOT 220 Desktop Publishing*** 3 C.H.
*Prerequisites: Bus. Office Technology 103 and either BOT 120 or BOT 218 or permission of the instructor.**
A course designed for students who desire some familiarity with desktop publishing processes through a hands-on approach. Students will be introduced to a desktop publishing software package such as PageMaker or others used in producing newsletters, reports, graphics, style sheets and master pages, special effects and scanned images. Substantial laboratory time is required each week. *Special students require permission of the instructor.

* Satisfies Computer Fundamentals requirement.

CHEMISTRY

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- CH 110** **Principles of Chemistry I** 4 C.H.
Prerequisite: Mathematics 115 or permission of the instructor. Parallel: English 101.
Introduction to the fundamental principles and concepts of chemistry. Atomic structure, periodic relationships, bonding, kinetics and equilibria are examined in sufficient depth to permit their use in understanding chemical reactions though in less detail than in Chemistry 121 and Chemistry 122. The laboratory program stresses the acquisition of skills in data gathering and in the manipulation of apparatus and materials. 3 hours of lecture and 3 hours of laboratory.
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- CH 111** **Principles of Chemistry II** 4 C.H.
Prerequisites: Chemistry 110 and English 101.
A continuation of Chemistry 110 with emphasis on the qualitative and quantitative analysis of inorganic and organic materials. Instrumental methods of analysis will be stressed with emphasis on pH meters, spectrophotometers, and other instruments commonly employed in the modern laboratory. Chromatographic techniques will be employed in the separation and identification of a variety of substances. 3 hours of lecture, 3 hours of laboratory.
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- CH 121** **General Chemistry I** 4 C.H.
Prerequisite: Math 115 or equivalent; Prerequisite or Parallel: English 101.
A study of the fundamental principles, theories, and laws of chemistry. Topics include atomic theory and the structure of the atom, the aggregated states of matter, kinetic-molecular theory, chemical bonding, stoichiometry and periodicity, solutions and colloids. 3 hours of lecture and 3 hours of laboratory.
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- CH 122** **General Chemistry II** 4 C.H.
Prerequisite: Chemistry 121.
A continuation of Chemistry 121. Topics covered include thermochemistry, kinetics, chemical equilibrium, oxidation-reduction and electrochemistry, introduction to organic and nuclear chemistry and the chemistry of the elements and their compounds. The laboratory will include an introduction to semi-micro qualitative analysis. 3 hours of lecture, 3 hours of laboratory.
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- CH 201** **Organic Chemistry** 4 C.H.
Prerequisite: Chemistry 111 or 122.
An introduction to the organic chemistry of carbon. Primarily for students planning careers in the life and allied health sciences or a major in chemistry. The lectures will present an integrated analysis of the theoretical concepts and mechanisms of modern organic chemistry, organic reactions, synthetic methods, and instrumentation. Preparation properties and reactions of most of the major classes of aliphatic, aromatic, and heterocyclic compounds will be discussed along with the more important living and non-living systems in which they function. The laboratory work will develop competence in the modern aspects of preparative and qualitative organic technique. 3 hours of lecture, 3 hours of laboratory.
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- CH 202** **Organic Chemistry II** 4 C.H.
Prerequisite: Chemistry 201.
A continuation of Chemistry 201. 3 hours of lecture, 3 hours of laboratory.
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- CH 206** **Biochemistry** 4 C.H.
Prerequisite: Chemistry 122 or Chemistry 111 and 1 year of college biology (Biology 107 & 121 or equivalent).
Study of carbohydrates, lipids, proteins, enzymes, hormones, and vitamins in body fluids and the metabolic processes of the human. Laboratory work will be integrated with lecture topics and will emphasize quantitative aspects of biochemical analysis.

CLINICAL LABORATORY SCIENCES

CLS 101 **Introduction to Clinical Laboratory Sciences I** **2 C.H.**

An orientation to the laboratory provided by weekly seminars which present the basic knowledge necessary for laboratory work. The course consists of lectures by college and other laboratory professionals, demonstrations, and field trips to laboratories. Topics include history and scope of laboratory technology, clinical and biotechnology, safety practices, computer and laboratory information systems, and basic laboratory procedures. Emphasis is on professionalism and ethics. Restricted to Clinical Laboratory Science majors.

CLS 102 **Introduction to Clinical Laboratory Sciences II** **2 C.H.**

Prerequisite: Clinical Laboratory Science 101. Restricted to Clinical Laboratory Sciences majors.

A continuation of CLS 101 with emphasis on topics relevant to foundation knowledge and those specialized techniques required prior to entry into laboratory practicum.

CLS 110 **Introduction to Phlebotomy** **4 C.H.**

Prerequisite or Parallel: English 101.

Designed to prepare students in the theory of phlebotomy. Classroom work includes lectures and laboratory. Major topics include: coverage of job responsibilities, health professional/patient interactions, medical/laboratory terminology, anatomy & physiology of the vascular system, and principles & techniques of venipuncture and skin puncture.

CLS 201-202-203 Laboratory I **4 C.H.**

Prerequisite: Clinical Laboratory Sciences 102. Restricted to Clinical Laboratory Science majors.

Practicum experiences at one of the College laboratory affiliates in which the student acquires knowledge and experience in laboratory practices and procedures. This course satisfies the Computer Fundamentals Requirement.

CLS 202 **Laboratory Practicum II** **4 C.H.**

Prerequisite: Clinical Laboratory Sciences 201. Restricted to Clinical Laboratory Science majors.

Continues the practicum experiences in a clinical laboratory.

CLS 203 **Laboratory Practicum III** **4 C.H.**

Prerequisite: Clinical Laboratory Sciences 202.

Continues the practicum experience in a clinical laboratory.

CLS 204 **Clinical Laboratory Seminar I** **3 C.H.**

Prerequisite: Clinical Laboratory Sciences 102. Restricted to Clinical Laboratory Sciences majors.

A highly specialized course which consists of daily lectures in clinical laboratory sciences, the diagnosis of disease by laboratory methods. The seminar provides the formal theory for the experiences gained during the laboratory practicum. Emphasis on diagnostic microbiology, hematology and coagulation.

CLS 205 **Clinical Laboratory Seminar II** **3 C.H.**

Prerequisite: Clinical Laboratory Sciences 204. Restricted to Clinical Laboratory Sciences majors.

Continuation of specialized lectures in clinical laboratory sciences. Emphasis on clinical chemistry, clinical immunology/serology, body fluids and urinalysis, and immunohematology.

CLS 212 **Molecular Biotechniques** **4 C.H.**

Prerequisites: Chemistry 111; Biology 121, 212, 203; and Clinical Laboratory Sciences 102. Restricted to students with Biotechnology option.

A course designed to introduce molecular biology techniques such as plasmid and chromosomal DNA isolation, restriction enzyme mapping, agarose gel electrophoresis, and manipulation of DNA fragments. Laboratory time required.

CLS 213 Biotechnology Laboratory Seminar 3 C.H.
Prerequisites: Clinical Laboratory Sciences 201, 212. Restricted to students with Biotechnology option.
 A seminar consisting of lectures, guest speakers, and student presentations correlating practicum experience with practical and professional issues in biotechnology.

COMMUNICATIONS

CM 101 Introduction to Mass Media 3 C.H.
Prerequisite or Parallel: English 101.
 Introduction to the main aspects of communications and how the mass media — newspapers, films, television, magazines, radio, and advertising — operate in our society. Material covered includes basic theories of mass communications, psychology of communications, development of mass media, and the interrelationships between the mass media and society, business, and government in defining issues and molding public opinion and attitudes.

CM 103 Broadcasting I 3 C.H.
 An examination of the influence which radio has on the thinking and behavior of society. This course will stress the discipline of critical and discriminating listening and the various kinds of performances and skills employed by the performer. May not be used to satisfy an English requirement. Not offered every semester.

CM 116 Publications Workshop I 3 C.H.
Prerequisite or Parallel: English 101.
 Practical experience in all aspects of writing, editing, managing, and designing through assignments on a variety of student-sponsored publications. Included will be work on the school newspaper, yearbook and literary magazine. This course uses computer word processing programs for the completion of assignments and production of publications. This course satisfies the Computer Fundamentals Requirement.

CM 201 Effective Speaking 3 C.H.
Prerequisite: English 101.
 Methods to improve effective speaking through study of pronunciation, diction, voice usage, and vocabulary. Through extemporaneous and other talks, efforts will be made to improve confidence, organization of ideas, and effective delivery. Topics might include listening skills, control of nervousness, and the speaker's self-consciousness.

CM 202 Public Relations Writing 3 C.H.
Prerequisite: English 101.
 An overview of writing for public relations. Students will gain experience producing public relations materials such as news releases for print and broadcast media, newsletters, brochures, and materials for special events. The role of public relations planning and strategy will be discussed.

CM 206 Journalism: Basic 3 C.H.
Prerequisite: English 101.
 Instruction and practice in writing news articles and in developing news style and news story structure, gathering and processing the news, examining theories of mass communication, and critically judging what is news. This course may not be used to satisfy an English requirement, and assignments are completed using computer word processing programs. This course satisfies the Computer Literacy requirement of the College.

CM 207 Journalism: Reporting, Layout and Opinion 3 C.H.
Prerequisite: Communications 206 or permission of instructor.
 Instruction and practice in investigative and feature reporting and writing, including columns, reviews and editorials for print media; some news and feature writing for the electronic media and photo journalism. Also included will be examination of the technical aspects of newspaper production: editing, headline writing and layout. This course may not be used to satisfy an English requirement.

CS 111 Introduction to Visual BASIC 3 C.H.

Prerequisite or Parallel: English 100R.

Introduces the fundamentals of programming using the BASIC language on microcomputer systems. Topics include input/output, looping, arrays, sorting, and data files, with an emphasis on problem definition, program design, coding, testing, and debugging. Substantial lab work is required.

CS 112 Introduction to Powerpoint for Windows 3 C.H.

Prerequisite: Business Office Tech. 120 or Computer Science 105.

A study of the basics of this business graphics and presentation package. This course will cover identifying and using presentation icons and terminology; creating, moving, and sizing graphs, lines, and text; adding color; creating a slide master; changing font size; adding clip art and graphics; creating note and handout pages; and printing hard copies of the presentation. Substantial lab time is required. Special students require instructor's permission.

CS 113 Introduction to FORTRAN 3 C.H.

Prerequisite: Math 115. Prerequisite or Parallel: English 101.

An introduction to FORTRAN programming language recommended for engineering and science students. Introduces problem-solving methods and algorithm development, and shows how to design, code, debug, and document programs using the FORTRAN language. Topics include: computer organization, assignment statements, representation of numeric & character data, logical operators, conditional statements, looping techniques, arrays, simple sorting techniques, slash editing, and an introduction to file handling. Applications to problems in mathematics and the natural sciences will be stressed. Substantial lab work is required.

CS 115 Introduction to Pascal 3 C.H.

Prerequisite: Any math course except Mathematics 091 or Developmental Studies 091 or 095.

Prerequisite or Parallel: English 101.

Designed to give student a detailed knowledge of the Pascal programming language and to introduce problem-solving techniques and algorithm development. Students are taught how to design, code, debug, and document programs in good style. Topics include: overview of computer organization, procedures and functions; conditional statements; top-down design and stepwise refinement; loops, arrays, simple sorting techniques; records; and enumerated types. Substantial lab work is required.

CS 120 Disk Operating Systems 3 C.H.

Prerequisite or Parallel: Computer Science 105.

A comprehensive introduction to concepts of operating systems and windowing environments. Topics include DOS commands and utilities, configuration, security, file protection, networking and automated batch files. The course currently uses MS-DOS and Windows, but new operating systems may replace the present systems. Substantial laboratory time will be required each week.

CS 130 Fundamentals of Digital Circuits and Logic 4 C.H.

Prerequisite: Computer Science 105; Developmental Studies 095 or placement beyond Developmental Studies 095; or permission of the instructor.

