

# DEGREES and CERTIFICATES

## General Education Core

All degree programs at HCC 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:

ENG* E101 and ENG* E102	.6 credits
Mathematics	.3-4 credits
Science	.3-4 credits
Fine Arts	.3 credits
Social Science	.3 credits
Behavioral Science	.3 credits
Humanities	.3 credits
Total	.24 credits

*In addition to the General Education core students must complete a computer fundamentals requirement.*

### Goals and Objectives of the General Education Core

The student will be able to:

1. Demonstrate a general knowledge of the liberal arts and sciences:
  - 1.1 Demonstrate a knowledge of the humanities and their methods;
  - 1.2 Demonstrate a knowledge of the behavioral and social sciences and their methods;
  - 1.3 Demonstrate a knowledge of the sciences and their methods;
  - 1.4 Demonstrate a knowledge of fine arts and their methods;
2. Develop the ability to think critically:
  - 2.1 State a problem clearly;
  - 2.2 Observe data accurately;
  - 2.3 Analyze and organize facts and ideas;
  - 2.4 Draw reasonable inferences from facts and ideas.
3. Develop the ability to communicate effectively:
  - 3.1 Write and speak clearly in standard English;
  - 3.2 Receive and comprehend written and oral information;
  - 3.3 Develop and explain a main idea;
  - 3.4 Develop an argument to persuade an audience.
4. Develop the ability to use print and electronic information systems:
  - 4.1 Collect and organize information about a topic;
  - 4.2 Access information from libraries using printed and electronic sources;
  - 4.3 Know the fundamentals of computer operation.
5. Develop the ability to make informed judgments concerning ethical issues:
  - 5.1 Recognize both personal and public ethical issues;
  - 5.2 Understand the consequences of a decision or a course of action.
6. Develop the ability to reason quantitatively
  - 6.1 Apply arithmetic and basic algebraic skills to problem-solving;
  - 6.2 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 with course description);
- Successful performance on a CLEP or DSST (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 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.

## Course Elective Codes

All degree and certificate programs require various courses that must be completed to meet graduation requirements. Many programs include elective courses in addition to specific courses.

The following codes are used after course titles to help you and your advisor determine which elective the course will meet upon its successful completion. In addition to the codes indicated, all courses except those with course numbers less than 100 (ENG\* E073, as example) qualify as open electives. You are advised to pay special attention to program footnotes when planning your electives.

### Codes:

- B** Business elective
- BS** Behavioral Science elective
- C** Computer Fundamentals (satisfies requirement)
- CS** Computer Science Elective
- F** Fine Arts elective
- H** Humanities elective
- M** Mathematics elective
- S** Science elective
- SS** Social Science elective

**Open Elective** All courses numbered 100 or higher

## 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 and Associate in Science degrees.

**Distance Learning or Online Courses** - courses offered through computer Internet connection, no regularly scheduled on-campus classes. For more information, Students should contact the Director of Distance Learning, (203) 332-8571.

**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.

**Hybrid** is a name given to describe courses that combine traditional classroom lecture with online coursework.

**Prerequisite Course** - a course that must be successfully completed before a student can enroll in the next course. Often a grade of "C" or higher is required.

**Parallel Course** - a course that must be taken either before the course or during the same semester.

**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) and SOC\* E220 and SOC\*E222.

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

**Fine Arts electives** - courses in ART\* (except ART\* E209 and ART\* E290), music, theater (except THA\* E120), and creative writing (ENG\* E281).

**Humanities electives** - courses in humanities, literature (except ENG\* E281), philosophy, religion, and foreign languages.

**Mathematics electives** - any mathematics course (except MAT\* E075 and MAT\* E095).

**Open electives** - courses whose credits can be applied toward graduation, numbered 100 or higher.

**Computer Science electives** - any computer science course *except* CSA\* E106, CSA\* E135, CSA\* E145, CSA\* E163, and CSA\*220.

**Science electives** - any course listed under biology, chemistry, engineering, natural science, and physics. Students planning to transfer should seriously consider selecting a science elective with a laboratory.



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## Course Elective Codes

All degree and certificate programs require various courses that must be completed to meet graduation requirements. Many programs include elective courses in addition to specific courses.

The following codes are used after course titles to help you and your advisor determine which elective the course will meet upon its successful completion. In addition to the codes indicated, all courses except those with course numbers less than 100 (ENG\* E073, as example) qualify as open electives. You are advised to pay special attention to program footnotes when planning your electives.

### Codes:

<b>B</b>	Business elective
<b>BS</b>	Behavioral Science elective
<b>C</b>	Computer Fundamentals ( <i>satisfies requirement</i> )
<b>CS</b>	Computer Science elective
<b>F</b>	Fine Arts elective
<b>H</b>	Humanities elective
<b>M</b>	Mathematics elective
<b>S</b>	Science elective
<b>SS</b>	Social Science elective
<b>Open</b>	
<b>Elective</b>	All courses numbered 100 or higher

## Accounting:

### Parent Program (EA03)

#### Associate in Science Degree

This program 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.