A study of the elements of digital logic design, digital circuits, and the fundamentals of a modern digital system. It begins with an explanation of binary number systems, progresses through logical design and into circuit simulation. Modern simulation on a PC is used to provide practical experience.

CS 135 Introduction to Computer Hardware 4 C.H.

Prerequisite or Parallel: Computer Science 105 or higher; Developmental Studies 095 or placement higher than Developmental Studies 095.

An introduction to the personal computer (PC) as a system with emphasis on understanding the roles both of the hardware and the elements that interface the hardware to the user's program. Most common PC elements (mother board, disk drives, modems and displays) are examined and their operation under various operating systems explained. Students will study troubleshooting techniques and the isolation of problems into software or hardware faults, incompatibilities, or viruses. 3 hours of lecture, 3 hours of laboratory.

- CS 140 Introduction to Local Area Networks** 3 C.H.
Prerequisite: Computer Science 120.
A comprehensive introduction to Local Area Networks, including LAN hardware, software components, network architecture, cabling, standards, data communications, network interconnectivity, security protocols, and bridges.
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- CS 141 Networking Essentials for Windows NT** 3 C.H.
Prerequisite: Computer Science 120.
An introduction to Local Area Networks including LAN hardware, network architecture, cabling, protocols, data communication and security. Where appropriate, examples will be drawn from Windows NT.
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- CS 142 Windows NT Administration** 3 C.H.
Prerequisite or Parallel: Computer Science 141 Network Essentials for Windows NT.
An examination of the knowledge and skills necessary to perform post-installation and day-to-day Windows NT Administration tasks in single-domain and multiple-domain networks. Also helps students prepare to meet the certification requirements to become a Microsoft certified professional and a Microsoft certified systems designer.
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- CS 143 Windows NT Technical Support** 3 C.H.
Prerequisite: Computer Science 142 or permission of the instructor.
An examination of the knowledge, concepts and skills necessary to install, configure, customize, and trouble-shoot Windows NT in a single domain NT network. Also helps students prepare to meet the certification requirements to become Microsoft Certified Systems Engineers. Substantial work in the computer lab is required.
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- CS 144 Windows NT in the Enterprise** 3 C.H.
Prerequisite: Computer Science 143 or permission of the instructor.
An in-depth examination of Windows NT server. Services and procedures required to implement NT in Wide Area Networks will be discussed. This course will help students prepare to meet the certification requirements for Microsoft Certified Systems Engineers.
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- CS 145 Local Area Network System Management** 3 C.H.
Prerequisite: Computer Science 140.
A continuation of CS 140 providing students with the knowledge needed to manage the normal daily operations of a Local Area Network. The course covers responsibilities of the system administrator, management of users and groups, file server disk-directory organization, security management, managing printing, loading LAN application software, troubleshooting, and using supervisor and console commands.
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- CS 200 Data Structures and Algorithms** 3 C.H.
Prerequisite: Computer Science 115.
Continues to develop discipline in program design and style especially as they relate to more complex problems. Topics include: simple data structures: arrays, linklists, queues, stacks, and trees; string processing; and introduction to recursion. Substantial lab work is required.
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- CS 203 Introduction to Spreadsheets** 3 C.H.
Prerequisite: Computer Science 106 or 105 or Business Office Tech. 120 or permission of instructor.
Designed to give students exposure to an important microcomputer software tool which can solve a wide range of personal, educational, and business applications in such areas as taxes, budgeting, accounting, personnel, sales, and record-keeping. Students will be thoroughly exposed to spreadsheet concepts and applications. Substantial hands-on work with microcomputers will be required in the computer lab.
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- CS 205 Database Management** 3 C.H.
Prerequisite: Computer Science 106 or 105 or Business Office Tech. 120 or permission of instructor.
Familiarizes students with basic models and capabilities of current database packages available for computers. Students will be guided through the implementation of database applications in the computer lab. Substantial hands-on work will be required in the computer lab using a current database language.

CS 206 Data Communications 3 C.H.
Prerequisite: Computer Sciences 101 or permission of the instructor.
 A comprehensive introduction to the concepts of data communications channels between computers. This course covers data transmission codes and protocols, LANs, WANs, file transfer protocols, communications software, planning and designing networks.

CS 211 Introduction to COBOL 3 C.H.
Prerequisite: Any previous computer programming course or permission of the instructor.
 Introduction to the basic elements of the structured COBOL programming through the writing, testing, and debugging of assigned programs. Students will utilize a Text Editor to enter and modify their programs for running on an IBM/OS computer system. Substantial lab work is required.

CS 212 Advanced COBOL 3 C.H.
Prerequisite: Computer Science 211.
 Continuation of Computer Science 211. More complex programming including data editing, sorting, table processing, and file processing. Techniques of structured program design and program debugging will be stressed. Substantial lab work is required.

CS 213 Introduction to “C” Programming 3 C.H.
Prerequisite: Any previous computer programming course; satisfactory score on the mathematics placement test.
 Designed to give students a detailed knowledge of the “C” programming language. Topics include: functions, simple data types, looping, conditional statements, user-defined and enumerated types, arrays, pointers, mathematical functions, string manipulation and advanced data types. Substantial hands-on work will be required in the computer lab.

CS 215 Assembler Language 3 C.H.
Prerequisite: Any previous computer programming course or permission of the instructor.
 Introduction to machine language instructions and the internal architecture of computers and micro-processors. Emphasis is on development of programming skills and efficiency. Substantial lab work is required.

CS 216 Object-Oriented Programming Using Java 3 C.H.
Prerequisites: Computer Science 111, 113, 115, 211, 213, or permission of the instructor. Mathematics placement above Developmental Studies 095.
 A comprehensive study of the fundamentals of object-oriented programming using the Java programming language. Topics include classes, objects, data structures, inheritance, polymorphism, graphics, event handling, components, graphical user interfaces, exception handling, threads, I/O streams, multimedia, and the Java API. Three hours of class work and two hours of laboratory each week are required. The class work and laboratory require substantial hands-on use of computers in a computerized classroom environment.

CS 230 MS Office Integration 3 C.H.
Prerequisites: Business Office Technology 102 or 103, Computer Science 105 or Business Office Technology 120 and 218 or permission of the instructor.
 A course designed for the student who has already been exposed to a basic MS word processing class and wants to learn MS Office’s four major applications: Word, Excel, PowerPoint, and Access. This course incorporates Object Linking and Embedding which will enable the student to combine data from multiple applications into a single document. Substantial computer lab time is required. The student can elect to take the course for either Business Office Technology or Computer Science credit depending on their program.

CS 231 TCP/IP For Windows NT 3 C.H.
Prerequisite: Computer Science 143 Windows NT Technical Support, or passing grades on Microsoft exams 70-67 (NT Server 4.0) and 70-73 (NT Workstation 4.0).
 An examination of the capabilities of the TCP/IP protocol suite in the Windows NT environment. Topics covered include installation, utilities, addressing, bridging, routing and domains. This course will help students prepare to meet the certificate requirements for a Microsoft Certified Systems Engineer. Substantial work in the computer lab is required.

CS 232 **Windows NT Internet Information Server** **3 C.H.**
Prerequisite: Computer Science 143 Windows NT Technical Support, or passing grades on Microsoft exams 70-67 (NT Server 4.0) and 70-73 (NT Workstation 4.0).
An examination of Microsoft's Internet Information Server. Topics covered include the design, creation, deployment and management of Web sites. This course will help students prepare to meet the certification requirements for a Microsoft Certified System Engineer. Substantial work in the computer lab is required.

CS 233 **Windows NT Exchange Server** **3 C.H.**
Prerequisite: Computer Science 143 Windows NT Technical Support, or passing grades on Microsoft exams 70-67 (NT Server 4.0) and 70-73 (NT Workstation 4.0).
An examination of Microsoft's Exchange Server. Topics covered include installation, configuration, management, and security. This course will help students prepare to meet the certification requirements for a Microsoft Certified System Engineer. Substantial work in the computer lab is required.

CRIMINAL JUSTICE

CJ 101 **Introduction to Law Enforcement** **3 C.H.**
Prerequisite: Criminal Justice 111.
A study of the role of police in American society. The course will examine the history and development of policing, hiring and training practices, administrative functions and other issues impacting on law enforcement.

CJ 102 **Introduction to Private Security Systems and Designs** **3 C.H.**
Prerequisite: Criminal Justice 111.
A study of security strategies, systems and technology along with the administration and design of security programs and applications. Students will learn the principles for management of a security program, the principles of conducting risk analysis, and the concepts of conducting private investigations.

CJ 103 **Criminal Investigation** **3 C.H.**
Prerequisite: Criminal Justice 111.
An introduction to the procedures and techniques of criminal investigation. Topics discussed will include the interview, interrogation, crime scene search, collection and preservation of evidence, and case preparation.

CJ 105 **Criminology** **3 C.H.**
Prerequisites: Criminal Justice 111, Psychology 101, Sociology 101.
A study of crime and society's treatment of crime and the criminal. The various causes of crime and delinquency, the philosophy of criminal and correctional law, custody and treatment of offenders will be studied.

CJ 106 **Introduction to Corrections** **3 C.H.**
Prerequisite: Criminal Justice 111.
An overview of the correctional system and its processes including history, sentencing, facilities inmate populations, inmate rights, correctional programming, alternatives to incarceration and special populations.

CJ 107 **Correctional Administration** **3 C.H.**
Prerequisite: Criminal Justice 106.
An examination of the correctional organization, the administrative process, and supervision and management in the correctional setting. Topics addressed will include values and ethics, policies and procedures, legal issues for employees, human resources, leadership, and power and influence.

CJ 108 **Introduction to Criminalistics** **3 C.H.**
Prerequisite: Criminal Justice 103.
A study of the relationship of physical evidence to a specific crime or criminal. Discussion will include various methods of scientific development of physical evidence at crime scenes and under laboratory conditions. Emphasis will be placed on identification of suspects through physical, chemical or biological evidence.

- CJ 109 Private Security Loss Prevention** 3 C.H.
Prerequisite: Criminal Justice 102 or permission of the instructor.
 An overview of the various specialized areas of safety and security such as theft and risk control, security surveys and loss prevention management in a proprietary or governmental institution.
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- CJ 110 Juvenile Justice** 3 C.H.
Prerequisite: Criminal Justice 111 or permission of the instructor.
 A close examination of how the juvenile justice process has evolved and expanded as society has sought to understand, control, and influence change in the delinquent behavior of children and youth below the age of majority.
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- CJ 111 Introduction to Criminal Justice** 3 C.H.
Prerequisite or Parallel: English 100R.
 A comprehensive overview of the American criminal justice process. The course will examine the history, development, and current practices of law enforcement, the courts and the correctional system on the local, state, and Federal levels.
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- CJ 112 Community-Based Corrections** 3 C.H.
Prerequisite: Criminal Justice 106.
 An examination of the relationship between institutional confinement and community based correctional programs. The organization and administration of probation and parole programs are examined. Special attention is given to the study of rehabilitative and community reintegration programs and activities.
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- CJ 201 Criminal Law** 3 C.H.
Prerequisite: Criminal Justice 111.
 An exploration of the scope and classification of criminal law as it relates to various types of offenses. The areas of criminal liability, inchoate offenses and intent will be discussed as well as the U.S. Constitution's relationship to criminal laws and how laws are made and enforced.
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- CJ 203 Police and the Community** 3 C.H.
Prerequisites: Criminal Justice 111, Psychology 101, Sociology 101.
 An analysis of the problems of police as they relate to the community and the procedures used by departments to meet those problems. Students will be given the opportunity to study the police role in relation to the sociological and psychological dynamics of the community. The student will become knowledgeable in the practices which foster positive community relations and police-citizen communication.
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- CJ 205 Police Administration** 3 C.H.
Prerequisite: Criminal Justice 111.
 A detailed analysis of police organization and administration. A study of administrative problems within a police organization and the equating of sound principles of human relations and supervision to effective police performance.
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- CJ 206 Rehabilitation Theory and Practice** 3 C.H.
Prerequisites: Criminal Justice 105, Criminal Justice 106, Psychology 101.
 An examination of correctional theory and practice in the federal and the various state and municipal systems, with emphasis placed upon the state program and upon innovative and progressive practices in other systems. The evolution of correctional practice is surveyed.
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- CJ 209 Contemporary Issues in Private Security** 3 C.H.
Prerequisite: Criminal Justice 102.
 A study of specific problems and solutions pertaining to the field of security and safety such as education and training, community relations, environmental protection, safety and health, theft control, labor relations and contingency planning.

- CJ 211** **Interviewing and Interrogation** **3 C.H.**
Prerequisites: Psychology 101, Criminal Justice 111.
A comprehensive overview of the processes of interviewing and interrogation. Students will be introduced to a variety of interview and interrogation techniques and strategies. The legal considerations involved will also be discussed.
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- CJ 214** **Contemporary Issues in Forensics** **3 C.H.**
Prerequisite: Criminal Justice 111, Criminal Justice 103, Criminal Justice 108 or permission of the instructor.
A series of seminars covering topics pertaining to investigative techniques and the evaluation of evidence in criminal and civil cases.
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- CJ 215** **Evidence and Criminal Procedure** **3 C.H.**
Prerequisites: Criminal Justice 111, Government 101.
A study of the U.S. Constitution, particularly the Bill of Rights and the Fourteenth Amendment, as they relate to the functioning of the criminal justice system. Emphasis will be placed on individual rights, due process and civil liberties.
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- CJ 216** **Police Management Seminar** **3 C.H.**
Prerequisite: Criminal Justice 205.
A practical application of previously studied theories and methods in police management. Students will use group work, case studies and projects to theoretically interpret and apply data in management situations.
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- CJ 218** **Arson Investigation** **3 C.H.**
Prerequisite: Criminal Justice 103.
An introduction to the problems and effects of arson; analysis of the chemistry of the fire scene; use of investigative and detection aids, photographs, measurements and diagrams; collection and preservation of evidence; methods of interviewing and interrogation; legal aspects of arson investigation.
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- CJ 219** **Correctional Treatment** **3 C.H.**
Prerequisite: Criminal Justice 106.
An examination of the management of correctional clients in an institutional setting from admission to release. Special attention is given to the systems that deal with the security and treatment needs of each individual. These needs and systems are considered in terms of current correctional approaches.
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- CJ 220** **Criminal Justice Practicum** **3 C.H.**
Prerequisites: Criminal Justice 111 and permission of instructor.
Supervised placement with a criminal justice agency to allow the student the opportunity to explore career choices while gaining actual job experience in the criminal justice field. Students will be required to participate a minimum of 8 hours per week (120 hours per semester) and to attend a bi-weekly meeting with the practicum advisor.
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- CJ 221** **Constitutional Rights of Prisoners** **3 C.H.**
Prerequisite: Criminal Justice 106 or permission of the instructor.
An exploration of the issues involved with Constitutionally guaranteed rights as they pertain to inmates in a jail or prison setting. Particular attention will be paid to the First, Eighth and Fourteenth Amendments along with the Civil Rights Act. Remedies to violations of rights will also be discussed.
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- CJ 223** **Contemporary Issues in Criminal Justice** **3 C.H.**
Prerequisite: Criminal Justice 111 or permission of the Instructor.
A series of seminars covering topics of current interest in the criminal justice field. The criminal justice field changes very rapidly and this course will focus on areas of change such as ethics, use of force, Supreme Court decisions which affect criminal justice, prison issues, the drug problem and other issues which impact on the criminal justice system.

CJ 224 **Victim Issues and Advocacy** 3 C.H.

A comprehensive course designed to acquaint the student with the many issues faced by the victims of crime. Topics covered will include victimization and other issues central to crime victim assistance. Students will also gain an understanding of how to address the needs of crime victims and act as advocates for victim issues.

CJ 226 **Computer Investigation Techniques** 3 C.H.

Prerequisites: Criminal Justice 111 and permission of the instructor.

A comprehensive introduction to computer operations and computer system components with an emphasis on storage and retrieval of information for investigative purposes. Topics covered include basic operating systems, hardware, software, encryption, identification of evidentiary information, internet servers and websites, freeware, bulletin boards, file types and manipulations, spreadsheets and databases. Students will develop the ability to assemble evidence for a criminal investigation process. Substantial lab work is required. This course satisfies the Computer Fundamentals Requirement.

DEVELOPMENTAL STUDIES

DS 010 **Foundations in Reading** 3 C.H.

Prerequisite: Placement test score.

Provides students with essential reading skills such as decoding skills, phonetic and structural analysis skills, vocabulary development and reading comprehension in order to provide students with a basic reading foundation. This course will not satisfy graduation requirements.

DS 011 **Reading Improvement** 3 C.H.

Prerequisite: Placement test score or DS 010.

Provides students with advanced work in reading skills (literal meaning, inference, critical thinking, and interpretation and evaluation) along with vocabulary development (dictionary and library skills) in preparation for general college studies. Prepares students for college-level reading in a variety of subjects. This course will not satisfy graduation requirements. DS 050, EN 100R or EN 101 may be taken concurrently.

DS 050 **Writing Fundamentals** 3 C.H.

Prerequisite: Placement test score.

A practical application of grammar by intensive practice in writing short passages to achieve competence in writing grammatical sentences. This course will not satisfy graduation requirements. DS 011 may be taken concurrently.

DS 091 **Introduction to Mathematics** 3 C.H.

Prerequisite: Placement test score.

A review of basic arithmetic skills including whole numbers, fractions, decimals, and percents. Practical applications will be emphasized. Also included is an introduction to algebra and algebraic notation. This course will not satisfy graduation requirements.

DS 095 **Basic Algebra** 3 C.H.

Prerequisite: Placement test score or DS 091.

Beginning algebra including signed numbers, algebraic expressions, laws of exponents, order of operations, linear equations and inequalities, word problems, formulas, polynomials, factoring, and graphing. This course will not satisfy graduation requirements.

DS 100 **College Survival Skills** 1 C.H.

Prerequisite: Placement in both DS 010 Foundations in Reading and DS 050 Writing Fundamentals.

An introduction to essential skills necessary for academic success. Topics include study, note-taking, test-taking, and library skills. Students will learn College policies, services, and procedures. This course will be required for students who place in both DS 010 and DS 050.

EN 100R Introduction to College Writing 3 C.H.

Prerequisite: Placement test score or DS 050.

A comprehensive study of the paragraph as a unit of composition, emphasizing organization of ideas, specific methods of development, and elements of style. The subject matter will include the grammar and syntax of sentence patterns, punctuation, and the mechanics of formal college writing. Frequent writing assignments both in and out of class will be conducted in a workshop manner. Students who have received credit for English 101, Composition, may not take this course for credit.

***DRUG/ALCOHOL REHABILITATION COUNSELOR**

*see page 51

DA 101 Introduction to Issues in Alcohol and Drug Abuse 3 C.H.

Prerequisite or Parallel: English 101.

This course covers key issues of the alcohol and drug abuse treatment field from the standpoint of the unique sociological and public health aspects involved.

DA 111 Introduction to Counseling 3 C.H.

Prerequisite or Parallel: English 101.

Theory and skills of therapeutic counseling will be taught. Discussion of relevant theories as well as development of such skills and attending behavior; reflection of feelings and direct mutual communication and interpretation will be covered. The focus of this course is issues in substance abuse.

DA 112 Group Therapy and Techniques 3 C.H.

Prerequisite: DA 111.

The emphasis of this course is an understanding of the theory of group dynamics. An organized overview will be presented of different modalities within the generic term "group counseling" and of the various guidelines for the appropriate use of these modalities with different client populations. The focus of this course is issues in substance abuse.

DA 117 Substance Abuse Prevention 3 C.H.

This course provides students with an understanding of the prevention models, philosophy and strategies used in developing and implementing a community-based prevention program.

DA 158 Biology of Addiction 3 C.H.

Prerequisite or Parallel: English 101.

A general study of drug abuse in current times, including the pharmacology and pathology of chronic drug abuse with respect to the individual as well as society and the law.

DA 213 Advanced Counseling 3 C.H.

Prerequisite or Parallel: DA 111, DA 112.

This course provides students with an in-depth study of individual and group counseling theory and an opportunity to synthesize theory for practical application.

DA 214 Family Counseling 3 C.H.

Prerequisite or Parallel: DA 111 or Psychology 205.

Presents an overview of family systems with a special emphasis toward families afflicted with substance abuse. The particular areas discussed include the structure and function of the family, role structure, development stages, communication systems, functional and dysfunctional families.

DA 230 Management of Human Services Facilities 3 C.H.

Surveys the various types of facilities providing care of human services patients including the different types of corporate structure. Considers issues such as budgeting, administration, and management (including personnel, corporate, admission and discharge policies; medicine and nursing administration; and staffing and employment).

DA 251 Counseling Internship I 6 C.H.
Prerequisites: DA 101, 111, 112, 158. Open only to students formally accepted into the DA RC program.
 Prospective drug and alcohol counselors are expected to demonstrate their counseling skills for a minimum of 15 hours per week in a clinical setting under the joint supervision of the College and qualified clinical personnel of the treatment agency. Class: 2 hours per week plus 15 hours of field placement per week.

DA 252 Counseling Internship II 6 C.H.
Prerequisite: open only to students formally accepted into the DARC program. DA 251.
 This course is a continuation of DA 251. 2 hours per week plus 15 hours of field placement.

EARLY CHILDHOOD EDUCATION

ECE 101 Introduction to Early Childhood Education 3 C.H.
 A study of the historical perspectives of preschool education. Modern development, administration, curriculum, material and equipment, and trends in early childhood education will receive attention.

ECE 103 Seminar I 1 C.H.
Prerequisites: Early Childhood Education 101, Early Childhood Education 104.
 Seminar dealing with specific teaching techniques as related to principles of child development and educational philosophy. Includes ways of promoting good human relationships and healthy physical, social, emotional, and intellectual development in the preschool child. Emphasis is on both individual and group dynamics. The seminar is coordinated with participation in a variety of childhood centers.

ECE 104 Field Observation 2 C.H.
Prerequisites: Early Childhood Education 101, Early Childhood Education 103.
 Field work in a variety of childhood centers coordinated with Early Childhood Education 103.

ECE 105 Introduction to Special Education 3 C.H.
 An introduction to the field, problems and trends in special education in America. Emphasis on the history, concepts, practices and terminology used by professionals in the field of special education. Sessions will include both general and specific information which will assist students in defining their role with Special Education students as well as their possible future careers in this area. Field observations included.

ECE 106 Teaching Children Music 3 C.H.
 An investigation into the role of music and basic movement in early childhood development. Students will receive a basis in music skills. Included is preparation for assessing the health and physical well-being of the child. Students will demonstrate teaching techniques and prepare themselves for teaching through construction of teaching materials and accumulation of resource materials.

ECE 107 Practicum in Early Childhood Education 1 C.H.
Parallel: Early Childhood Education 108.
 Field work integrates the seminar with on-the-job training experience involving reporting what is observed, noting differences and similarities in teaching styles, materials used, child behavior and overall classroom environments. Adult learners will recognize the relationship between their existing skills and interests, their developing skills, and the anticipated responsibilities in the child care work environment.

ECE 108 Early Childhood Methodologies Seminar 5 C.H.
Parallel: Early Childhood Education 107.
 A survey of early childhood methodologies designed to teach adults developmentally appropriate practices and techniques for working as classroom aides with pre-school children. Includes such topics as child development issues, curriculum activities, discipline, safety, and the creation of an effective inter-generational partnership in child care.