#### Outcomes:

- Demonstrate proficiency in accurately observing and organizing financial data.
- Demonstrate analytical and problem-solving skills.
- Demonstrate the use of accounting principles and procedures as they apply to the recording and reporting of financial information.
- Demonstrate proficiency in valuing, recording, and reporting the business entity's assets, liabilities, and equity.
- Demonstrate proficiency in the use of financial data in planning, controlling, and evaluating entity performance.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BES* E118 <sup>2</sup>	Small Business Management	3
or BBG* E101	Introduction to Business (3)	
ACC* E113	Principles of Financial Accounting	3
Business <sup>3</sup>	Elective	3
ENG* E102	Literature & Composition	3
Science	Elective	3 - 4
Humanities	Elective	3
ACC* E117	Principles of Managerial Accounting	3
ACC* E125	Accounting Computer Applications I	3
or ACC* E123	Accounting Software Applications (3)	

#### Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
ACC* E275	Principles of Intermediate Accounting I	4
BFN* E201	Principles of Finance	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
BBG* E210	Business Communication	3
ACC* E276	Principles of Intermediate Accounting II	4
Business <sup>3</sup>	Elective	3
BBG* E232	Business Law II	3
Behavioral Science	Elective	3

**Total Credits: 62 - 64**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> Alternate may not be taken as a Business elective.

<sup>3</sup> Career Accounting students should elect ACC\* E126 or ACC\* E241 for their Business electives. Electives should be selected on basis of career objective and selections made after consultation with Accounting advisor.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Accounting:

### Accounting Assistant Option (EA06)

#### Associate in Science Degree

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.

#### Outcomes:

- Demonstrate analytical and problem-solving skills.
- Demonstrate the use of accounting principles and procedures as they apply to the recording and reporting of financial information.
- Demonstrate proficiency in applying financial accounting data in the preparation of the business entity's Federal and State payroll tax, sales tax, and income tax returns.
- Demonstrate proficiency in the use of accounting and spreadsheet software
- Demonstrate the use of financial data in controlling and evaluating entity performance.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BES* E118 <sup>2</sup>	Small Business Management	3
or BBG* E101	Introduction to Business (3)	
ACC* E113	Principles of Financial Accounting	3
Business <sup>3</sup>	Elective	3
ENG* E102	Literature & Composition	3
Science	Elective	3 - 4
Humanities	Elective	3
ACC* E117	Principles of Managerial Accounting	3
ACC* E125	Accounting Computer Applications I	3

#### Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
CSA* E135	Spreadsheet Applications	3
ACC* E126	Accounting Computer Applications II	3
BFN* E201	Principles of Finance	3
BBG* E210	Business Communication	3
Business <sup>3</sup>	Elective	3
ACC* E241	Federal Taxes I	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
Behavioral Science	Elective	3

**Total Credits: 60 - 62**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> Alternate may not be taken as a Business elective.

<sup>3</sup> CSA\* E106 or BOT\* E137 should be selected unless the student has adequate computer background. ACC\* E241, BOT\* E111, BOT\* E260 electives should be considered for second Business elective in conjunction with recommendations of program advisor.

**NOTE:** A minimum of 12 credits must be taken in 200-level courses.

## Aviation Maintenance:

### Parent Program (EA30)

#### Associate in Science Degree

The goal of this program is to expand higher education opportunities for the graduates of the FAA certified post-secondary airframe and powerplant mechanics program. Enrollment in this program is restricted to students who have successfully completed a Federal Aviation Administration Program in Airframe and Powerplant Mechanics and have an active FAA license.

#### Outcomes:

- Pass the certification examination administered by the Federal Aviation Administration.
- Complete the general education courses in satisfaction of the associate degree requirements.
- 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:

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

ENG* E101	Composition	3
Mathematics	Elective	3 - 4
Science	Elective	3 - 4
Social Science	Elective	3
ENG* E102	Literature & Composition	3
Open	Elective	3 - 4
Humanities	Elective	3
Behavioral Science	Elective	3
Open	Elective	3 - 4
Fine Arts	Elective	3
AIR <sup>1</sup>	Airframe and Powerplant Mechanics Coursework	30

**Total Credits: 60 - 64**

<sup>1</sup> 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.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Banking:

### Parent Program (EF08)

#### Associate in Science Degree

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

#### Outcomes:

- Demonstrate an understanding of the basic theory and practice of business administration and banking.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical problem-solving and decision-making skills applicable to business administration and banking.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and banking.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
MAT* E167	Principles of Statistics	3
ACC* E113	Principles of Financial Accounting	3
CSA* E106	Introduction to Computer Applications	4
BFN* E125	Principles of Banking	3
ENG* E102	Literature & Composition	3
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3

#### Sophomore Year

COM* E173	Public Speaking	3
BBG* E232	Business Law II	3
BMG* E202	Principles of Management	3
BFN* E211	Money & Banking	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
BBG* E210	Business Communication	3
Behavioral Science	Elective	3
Science	Elective	3 - 4
Restricted <sup>1</sup>	Elective	3
Humanities	Elective	3

**Total Credits: 61 - 62**

<sup>1</sup> Selection of restricted elective (BFN\* E209 Investment Principles) should be made after consultation with the Program Advisor.