ECE 110	Infants and Toddlers	3 C.H.
<p>Designed to prepare students in the care and teaching of infants and toddlers. Emphasizes the interrelationship of social, emotional, cognitive, physical, and language development patterns. Age appropriate curriculum strategies based on developmental theories to create a quality program within an interesting, explorable environment will be discussed.</p>		
ECE 115	Parenting Skills	3 C.H.
<p>An examination of successful parenting styles focusing on developing creative problem solving skills, improving communication, lessening parent-child conflicts, setting limits, encouraging responsibility, and building self-esteem. Parenting skills based on an understanding of appropriate developmental expectations for young children will include praising, and encouraging effective alternatives to punishment, expressing anger constructively, and accepting and coping with sibling rivalry.</p>		
ECE 130	Child Development Associate Credential	3 C.H.
<p>Designed for early childhood education teachers and child care providers seeking their Child Development Associate Credential. Students will be assisted in developing an understanding of CDA functional areas along with a CDA resource file. Theories and philosophies within early childhood education will be correlated to CDA competencies.</p>		
ECE 200	Methods in Special Education	3 C.H.
<p>An overview of many methodologies used in special education settings. Students will be exposed to behavior modification, classroom environments, testing materials and other special education practices.</p>		
ECE 201	Learning Development in the Classroom	3 C.H.
<p><i>Prerequisites: Early Childhood Education 103 and 104.</i></p> <p>The application of psychological principles in interpreting a child's behavior. The student will observe and analyze the child's physical, intellectual, emotional and social development within the classroom. Field work will be coordinated with classroom sessions.</p>		
ECE 205	Internship Seminar	2 C.H.
<p><i>Prerequisites: Early Childhood Education 201, Early Childhood Education 206.</i></p> <p>Students engaged in field work will spend two hours per week with an instructor evaluating and reflecting upon that experience. Must be taken in conjunction with Early Childhood Education 206.</p>		
ECE 206	Internship	4 C.H.
<p><i>Prerequisites: Early Childhood Education 201, Early Childhood Education 205.</i></p> <p>Students will devote twelve hours per week to laboratory field experience working with young children in an early childhood program under supervision. Included will be work on special projects, research and case studies. Must be taken in conjunction with Early Childhood Education 205.</p>		
ECE 207	Natural Sciences and Safety for Children	3 C.H.
<p>Designed to enable the teacher to provide children with an appreciation of the world in which they live. It will encompass themes in mathematical concepts, natural science, physics, physical science, biology, chemistry, nutrition, and health and safety education. Emphasis will be placed upon children's natural curiosity. The method of teaching by discovery will be stressed.</p>		
ECE 208	Children's Language and Literature	3 C.H.
<p>Major emphasis upon the use of language and communication skills along with methods and materials for their development. Ways to develop and increase creativity in these areas are explored and encouraged. A study of literature and poetry for young children is included. Reading methods are discussed and evaluated.</p>		

ECONOMICS

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- EC 100 Economic Resources** 3 C.H.
Prerequisite or Parallel: English 101 or permission of the instructor.
 An examination of natural and cultural factors affecting production and consumption of goods and services and spatial distribution of economic activities. Location theories are stressed. The systematic approach is emphasized primarily, but consideration is given to the regional approach. People-land relationships are considered in terms of physical and socio-economic patterns.
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- EC 101 Development of Economic Thought** 3 C.H.
Prerequisite or Parallel: English 101 or permission of the instructor.
 A survey of the great ideas on which economics is based using the historical approach. The student is introduced to the concepts and tools of economics and to the relationships between economics and society. Not open as a credit elective for Business majors.
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- EC 200 Survey of Economic Principles** 3 C.H.
Prerequisite or Parallel: English 101 or permission of the instructor.
 An introductory survey of economics for students whose programs do not call for two semesters of economics. Emphasis is on macro-economics but some micro-economics basics are covered.
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- EC 203 Fundamentals of Micro-Economics** 3 C.H.
Prerequisite: English 101 or permission of the instructor.
 A study of market directed and mixed economies, emphasizing the American experience. The theory and facts of economic growth are covered. Emphasis is on market models and factor pricing. Alternative economic systems and current problems are surveyed. Students are expected to have a working knowledge of line graphs.
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- EC 204 Fundamentals of Macro-Economics** 3 C.H.
Prerequisite: English 101 or permission of the instructor.
 A study of the economic system as a whole, concentrating on the U.S. including the general structure of business in the U.S.; the creation and control of the money supply; the components of aggregate demand; recessions and inflation; the interrelated roles of government and business; and international trade and exchange are covered.

ENGINEERING SCIENCE

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- ES 205 Introduction to Statics** 3 C.H.
Prerequisite: Mathematics 201; Prerequisite or Parallel: Physics 205.
 Engineering-level introduction to mechanics; the statics of particles; vector addition, subtraction, and multiplication; equilibrium and forces in spaces; rigid bodies and equivalent systems; free-body diagrams; centroids and centers of gravity; definition and analysis of simple trusses; and friction.
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- ES 206 Introduction to Dynamics** 3 C.H.
Prerequisite: Mathematics 201, Engineering Science 205. Prerequisite or Parallel: Physics 206.
 Topics covered include: moments of inertia, radius of gyration determination and parallel-axis theorem; kinetics of particles treating position, velocity, and acceleration; uniformly accelerated rectilinear motion; curvilinear motion; Newton's second law of motion, linear and angular momentum; energy methods, and systems of particles.

ENGLISH

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- EN 101 Composition** 3 C.H.
Prerequisite: Satisfactory scores on placement exam or a grade of C or higher in EN 100R.
 The study of skills necessary for effective written communication. The course includes analyses of outstanding prose works. The principles of rhetoric and logic are also applied in frequent writing assignments.

- EN 102** **Composition and Literature** **3 C.H.**
Prerequisite: English 101.
A continuation of English 101, including analyses of works of fiction, poetry, and drama to introduce techniques such as irony, satire, point of view, and figurative uses of language. Assignments encourage analytical reading and writing. The course also focuses on research techniques to be applied to a documented paper.
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- EN 131-S** **English for the Spanish Speaking I** **3 C.H.**
Prerequisite: Permission of the instructor.
An English course stressing punctuation, aural comprehension and conversation, as well as the principles of grammar in order to reach facility in reading, writing, and speaking the language. Open ended in that a student is allowed to continue the course for as many semesters as are required. Credit given only once.
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- EN 132-S** **English for the Spanish Speaking II** **3 C.H.**
Prerequisite: English 131-S.
Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on topics of general interest. Advanced problems in syntax and weekly themes written in English.
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- EN 200** **Topics in Literature** **3 C.H.**
Prerequisite: English 102.
An opportunity to explore a variety of literary types in a less conventional setting than in the period courses. Topics will be varied by semester and by instructor's specialty. Among the special topics alternating by semesters are: Women in Literature; Mythology; Masterpieces of the Drama; Irish Literature; Enduring Themes in Literature; Fiction & Film; Jewish Writing of the 20th Century; and Black Literature.
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- EN 201** **English Literature I** **3 C.H.**
Prerequisite: English 102.
A chronological survey of the major works of English literature from the Anglo-Saxon period through the 18th century. Works may include those of the Beowulf poet, Chaucer, Shakespeare, Donne, Milton, Pope, and Swift. Works will be related to their historical and cultural settings.
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- EN 202** **English Literature II** **3 C.H.**
Prerequisite: English 102.
A chronological survey of the major works of English literature during the 19th and the 20th centuries, including those of Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Hopkins, Yeats, and Eliot. Works will be related to their historical and cultural settings.
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- EN 205** **American Literature I** **3 C.H.**
Prerequisite: English 102.
Close reading of selected major works of American Literature from colonial times to the close of the nineteenth century. Emphasis will be placed upon the social and cultural implications of the works as well as upon their relevance to our own time. Major concentration will be on such writers as Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, Crane, James, Twain, and Dickinson.
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- EN 206** **American Literature II** **3 C.H.**
Prerequisite: English 102.
A study of the major works of American Literature from the close of the Nineteenth Century to the present. Particular attention is given to the social and cultural implications of the works of such writers as Frost, Fitzgerald, Eliot, Hemingway, Faulkner, O'Neill, Steinbeck, Williams, Plath, and Ellison.
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- EN 207** **Major Authors of the Western World I** **3 C.H.**
Prerequisite: English 102.
A study of the major literary works of the western world from the beginnings to the Renaissance, including the Hebrew Scriptures (Old Testament), Greek mythology, the Iliad, Greek dramas, Roman mythology, the Aeneid, the New Testament, and the Divine Comedy.

EN 208 Major Authors of the Western World II 3 C.H.

Prerequisite: English 102.

A detailed study of the major literary works of the Western World from the Renaissance to recent times. Works may include philosophical works of Descartes and Pascal, comedies of Moliere, tragedies of Racine, Voltaire's Candide, Goethe's Faust, and works of Flaubert, Dostoyevsky, Gorki, Mann, Sartre, and others.

EN 211 Creative Writing 3 C.H.

Prerequisite: English 101 or permission of the instructor.

A study and application in a seminar atmosphere of creative writing techniques, including, but not necessarily limited to, fiction and poetry. Intensive study of fiction by the world's great writers to discover and understand the techniques used will serve as a starting point for individual work by students. Examination and practice of the techniques of poetry writing will also be offered. Work produced will be discussed and critically evaluated by the class. When possible, meetings and discussions with established writers will be arranged.

EN 217 Shakespeare 3 C.H.

Prerequisite: English 102.

Detailed study of the major works of Shakespeare, such as sonnets, histories, comedies, romances, and tragedies from both a literary and theatrical perspective. Works will be related to their historical and cultural settings.

EN 219 Twentieth Century Literature 3 C.H.

Prerequisite: English 102.

A study of representative 20th Century writers from various geographic areas of the globe who reflect philosophies, movements, and styles that influence present-day attitudes. The selections are primarily, but not restricted to, non-American and non-British writers except those whose writing extends to other parts of the world.

ENGLISH AS A SECOND LANGUAGE

ESL 091 Basic Speaking and Writing I 3 C.H.

Prerequisite: ESL interview and placement test.

A beginner-level language course for non-native students with limited English experience who need an introduction to the basic sounds, structures, and vocabulary of spoken and written English. Includes listening comprehension and speaking skills, basic vocabulary and grammar study, and elementary reading and writing practice. Adult basic literacy, including cursive writing, is assumed. Two hours of laboratory/tutorial practice is required per week. Placement is based on results of ESL interview and test. This course will not satisfy graduation requirements.

ESL 092 Basic Speaking and Writing II 3 C.H.

Prerequisite: ESL 091 or ESL interview and placement test.

A high beginner-level language course for non-native students who need to develop confidence and fluency in speaking and writing practical English for everyday use. Includes listening comprehension and speaking skills, general vocabulary, basic grammar, and simple reading and writing practice. Two hours of laboratory/tutorial practice required per week. Placement is based on results of ESL interview and test. Does not satisfy graduation requirements.

ESL 111 Intermediate ESL I 3 C.H.

Prerequisite: ESL placement test.

An academically-oriented language course for non-native students who have a simple knowledge of spoken and written English. Emphasizes intensive general academic vocabulary development, extensive reading and listening comprehension, major aspects of sentence structure and grammar, and speaking and writing improvement using linguistically controlled materials. Two hours of laboratory/tutorial practice required per week.

ESL 112 Intermediate ESL II 3 C.H.

Prerequisite: ESL placement test or ESL 111.

Helps intermediate level ESL students improve their reading and writing skills and provides practice in listening and speaking. Reading assignments stress comprehension and vocabulary building. Writing skills focus on developing basic sentence structure and simple paragraphs. Students listen to taped lectures, practice dictation and note-taking, and participate in structured group discussions. All activities focus on expanding knowledge of English and developing fluency in all skills. Two hours of laboratory/tutorial practice required per week.

ESL 115 Intermediate Pronunciation and Speech 3 C.H.

Prerequisite: ESL 112 or placement or permission of instructor.

A speech improvement course to help intermediate-level non-native speakers of English to communicate more effectively in everyday situations and in academic settings. Focus is on developing greater clarity and fluency in spoken English through daily listening discrimination and pronunciation exercises; peer observation and interaction; guided group discussions and individual oral presentations. One hour of laboratory or tutorial practice required per week.

ESL 121 Advanced ESL I 3 C.H.

Prerequisite: ESL placement test or ESL 112.

An advanced language course for non-native students who have developed basic fluency in written and spoken English and who wish to further improve their language skills for academic or career purposes. Emphasizes intensive academic vocabulary development, extensive reading practice using short and long selections of general interest from academic subjects and literary works, individual pronunciation and oral presentations. Elements of effective writing, including problems in advanced syntax and sentence structure, are applied in short essays and longer writings such as autobiographies and book reports. Two hours of laboratory/tutorial practice required per week.

ESL 122 Advanced ESL II 3 C.H.

Prerequisite: ESL placement test or ESL 121.

Helps advanced ESL students expand and refine their reading, listening, speaking and writing skills for more effective communications in college and career settings. Students read non-fiction and fiction relating to North American culture and other subjects, discuss readings in small groups, then respond to readings by writing essays, summaries and reports. Students listen to taped lectures, dialogues and narratives from radio and television, oral reports and debates on selected topics. Activities focus on developing fluency, clarity and correctness of expression. Two hours of laboratory/tutorial practice required per week.

ESL 125 Advanced Pronunciation and Speech 3 C.H.

Prerequisite: ESL 121 or permission of instructor.

A speech improvement course to help advanced-level non-native speakers of English communicate more effectively in academic and professional settings. Focus is on accent reduction and developing communication strategies through listening discrimination and pronunciation exercises; self-analysis practice, peer observation and interaction, and oral presentations. One hour laboratory/tutorial practice required per week.

FRENCH

FR 100 Living French 3 C.H.

Designed primarily for those who wish to increase the full enjoyment of a trip to a French-speaking country by being able to understand and satisfy most routine travel, basic survival needs and minimum courtesy requirements. It will help students with speech confidence, accurate and natural pronunciation, aural comprehension from an early stage and also let them overcome most of the inhibitions that are often experienced when students express themselves in a foreign language. The course could provide a useful head start for those interested in a more serious study of French. This course will not satisfy the Foreign Language requirements.

FR 101-102 Elementary French 3 C.H. per semester
 Stresses pronunciation, aural comprehension, and conversation as well as the principles of grammar in order to reach facility in reading, writing, and speaking the language. Laboratory time is required weekly.

FR 103-104 Intermediate French 3 C.H. per semester
Prerequisite: French 102 or two years of high school French.
 Review of grammar, oral drill, reading and conversation. Some reading of contemporary prose. Laboratory time is required weekly.

FR 200 Topics in French 3 C.H.
Prerequisite: French 202 or permission of instructor.
 Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on reading of select works with emphasis on social and cultural implications of the works. Study of further problems in syntax and writing of weekly themes in French. Drills on pronunciation with special consideration to overcoming characteristic problems encountered by students.

FR 201-202 Advanced French Conversation & Composition 3 C.H. per semester
Prerequisite: French 104, or four years of high school French, or permission of instructor.
 Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on topics of general interest. Advanced problems in syntax and weekly themes written in French. Laboratory time is required each week.

FR 203 Advanced Oral & Written Practice in French 3 C.H.
Prerequisite: French 202 or permission of instructor.
 A continuation of Advanced French 201-202 for selected students. Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on reading of selected works with emphasis to be placed upon the social and cultural implication of the works. Advanced problems in syntax and weekly themes written in French. Drills on pronunciation with special consideration given to overcoming the obstacles characteristically encountered by students.

FR 225 Independent Study in French 3 C.H.
Prerequisite: Permission of the Foreign Language faculty.
 Designed for those students who wish to obtain credit in a selected topic in French. Students should have a high academic standing in French language.

GEOGRAPHY

GH 101 World Geography 3 C.H.
Prerequisite or Parallel: English 101.
 A study of the physical and human elements of global geography. Regional, cultural and population influences will be explored to give the student a better understanding of different geographical situations found in the world. The differences and inter-relationships of the developed and developing nations are probed in the depth necessary to understand present societies. Group discussions and audio-visual presentations are used as methods to give the student better insight into the influence of geography.

GOVERNMENT

GO 101 Introduction to American Government 3 C.H.
Prerequisite or Parallel: English 101.
 A study of the Constitution, federalism, and other basic concepts of American government will be emphasized. Topics to be discussed are: executive, legislative, and judicial branches of government; national policy making – both domestic and foreign; political parties; interest groups and elections; civil rights, and suffrage.

GO 111 Rules of Order: Democracy via Parliamentary Procedure I 1 C.H.

Prerequisite: Election or appointment to the Student Senate.

A study of the creation, organization and work of a political group using democratic principles. The strength and weaknesses of the democratic form of government will be studied. The foundation of the course is parliamentary procedures and Student Senate meetings will be the laboratory in which these skills will be practiced. Leadership and managerial roles will be studied and the opportunities for the practical application of these many roles will be furnished. As a study of human interrelationships in the democratic political environment, the course will provide the opportunity for the student to develop the skills necessary for effective participation in community organizations.

GO 112 Rules of Order: Democracy via Parliamentary Procedure II 1 C.H.

Prerequisite: Government 111: Part I.

A continuation of GO 111: Rules of Order: Democracy via Parliamentary Procedure I.

GO 113 Rules of Order: Democracy via Parliamentary Procedure III 1 C.H.

Prerequisite: Government 112: Part II.

A continuation of GO 112: Rules of Order: Democracy via Parliamentary Procedure II.

GO 114 Rules of Order: Democracy via Parliamentary Procedure IV 1 C.H.

Prerequisite: Government 113: Part III.

A continuation of GO 113: Rules of Order: Democracy via Parliamentary Procedure III.

GO 115 Comparative Politics 3 C.H.

Prerequisite or Parallel: English 101.

A comparative survey of the structures and functions of the national governments of selected industrialized and third world nations. Topics to be discussed will include key institutions, political attitudes, patterns of interaction, and contemporary issues facing each nation.

GO 116 Introduction to Political Science 3 C.H.

Prerequisite or Parallel: English 101.

A study of political ideology and power in the modern world. This course presents a broad introduction to political theory and concepts. The history and development of basic political themes, such as justice, law, equality, democracy, and nationalism will be discussed in a comparative context. A continuation of GO 113: Rules of Order: Democracy via Parliamentary Procedure III.

GO 201 State and Local Government 3 C.H.

Prerequisite: Government 101 or permission of the instructor.

A study of the organization, institutions, and major problems of state and local government in the United States, with special emphasis on government in Connecticut. In addition to classroom work, students will go out into the community to observe various aspects of state and local politics. For example, students might attend legislative sessions, or interview, or spend the day with, politicians. There will also be guest speakers who are active in state and local politics.

HEALTH

HE 101 Modern Nutrition 3 C.H.

An introduction to the fundamental principles of the new nutrition. The major and minor nutrients are discussed in relationship to energy, growth, and metabolism. The dietary requirements of children, adolescents, adults, and the elderly, as well as those of athletes and vegetarians, will be considered.

HISTORY

HI 103 **Survey of Western Civilization I (Ancient Times to 1600)** **3 C.H.**

Prerequisite or Parallel: English 101.

The development of Western civilization from the ancient world through the middle ages to early modern times. Particular emphasis is placed upon the classical legacy, feudalism, the growth of monarchical power, the Renaissance and the Reformation.

HI 104 **Survey of Western Civilization II (1600 to the present)** **3 C.H.**

Prerequisite or Parallel: English 101.

The major developments in Western civilization from the seventeenth century to the present. Particular emphasis is placed upon the age of Louis XIV, the enlightenment, the French Revolution, the industrial revolution, modern imperialism, the growth of rivalry between the powers, and the development of new political philosophies which have helped to produce the existing international situation.

HI 201 **American History I: Colonial Times to 1860** **3 C.H.**

Prerequisite: English 101.

Covers the political, economic and social development of the United States to 1860. It is devoted to the period from the earliest exploration and settlement to the Civil War. Topics covered include the colonial contribution to American democracy, the struggle for independence, formation of a national government, Jacksonian democracy, westward expansion, and the controversy over slavery.

HI 202 **American History II: 1860 to the Present** **3 C.H.**

Prerequisite: English 101.

Begins with Civil War and comes down to relatively modern times. Topics to be covered include the Civil War, reconstruction, the rise of industry, populism, the Spanish-American War, the frontier, Theodore Roosevelt's progressive program, Wilson's New Freedom, World War I, Versailles, the twenties, the Great Depression, the New Deal, and World War II.

HI 210 **History of Connecticut** **3 C.H.**

Prerequisite: English 101.

A survey of the history of Connecticut from pre-Colonial times to the present. The course will emphasize Connecticut's rich multicultural history. Topics will include Native American, European, African-American, and Caribbean influences, immigration, and industrialization and deindustrialization.

HONORS

HN 200 **Honors Seminar** **3 C.H.**

Prerequisite: English 102 and permission of the Honors Advisor; recommended: courses in literature, philosophy, psychology or sociology, history, and laboratory science.

An interdisciplinary course that examines a topic from the differing perspectives of the major academic disciplines — humanities, natural and physical sciences, and social sciences. The instructors and topic/content vary from year to year. Offered in the Fall semester only. Open only to students registered in the Honors Program. Counts as an Open Elective.

HN 225 **Independent Honors Project** **3 C.H.**

Prerequisite: Honors 200.

An original student project completed under the guidance of a faculty mentor that demonstrates a student's ability to apply knowledge and skills in a creative and scholarly manner.

HUMANITIES

HU 102 **Philosophy and Contemporary Issues** **3 C.H.**

Prerequisite: English 101.

Intended to make philosophy relevant to students undertaking their first sustained study of the subject. To achieve this end, the pros and cons of provocative contemporary issues are explored, which in turn raise fundamental philosophical issues.

HU 103 **World Religions** **3 C.H.**

Prerequisite or Parallel: English 101.

A general survey of the origins, beliefs, and contemporary practices of Hinduism, Islam, Taoism, Buddhism, Judaism, Christianity, and Confucianism. Attention is given to the interaction of specific religions and the cultures in which they are practiced.

HU 104 **Introduction to Humanities** **3 C.H.**

Prerequisite or Parallel: English 101.

Presents the humanities as the art of being human and is designed to encourage a better understanding and appreciation of the contributions of art, music, literature, and philosophy to contemporary American life, but especially as they pertain to each of us.

HU 126 **Topics in Philosophy** **3 C.H.**

Selected philosophical topics within the humanities are discussed. Topics might include: Aesthetics and Humanity, Bible & Humanities, Philosophy of Religion, Ethics & Contemporary Moral Problems, Morals & Science, Morals & Business, Philosophy & Paranormal World, Philosophy: Life/Death/? Choice of topic is made in consultation with college departments and offered on the basis of student and faculty interest.

HU 200 **Introduction to Philosophy** **3 C.H.**

Prerequisite: English 102.

Introduces the student to the major branches of philosophy. Readings include works from the philosophy of ethics, politics, religion, ontology, knowledge, and aesthetics.

HU 201 **Basic Logic** **3 C.H.**

Prerequisite: English 101.

Covers principles of valid reasoning in responsible statement and argument, analysis of language, fallacies, propositions, rules of logical inference, both deductive and inductive, and the usages of these in college and everyday life.

HU 202 **French Culture and Civilization*** **3 C.H.**

Prerequisite or Parallel: English 101 or permission of instructor.

The study of the geographical, historical and social factors from which modern France has evolved. Its contribution to the fine arts, music, science, philosophy and different main trends in Literature and their influences. A knowledge of French is not prerequisite. Lectures and readings in English. *Does not satisfy a foreign language requirement.

HU 205 **Influential French Women*** **3 C.H.**

Prerequisite: English 101 or permission of the instructor.

An opportunity to explore the influence of French women on French culture and civilization in a less conventional setting. Emphasis will be placed upon the social and cultural contributions of their lives with particular attention to the historical and literary background when necessary. *Does not satisfy a foreign language requirement

HU 225 Independent Study in Humanities 3 C.H.

Prerequisite: permission of the instructor.

Individual study of a special area, topics, theme or problem in the humanities by agreement of conditions with instructor. Includes all disciplines within the Humanities Department — Art, Communications, English, Foreign Languages, Music and Philosophy.

HUMAN DEVELOPMENT

HD 101 Decision Making 1 C.H.

Prerequisite or Parallel: English 101.

Offers theory and practice in decision making. After completing a series of interest inventories designed to identify the student's values and preferences, the student has an opportunity to study sound principles governing decision making, then to work out a specific personal problem.

HD 104 Career Management 1 C.H.

Prerequisite or Parallel: English 101.

Instruction in job-related issues. Topics include job applications, resumes and job letters, interviews, attitudes and job readiness.

HD 106 Understanding & Handling Stress 1 C.H.

Prerequisite or Parallel: English 101.

Instruction in the causes, consequences and remedies for stress. Topics include: general theory, challenging our unrealistic attitudes, dealing with others, type "A" behavior, and burnout — its symptoms, causes and remedies.

HD 107 The Human Experience 1 C.H.

An interdisciplinary study of human fulfillment. Topics include interpersonal relations, learning and knowledge, prudence, justice (includes teaching of Marx and the Bible), temperance and courage.

HD 108 Achieving Human Fulfillment 3 C.H.

Prerequisite or Parallel: English 101.

An interdisciplinary study of human fulfillment. Topics include the significance of our daily work, our search for meaning, traits of self-actualizing people, suffering, leisure, and beauty.

HUMAN SERVICES

HS 101 Introduction to the Human Services 3 C.H.

An interdisciplinary orientation to major Human Service agencies and institutions in this region including education, law enforcement, child care, mental health, recreation, geriatrics, etc. Participants will study the roles and functions of professionals in these types of Human Services careers. Instruction will include team-teaching, guest speakers, and field visitations.

HS 103 Introduction to Gerontology 3 C.H.

An interdisciplinary introduction to the major concepts and issues related to the study of the aging process. The course is designed for students considering a career in gerontology or in a field where understanding the psychological, physical, social, and environmental issues of the elderly are of critical importance.

HS 104 Introduction to the Mental Health System 3 C.H.

An introduction to the range of services and careers available in working with people with serious mental illness. Multidisciplinary nature of the field will be emphasized. Topics include treatment approaches, case management, psycho-social rehabilitation, recovery, public awareness and consumer empowerment.

- HS 105 Introduction to Behavioral Healthcare 3 C.H.**
Prerequisite: English 101 or permission of the instructor.
An overview of the policy and treatment issues in behavioral healthcare. Particular areas of concern include assessments, treatment concepts, national and state policies, dual diagnosis issues, managed care, and client motivation. The course examines current research and demographics which underpin the behavioral health movement.
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- HS 107 Advocacy in Human Services 3 C.H.**
Prerequisite: English 101.
A comprehensive survey of effective advocacy for and with human service agencies. Students will learn about power bases and influence in human service systems. The course will introduce students to advocacy theory and practice, providing lectures, practical hands-on assignments, and participatory learning.
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- HS 111 Introduction to Counseling in Human Services 3 C.H.**
A developmentally-based, experiential course designed to introduce pre-professionals and professionals to the basic concepts, theories and skills used in human service counseling. Practical application of skills and role-playing will be emphasized.
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- HS 151 Strategies for Developing Capable Children and Youth 3 C.H.**
Prerequisite or Parallel: English 101.
An overview of specific skills and practical strategies for developing responsible, capable children and youth and for strengthening families. Practical techniques are explained and applied in dealing with and preventing problems in families. Teaching methods include interactive group experiences and discussion, exercises, reading, and practice assignments. Skills acquired are applicable to broader settings, including daycare programs and schools.
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- HS 161 Disabilities Across the Lifespan 3 C.H.**
Prerequisite: Psychology 101.
An overview of the field of developmental disabilities as it applies to people across the lifespan from birth to old age. Topics include mental retardation, cognitive disabilities, acquired brain injury, physical disabilities, sensory impairment and others. The course examines these topics from a variety of perspectives including prevalence, psychological aspects, age-related, adaptive problems and habilitative services in the continuum of care.
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- HS 201 Seminar in Group and Interpersonal Relations 3 C.H.**
A cross-disciplinary seminar introducing participants to the development and dynamics of small-group relationships and communications. Emphasis on theories and specific techniques designed to lead to self and interpersonal understanding among group members, research regarding the nature of behavioral understanding among group members, research regarding the nature of behavioral change, and supervised experience in participatory groups. Seminar will include a variety of techniques, including lecture, observation, role-playing, simulation, and videotape analysis.
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- HS 202 Managing Human Services 3 C.H.**
An introduction and overview to the emerging field of human services management and administration. New developments and knowledge in this area will be assessed with specific examples of how this information can be used in practical, day-to-day situations. Designed for any professional or student preparing for a leadership position in the human services.
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- HS 203 Human Service Skills and Methods 3 C.H.**
A comprehensive study of the skills required of human service professionals including interviewing, managing social service cases, analyzing relevant legal matters and community organization skills. The course focuses on gathering and assessing information and determining appropriate intervention methods. Case studies are used to illustrate typical problems and appropriate responses.

- HS 204 Human Services Internship I 3 C.H.**
 Internship under the supervision and guidance of selected mental health and social service agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom. Open only to Human Services Program majors.
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- HS 205 Human Services Internship II 3 C.H.**
 Internship under the supervision and guidance of selected mental health and social services agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom. Only open to Human Services Program majors.
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- HS 206 Human Services Seminar 3 C.H.**
 Addresses the specific areas of interest and academic concern for Human Service majors as they prepare for employment and/or transfer in the mental health and social service fields. Trends in the field, career planning and specialized target problems will be handled by professionals in the region and developed in class discussion.
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- HS 208 Correctional Counseling 3 C.H.**
Prerequisite or Parallel: Psychology 101.
 A study of casework, counseling, philosophy and methods, and treatment techniques used in correctional settings.
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- HS 210 Topics in Mental Health 3 C.H.**
 Offers an opportunity to focus on particular topics in mental health services which are especially relevant to working in community settings. Emphasis on conceptual knowledge about hands-on skills in clinical management and specific administrative tasks in working with clients. Topics include dual diagnosis, relapse prevention, medications and goal writing.
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- HS 212 Practicum in Mental Health 3 C.H.**
Prerequisite: Permission of the instructor.
 Practicum and field placement under the guidance and supervision of selected mental health agencies in the region. A process of experiential learning which integrates the knowledge, skills, and attitudes concurrently being taught in the classroom. Open only to students enrolled in the Mental Health Certificate program or by permission of the instructor.
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- HS 213 Change Theory and Practice 3 C.H.**
Prerequisites: Psychology 101 or permission of the instructor; English 101 or permission of the instructor.
 An overview of the theories of human behavior, addiction, mental health and change in all these areas of practice. This course will cover the cycle of change and Motivational Enhancement Therapy (MET) as used in the Behavioral Healthcare Model. The course will also examine the application of these concepts, theories, and skills to individuals with multiple behavioral difficulties.
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- HS 214 Practicum in Behavioral Healthcare 3 C.H.**
Prerequisite: Permission of the instructor.
 Practicum and field placement under the guidance and supervision of selected behavioral healthcare agencies in the region. A process of experiential learning which integrates the knowledge, skills, and attitudes concurrently being taught in the classroom. Open only to students enrolled in the Behavioral Healthcare Specialist Certificate Program.
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- HS 225 Special Problems in the Human Services 3 C.H.**
Prerequisite: Permission of the Human Services faculty.
 A research project-oriented course under the personal supervision of a faculty member in the Human Services Program. It is designed to provide an opportunity to explore particular problem and subject areas within the area of Human Services. Subjects may be in urban studies, law enforcement, mental health, early childhood education, public administration, gerontology, etc. Assignments and hours will be individually tailored with the student.

HS 251 Emotional Disorders in Children and Youth 3 C.H.

Prerequisite: Psychology 101.

An examination of current treatment methods for children and youth with emotional disorders. Particular areas of focus include assessment and diagnosis, treatment approaches, intervention skills, effective service delivery models and systems issues from birth to three, preschool, latency, and adolescence.

HS 252 Practicum in Children and Youth Mental Health 3 C.H.

Prerequisite: Permission of the instructor. Open only to students enrolled in the Children and Youth Mental Health certificate program.

Practicum and field placement under the guidance and supervision of selected children and youth mental health agencies in the region. It is a process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom.

HS 261 Community Support Skills for the Disabled 3 C.H.

Prerequisite: Human Services 161.

An examination of the functional themes of human service work with the disabled including participant empowerment, assessment, facilitation of services, community living supports, crisis intervention, and others. Based on National Standards of Training, this course incorporates validated, state-of-the-art practices associated with direct care of the disabled population.

HS 262 Positive Behavioral Supports for the Disabled 3 C.H.

Prerequisite: Human Services 161.

An examination of the behavioral analysis principles and strategies which provide the foundation for developing and implementing a successful and comprehensive positive behavior modification program for individuals with disabilities in a community setting. This course explores methods of treating maladaptive behaviors with strategies emphasizing positive, appropriate and effective means of communications in the target population. Topics of focus include reinforcement principles, structure, incidental teaching, functional analysis, goal setting, and others.

HS 263 Professional and Ethical Issues in Disability Services 3 C.H.

Prerequisite: Human Services 161.

A seminar exploring the many important ethical and professional issues facing the complex field of disability services in institutional and community settings. Topics of exploration include the most recent standards of care in the profession, appropriate ethical behavior in difficult situations, laws associated with disability treatment, future trends and opportunities in the field of disabilities. Guest speakers and presentations are used to highlight current issues and challenges in the field.

HS 264 Practicum in Disability Services 3 C.H.

Prerequisite: Permission of the instructor.

Practicum and field placement under the guidance and supervision of selected disability agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom. Open only to students enrolled in the Disabilities Certificate program.

ITALIAN

IT 101-102 Elementary Italian 3 C.H. per semester

Stresses pronunciation, aural comprehension and conversation as well as the principles of grammar in order to reach facility in reading, writing, and speaking the language. Laboratory time is required weekly.

IT 103-104 Intermediate Italian 3 C.H. per semester

Prerequisite: Italian 102, or two years of high school Italian.

Review of grammar, oral drill, reading and conversation. Some reading of contemporary prose. Laboratory time is required weekly.

IT 225 Independent Study in Italian 3 C.H.

Prerequisite: Permission of the Foreign Language faculty.

Designed for those students who wish to obtain credit in a selected topic in Italian. Students should have a high academic standing in Italian language.

LATIN

LT 101 Latin I 3 C.H.

The first of a series of four courses designed to develop the ability to speak, read, and write Classical Latin. The course includes an introduction to the history of the Latin language, pronunciation, the first three noun declensions, the demonstrative pronouns hic, ille, and iste, the four verb conjugations in the present, future and imperfect tenses, the irregular verbs sum and possum in addition to word order, agreement of adjectives, apposition, and various sentence structures.

LT 225 Independent Latin Study 3 C.H.

Prerequisite: Permission of the Foreign Language faculty.

Designed for those students who wish to obtain credit in various areas of Latin. This course will not satisfy the Foreign Language requirements.

LAW

LAW 101 Legal Writing 3 C.H.

Parallel: English 101 or permission of instructor.

An introduction to the law including case analysis and legal research. Students will learn how to prepare different legal documents including memoranda of law, motions, and appellate briefs.

LAW 102 Contracts 3 C.H.

Parallel: English 101 or permission of instructor.

A study of basic contractual obligations including offer and acceptance and consideration. Various articles of the Uniform Commercial Code and common law contracts will be examined.

LAW 103 Litigation 3 C.H.

Prerequisite: English 101 or permission of instructor.

An in-depth examination of the process of bringing, maintaining and defending a lawsuit. Every step of the litigation process from pleadings to appeals will be discussed. Students will be exposed to actual court documents to illustrate the litigation process. Emphasis will be on legal communication and oral presentations will be required.

LAW 201 Torts 3 C.H.

Prerequisites: English 101 and English 102.

A survey of general principles of tort law including intentional torts, negligence, and strict liability. Emphasis will be on the practical application of the law for the legal assistant.

LAW 211 Family Law 3 C.H.

Prerequisite: English 102 or permission of instructor.

An introduction to domestic relations law including marriage dissolution, annulment, child custody, support obligations, domestic violence, and adoption. Students will become familiar with the different pleadings that are filed in family law cases including complaints, separation agreements, and child support guideline worksheets.

LAW 212 Real Property 3 C.H.

Prerequisite: English 102 or permission of instructor.

An introduction to the basic concepts of real estate transactions. The course will examine practical problems involving conveyances from the drafting of a purchase and sale contract to the closing of title. Other topics include the mechanics of title examination, mortgages, and foreclosures.

LAW 213 Probate Law 3 C.H.

Prerequisite: English 102 or permission of instructor.

A discussion of the basic concepts of estates and trust law with an emphasis on administration of estates. Students will be exposed to various related topics including federal income, inheritance, estate and gift taxes.

LAW 214 Business Organization 3 C.H.

Prerequisite: English 102 or permission of instructor.

A study of practical information regarding the formation, operation, and termination of business entities. Students will be required to complete the necessary documents to establish corporations and partnerships.

MATHEMATICS

MA 103 Mathematics of Finance 3 C.H.

Prerequisite or Parallel: English 101. Prerequisite: Satisfactory score on mathematics placement examination or DS 091 Introduction to Mathematics.

An elementary course covering a wide range of mathematics commonly used in business and personal finance. Topics include: simple and compound interest, present value, wages, taxes, insurance, and marketing and retailing mathematics.

MA 104 Introduction to Statistics 3 C.H.

Prerequisite: Satisfactory score on mathematics placement examination or DS 091 Introduction to Mathematics. Prerequisite or Parallel: English 101.

An elementary course in descriptive and inferential statistical procedures. Topics include: mean, median, mode, variability, standard deviation, standard scores, grouping data, histograms and frequency distributions, elementary probability theory and binomial probabilities, the normal distribution, hypothesis testing, and the Chi-Square test.

MA 115 Intermediate Algebra 3 C.H.

Prerequisite: Satisfactory score on mathematics placement examination or DS 095 Basic Algebra.

The study of the algebraic techniques used to solve equations and inequalities and to perform basic operations with polynomials and rational expressions. This includes an introduction to the mathematical concept of functions and their graphs; a review of factoring and its applications to equation-solving and rational expressions; and an introduction to roots, radicals, and logarithms.

MA 130 Precalculus 4 C.H.

Prerequisite: Mathematics 115 or two years of high school algebra and satisfactory score on the mathematics placement examination.

A study of the concepts from algebra and trigonometry that will be used in calculus. Topics include: equation and inequalities, functions, relations, graphs, exponential and logarithmic functions, circular functions, trigonometric functions, polynomial and rational functions, and systems.

MA 201 Analytic Geometry & Calculus I 4 C.H.

Prerequisite: Mathematics 130 or the equivalent.

A study of differential calculus, including functions, the definition of limits, limit theorems, the definition of derivatives, differentiation formulas, implicit differentiation, applications of derivatives, differentials, maxima and minima problems, concavity, antiderivatives, and an introduction to integration.

NATURAL SCIENCES

NS 225	Special Problems in the Natural Sciences	3 C.H.
<i>Prerequisite: Permission of the instructor.</i>		
A research-oriented laboratory course under the personal supervision of a member of the science department faculty designed to give an advanced student exposure to problem solving in the natural sciences. Problems may be selected in biology, chemistry, earth sciences, medical and allied health sciences, or physics. For most students, the course will serve as a first real exposure to how research is done in the natural sciences. The course will generally involve six (6) hours of laboratory and 1-2 hours of personally supervised contact per week. Hours to be arranged. The course may be taken for credit more than once.		

OCCUPATIONAL THERAPY ASSISTANT

OTA 101	Occupational Therapy Assistant I	4 C.H.
<i>Prerequisites: English 101, Psychology 101, Biology 212, Allied Health 112.</i>		
An overview of the disabilities and diseases that affect children and the study of occupational therapy theory and practice as it relates to these conditions. 3 hours lecture, 3 hours laboratory. Restricted to OTA majors.		
OTA 102	Occupational Therapy Assistant II	4 C.H.
<i>Prerequisite: Occupational Therapy 101. Prerequisite or Parallel: English 102, Biology 213, Physical Therapy 202, Occupational Therapy 111B.</i>		
An overview of the disabilities and diseases that affect adults and the study of occupational therapy theory and practice as it pertains to these conditions. 3 hours lecture, 3 hours laboratory. Restricted to OTA majors.		
OTA 111A	Clinical Practicum 1A	1 C.H.
<i>Parallel: Occupational Therapy 101, Psychology 101, Biology 212, Allied Health 112.</i>		
Forty hours of structured group and individual observational experiences in public, community and private settings where clients, who are typically referred to occupational therapy, are served. Restricted to OTA majors.		
OTA 111B	Clinical Practicum 1B	1 C.H.
<i>Prerequisite: Occupational Therapy 111A, 201, and 211.</i>		
Forty hours of structured group and individual observational experiences in public, community, and private settings where occupational therapy services are offered. Restricted to OTA majors.		
OTA 111C	Clinical Practicum 1C	1 C.H.
<i>Prerequisite: Occupational Therapy 111B.</i>		
Forty hours of structured group and individual observational experiences in public, community, and private settings where clients, who are typically referred to occupational therapy, are served. Restricted to OTA majors.		
OTA 201	Occupational Therapy Assistant III	4 C.H.
<i>Prerequisite: Occupational Therapy 102. Parallel: Occupational Therapy 111C.</i>		
An overview of the disabilities and diseases that affect elderly adults and the study of occupational therapy theory and practice as it pertains to the treatment of these conditions. Restricted to OTA majors.		
OTA 202	Advanced Intervention Techniques	4 C.H.
<i>Prerequisite: Occupational Therapy 102.</i>		
A study of specific treatment principles, techniques and applications presented in a case study format. 3 hours lecture, 3 hours laboratory. Restricted to OTA majors.		
OTA 211	Occupational Therapy Assistant Seminar	2 C.H.
<i>Prerequisites: Occupational Therapy 201. Parallel 212.</i>		
A study of the agencies (private, state and federal), the laws, and the people influencing the practice of occupational therapy and the role of the COTA.		

OTA 212 Clinical Practicum - Level II 5 C.H.
Prerequisite: Occupational Therapy 202; Parallel: Occupational Therapy 211.
 Two hundred and forty hours of full-time performance displaying entry-level OTA skills in an Occupational Therapy department working under the supervision of a Registered/Licensed Occupational Therapist.

OTA 214 Clinical Practicum - Level II 5 C.H.
Prerequisite: Occupational Therapy 202; Parallel: Occupational Therapy 211.
 Two hundred and forty hours of full-time performance displaying entry-level OTA skills in an Occupational Therapy department working under the supervision of a Registered/Licensed Occupational Therapist.

PHYSICAL THERAPY

PT 101 Physical Therapist Assistant I 4 C.H.
Restricted to PTA majors
 A foundation for the student with coverage of selected basic physical therapy techniques in lecture and laboratory. Emphasis is placed on first aid, activities of daily living, and ambulation. 3 hours lecture, 3 hours laboratory.

PT 102 Physical Therapist Assistant II 4 C.H.
Prerequisite: Physical Therapy 101. Restricted to PTA majors.
 Lecture and laboratory work in physical therapy treatment modalities including: hydrotherapy, electrotherapy, and massage. Chest physical therapy techniques are also included. 3 hours lecture, 3 hours laboratory.

PT 202 Kinesiology 4 C.H.
Prerequisite: Biology 212; Parallel: Biology 213 or permission of instructor.
 Develops an understanding of human movement through the study of the musculo-skeletal and nervous systems. Lecture and laboratory topics include goniometry, manual muscle testing, gait patterns and analysis of bio-mechanical forces on the body. 3 hours lecture, 3 hours laboratory.

PT 203 Physical Therapist Assistant III 5 C.H.
Restricted to PTA majors.
 Focus on techniques of therapeutic exercise including the use and effects of exercise on the body and on disability. Emphasis is placed on the normalization of motor patterns. Laboratory experience is provided to develop the skill of the student in the application of various devices. 3 hours lecture, 6 hours laboratory.

PT 204 Pathologies and Care Problems 3 C.H.
Restricted to PTA majors.
 Lectures on the tissues changes resulting from trauma, disease, tumors, and degenerative processes. Lectures acquaint the student with the principles of rehabilitation and the orthopedic, neurological, and general medical conditions the student will encounter treating patients.

PT 206 Movement In Health and Illness 4 C.H.
Prerequisite: PT 210.
 A course using lecture, discussion and lab to relate body structure and function to the acquisition of movement skills during infancy, childhood, and adulthood. Emphasis is placed on the relationship between the ability to move and the ability to maintain an independent lifestyle. The impact of physical therapy treatment on neurological movement disorders is stressed. 3 hours lecture, 3 hours laboratory.

PT 210 Clinical Practicum I 2 C.H.
Prerequisites: Physical Therapy 102 and 202. Restricted to PTA majors.
 One hundred and sixty hours of client care experience working under the supervision of a Registered Physical Therapist.

PT 211 **Physical Therapy Seminar** **2 C.H.**
Prerequisites: Physical Therapy 203, 204; Parallel: Physical Therapy 212, 214. Restricted to PTA majors.
Lectures, guest speakers, and student presentations correlating clinical experience with political and professional issues in physical therapy. Content may vary.

PT 212 **Clinical Practicum II** **5 C.H.**
Prerequisites: Physical Therapy 210, 203, and 204.
Two hundred and forty hours of client care experience working under the supervision of a Registered Physical Therapist.

PT 214 **Clinical Practicum III** **5 C.H.**
Prerequisites: Physical Therapy 210, 203, 204, and 212.
Two hundred and forty hours of client care experience in a Physical Therapy department working under the supervision of a Registered Physical Therapist.

PHYSICS

PH 101 **General Physics I** **4 C.H.**
Prerequisite: Mathematics 115 or equivalent.
Begins with a review of essential arithmetic operations, dimensional analysis, and systems of measurements. Then basic concepts in mechanics, energy, rotation, properties of matter, and heat are developed. Specific topics covered include: motion, Newton's three laws, vectors, uniformly accelerated motion, forces, motion due to gravity, work and energy, momentum, angular motion, rotation, mechanical properties of matter, and temperature and heat transfer. 3 hours of lecture and 3 hours of laboratory.

PH 102 **General Physics II** **4 C.H.**
Prerequisite: Mathematics 115 or equivalent.
Discussion of basic concepts in sound, wave motion, electricity, magnetism and light. Specific topics covered include: vibratory motion, wave motion, sound, electrostatics, circuit elements, direct-current circuits, magnetism, electromechanical devices, properties of light, reflection and refraction of light, lenses, mirrors, and other optical devices, interference and diffraction of light. 3 hours of lecture and 3 hours of laboratory. NOTE: Physics 102 may be taken before Physics 101 if a student has a strong background; permission of instructor is required.

PH 205 **Engineering Physics I** **4 C.H.**
Corequisite: Mathematics 201.
Provides a solid foundation for engineering majors in physical quantities, vectors, equilibrium, motion, Newton's Law, motion in a plane, work and energy, impulse and momentum, moments, and rotation. 3 hours, lecture and 3 hours laboratory. Formerly Physics 103.

PH 206 **Engineering Physics II** **4 C.H.**
Prerequisite or Corequisite: Mathematics 202.
A solid foundation for engineering majors in periodic motion, hydrostatics, hydrodynamics, temperature, heat, Coulomb's Law, electric field, Ohm's Law, DC circuits, light, reflection, refraction, interference and the diffraction of light, lenses, and mirror. 3 hours, lecture, and 3 hours, laboratory.

PSYCHOLOGY

PY 101 **Introduction to Psychology** **3 C.H.**
Prerequisite or Parallel: English 101.
An introduction to the basic principles, findings, and methods of study relating to human behavior. Topics include: history/research methodology, biological basis for behavior, sensation and perception, learning, memory, states of consciousness, and stress/health psychology. The course is designed to provide a foundation for more advanced study in psychology and related fields.

PY 104	Psychology of Adjustment	3 C.H.
<p>A study of the major forces which shape an individual's personality, along with special emphasis on the origins of or factors in adaptive and maladaptive behavior; ways of recognizing blocks to one's own creative and other productive energies; and of removing these obstructions through conscious choices.</p>		
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PY 205	Child Psychology & Development	3 C.H.
<p><i>Prerequisite: Psychology 101 or permission of the instructor.</i></p> <p>Presents a study of human development from conception to adolescence. Students are guided in the development of a scientific and objective attitude toward the interpretation of child behavior. They observe children and analyze their behavior in each of the following areas: motor, social, language, and emotional development. Other areas studied include methods of child study, the interacting influences of heredity and environment, the prenatal period, the neonate, physical growth, mental development, learning and personality.</p>		
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PY 206	Adolescent Psychology	3 C.H.
<p><i>Prerequisite: Psychology 101.</i></p> <p>An investigation of the scope of present knowledge, theory, methods and problems encountered in growth and development from adolescence through adulthood. Topics include biological, psychological and social factors, developmental stages, individuals in various social settings and institutions.</p>		
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PY 208	Psychology of Addiction	3 C.H.
<p><i>Prerequisite: Psychology 101 or permission of instructor.</i></p> <p>Provides an expectation of the psychological issues associated with addictive behavior. Particular areas of concern include alcoholism, drug addiction, eating addictions, gambling disorder, relationship dependency and other addictive traits. Examines current research and treatment techniques.</p>		
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PY 210	Abnormal Psychology/Maladaptive Disorders	3 C.H.
<p><i>Prerequisite: Psychology 101 or permission of instructor.</i></p> <p>Concepts of normality and abnormality, in terms of statistical frequency, cultural/social norms and deviance, degree of impairment or disordered behavior. Examination of various types of maladaptive disorders, their determinants or causative factors, and forms of treatment.</p>		
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PY 211	The Psychology of Adult Development & Aging	3 C.H.
<p><i>Prerequisite: Psychology 101 or permission of the instructor.</i></p> <p>A study of present research covering the span of life from young adult through death. Information on theories of adult development, physiological changes, personality, social behavior, vocations and avocations, marriage and family life, aging and death will be examined.</p>		
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PY 212	Seminar on Death and Dying	3 C.H.
<p><i>Prerequisite: Psychology 101 or permission of instructor.</i></p> <p>An in-depth exploration of human emotions, attitudes, and behaviors associated with death and dying. Topics include the study of historic and religious foundations, suicide, euthanasia, bereavement, preparations, coping with fear, dealing with children, and theories concerning life after death and reincarnation. The course is designed to provide stimulus for introspection of individual problem areas.</p>		
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PY 213	Organizational and Industrial Psychology	3 C.H.
<p><i>Prerequisite: Psychology 101 or permission of instructor.</i></p> <p>The application of psychological techniques as related to business and industry with emphasis on: selection and training, motivation and morale, worker efficiency, analysis and evaluation of job performance, accidents, safety, leadership, and supervision.</p>		

PY 214 Psychology of Sports and Wellness 3 C.H.

Prerequisite: Psychology 101 or permission of the instructor.

A comprehensive study of the psychological concepts related to fitness, sports behavior and health. The course covers the history, evolution and foundations of this emerging field of study and practice. Topics include personal goal-setting, motivation, imaging, personality characteristics of athletes, competitive anxiety, psychology of coaching, team cohesion, the effects of sports on spectators and the psychological aspects of health. This course will be helpful to those interested in organized sports activities, as well as personal wellness and health.

PY 215 Social Psychology 3 C.H.

Prerequisite: Psychology 101 or permission of the instructor.

An examination of personal and situational factors which affect individual behavior within a social context. Topics include “nature of self,” affiliation, aggression, group formation, and environmental psychology. Multicultural issues are explored.

PY 216 Psychology of Personality Theory 3 C.H.

Prerequisite: Psychology 101 or permission of the instructor.

An introduction to the structure, dynamics and development of personality. The focus is on psychoanalytic, ego-psychological, behavioristic, humanistic, cognitive-developmental, and Eastern perspectives.

PY 217 Psychology of Criminal Behavior 3 C.H.

Prerequisite: Psychology 101 or permission of the instructor.

An exploration of the psychological factors in delinquent behavior of individuals. Topics include biological factors, personality and crime, psychodynamic theories, frustration-aggression theory, psychopathic offenders and treatment concerns. Diversity issues addressed.

SOCIOLOGY

SO 101 Principles of Sociology 3 C.H.

Prerequisite or Parallel: English 101.

An introduction to the study of society, emphasizing the nature of social groups, institutions, interaction, and change in modern society. The course will cover culture, socialization of children and adults, sex and gender, race and ethnic relations, social stratification and inequality, and other topics such as education, health care, the family, crime, aging, politics and the state, religion, and work and the economy. Discussion and examples will focus primarily on the United States but with a strong global and multicultural component.

SO 202 Social Problems 3 C.H.

Prerequisite: Sociology 101 or permission of the instructor.

The application of sociological principles and methods to selected problems of the United States society. The impact of a changing technology upon family, religious, educational, political, economic and community institutions is emphasized. The study includes an analysis of the developmental background of, and proposed solutions to, the problems selected for consideration.

SO 203 The City 3 C.H.

Prerequisites: Sociology 101 and Government 101 or permission of the instructor.

A study of urbanization, its origin, rise, present importance and probable future development.

SO 206 Marriage and the Family 3 C.H.

Prerequisite: Sociology 101 or permission of the instructor.

A study of the family using sociological analysis to better understand this most basic of institutions and its interdependence with other social institutions. Emphasis upon family life cycle, gender roles, alternative life styles, and the impact of social change.

- SO 207 School and the Community** 3 C.H.
Prerequisite: English 101.
 A guided field experience for students entering the fields of teaching, psychology, sociology, social welfare, child care, law enforcement, urban technology, health care services, and other areas of community development. Based on the individual student’s needs and career objectives, the course provides the opportunity for observations in schools and community agencies under the guidance of college faculty and agency professionals. Periodic seminars are held for sharing of resources and experiences.
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- SO 208 Human Sexuality** 3 C.H.
Prerequisite: Sociology 101 or Psychology 101 or permission of the instructor.
 Biology, psychology and sociology are the disciplines upon which this course is based. It approaches human sexuality as a comprehensive and integrated policy topic by viewing sexual behavior in an evolutionary, historical, and cross-cultural perspective.
-
- SO 210 Sociology of Women** 3 C.H.
Prerequisite: English 101.
 A survey of the status and contributions of women with special emphasis on new options and changing roles. An examination of the psychological and sociological process shaping the role of women and the effects of sex-role socialization. Instruction will be by lecture, films, guest lectures, class discussion, assigned readings and student presentation of projects or papers.
-
- SO 211 Racial and Ethnic Diversity** 3 C.H.
Prerequisite: Sociology 101 or permission of the instructor.
 A study of racial and ethnic groups in the United States. The course will cover immigration, the history and culture of nations from which immigrants came, and theoretical perspectives and data regarding each group’s adaptation to and treatment by the dominant culture. Representative cultures from Africa, the Americas, Asia, and Europe will be studied. This course may be used for either history or sociology credit.
-
- SO 212 The African-American Experience** 3 C.H.
Prerequisite: Sociology 101 or permission of the instructor.
 An examination of the historical, economic, social, political, and cultural experiences of Africans in America. The course emphasizes the diverse nature of those experiences and the different ways they have been interpreted. This course may be used for either history or sociology credit.
-
- SO 213 The Puerto Rican Experience** 3 C.H.
Prerequisite: Sociology 101 or permission of the instructor.
 A survey of Puerto Rican society, both in Puerto Rico and in the United States. The course will explore the history, culture, values, traditions, relationships, politics, art, literature, and daily life of Puerto Ricans from Pre-Columbian times to the present.
-
- SO 214 Religion, Society, and the Individual** 3 C.H.
Prerequisite: Sociology 101 or permission of the instructor.
 A survey of the insights of sociology, this course explores the role of religion in the social construction of meaning, values, and behavior patterns. Historical patterns as well as modern trends in religion are examined. The nature of religion and its effect upon the individual and society are examined by using examples drawn from a variety of religions from all over the world. Particular attention is paid to Hinduism, Buddhism, Judaism, Christianity, and Islam.
-
- SO 215 Sociology of Crime and Punishment** 3 C.H.
Prerequisite: Sociology 101.
 A close examination of how society’s norms and social values interact with the criminal justice system. Students will gain an understanding of the relationship between society and the police, courts and other criminal agencies. Issues pertaining to violent crime, punishment, inequality and discrimination will be discussed. This course will also focus on issues regarding “the war on crime,” society’s fear of crime and other relevant, current criminal issues.

ST 225 Special Topics in the Behavioral and Social Sciences 3 C.H.

Prerequisite: Permission of an instructor and the department chairperson.

Designed for those students who wish to obtain credit in a selected topic encompassing one or more of the Social Science disciplines. Students should have high academic standing and must contact an instructor and the Department Chairperson for approval.

SPANISH

SP 101-102 Elementary Spanish 3 C.H. per semester

Stresses pronunciation, aural comprehension and conversation, as well as the principles of grammar in order to reach facility in reading, writing, and speaking the language. Laboratory time is required weekly.

SP 103-104 Intermediate Spanish 3 C.H. per semester

Prerequisite: Spanish 102, or two years of high school Spanish.

Review of grammar, oral drill, reading and conversation. Some reading of contemporary prose. Laboratory time is required weekly.

SP 201-202 Advanced Spanish Conversation and Composition 3 C.H. per semester

Prerequisite: Spanish 104, four years of high school Spanish or permission of the instructor.

Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on topics of general interest. Advanced problems in syntax and weekly themes written in Spanish. Laboratory time is required weekly.

SP 225 Independent Study in Spanish 3 C.H.

Prerequisite: Permission of the Foreign Language faculty.

Designed for those students who wish to obtain credit in a selected topic in Spanish. Students should have a high academic standing in Spanish language. Also taught in Spanish.

THEATER ARTS

THA 101 Performance/Playwriting 3 C.H.

A study of basic theories of dramatic construction. Students will compose short pieces or monologues. These will be improved into performance material culminating in a showcase at the end of the semester. Emphasis will be given to the craft of polishing and rewriting.

THA 105 Theater History 3 C.H.

Prerequisite: English 101.

A concise study of the history of theater from the Greek and Roman theater to the present. Each era of history will be examined through formal study, plays, skits, slides, and video.

THA 107 Voice and Diction 3 C.H.

A study of basic theories and exercises to teach the fundamentals of voice and diction for the theater. Emphasis will be on relaxation and preparation, proper breathing techniques, correct vowel formation, knowledge of different resonators, power of projection, word association, and linking one's voice to character development.

THA 108 Introduction to Technical Production 3 C.H.

A survey of the various components of stagecraft and production techniques. Students will learn about the basic requirements for effective theatrical productions and gain an overview of the skills required in set design, lighting design and costume design. Lectures will be combined with studio activities.

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* As of January 1999

*“In a world that is constantly
changing...the most important skill to
acquire now is learning how to learn.”*

John Naisbitt

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Directions to Housatonic:

From Fairfield and points west:

Connecticut Turnpike, I-95 north to exit 27 (Lafayette Blvd., Downtown). At bottom of ramp, continue straight and take left onto Lafayette Blvd., going under I-95. Garage entrance is on your right about 1 1/2 blocks from underpass.

From Milford, Stratford, and points east:

Connecticut Turnpike, I-95 south to exit 27 (Lafayette Blvd.) Use right exit ramp onto Lafayette Blvd. Continue to garage on your right.

From Trumbull, Huntington, Monroe, the Valley and points north:

Route 8-25 south to exit 2. From ramp go straight, bearing left to Lafayette Blvd. Continue past 2nd light, entrance to garage is on left.

Or: Take Rte. 8-25 south to exit 1. Left at bottom of ramp. At end of street, go left onto Lafayette Blvd. Entrance to garage is on right.