## Business Administration:

Parent Program (EA67)

### Associate in Science Degree

This program 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.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business and business administration.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business and business administration.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BBG* E101 <sup>2</sup>	Introduction to Business	3
or BES* E118	Small Business Management (3)	
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
Business <sup>3</sup>	Elective	3
Science	Elective	3 - 4
BMG* E202	Principles of Management	3
BBG* E210	Business Communication	3
Business <sup>3</sup>	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
Humanities	Elective	3

**Total Credits: 61 - 63**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> Alternate may not be taken as a Business elective.

<sup>3</sup> 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.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration:

## Customer Service/Marketing Option

(EB55)

### Associate in Science Degree

This program provides students with knowledge, techniques, and perspectives in the theory and practice of customer service and marketing. The program prepares students for careers in customer service and marketing.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and customer service marketing.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration, customer service and marketing.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration, customer service and marketing.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BBG* E101 <sup>2</sup>	Introduction to Business	3
or BES* E118	Small Business Management (3)	
ACC* E113	Principles of Financial Accounting	3
BMK* E106	Principles of Selling	3
ENG* E102	Literature & Composition	3
BMK* E201	Principles of Marketing	3
BMK* E123	Principles of Customer Service	3
CSA* E106	Introduction to Computer Applications	4
Science	Elective	3 - 4

#### Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMK* E207	Consumer Behavior	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
BBG* E210	Business Communication	3
BMK* E205	Business to Business Marketing	3
or BMK* E241	Principles of Advertising (3)	
Humanities	Elective	3
Behavioral Science	Elective	3

**Total Credits: 61 - 63**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> BBG\* E101 is highly recommended. Please see your academic advisor.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Finance Option (EA56)

### Associate in Science Degree

This program provides the student with an understanding of the principles and concepts of finance within the general framework of basic general business knowledge. It is 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.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and finance.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and finance.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and finance.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BBG* E101	Introduction to Business	3
ACC* E113	Principles of Financial Accounting	3
BMK* E201	Principles of Marketing	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
ACC* E117	Principles of Managerial Accounting	3
BFN* E201	Principles of Finance	3
Behavioral Science	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
BFN* E211	Money & Banking	3
BMG* E202	Principles of Management	3
ECN* E101	Principles of Macro-Economics	3
BBG* E210	Business Communication	3
ECN* E102	Principles of Micro-Economics	3
Science	Elective	3 - 4
BFN* E203	Investment Principles	3
Humanities	Elective	3

**Total Credits: 61 - 63**

<sup>1</sup> MAT\* E137 or higher.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Health Care Management Option (EB58)

### Associate in Science Degree

This program provides students with knowledge of, techniques, and perspectives in the theory and practice of health care management. It prepares students for careers in health care management and administration.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and health care management.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and health care management.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and health care management.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BBG* E101 <sup>2</sup>	Introduction to Business	3
or BES* E118	Small Business Management (3)	
BBG* E120	Introduction to Health Systems Management	3
ACC* E113	Principles of Financial Accounting	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
Science	Elective	3 - 4

#### Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BFN* E225	Health Care Financial Management	3
Behavioral Science	Elective	3
BBG* E210	Business Communication	3
BMG* E234	Strategic Health Care Management	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
Humanities	Elective	3

**Total Credits: 61 - 63**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> BBG\* E101 is highly recommended. Please see your academic advisor.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Human Resource Management Option (EB56)

### Associate in Science Degree

This program provides students with knowledge of, techniques, and perspectives in the theory and practice of human resource management. It prepares students for careers in human resource management and administration.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and human resources.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and human resources.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and human resources.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BBG* E101 <sup>2</sup>	Introduction to Business	3
or BES* E118	Small Business Management (3)	
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
ACC* E117	Principles of Managerial Accounting	3
Science	Elective	3 - 4
Humanities	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMG* E220	Human Resources Management	3
BBG* E210	Business Communication	3
BBG* E240	Business Ethics	3
BMG* E226	Negotiation	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
Behavioral Science	Elective	3

**Total Credits: 61 - 63**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> BBG\* E101 is highly recommended. Please see your academic advisor.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Management Option (EA60)

### Associate in Science Degree

This program provides students with knowledge, techniques and perspectives in the theory and practice of management. It prepares students for careers in management and administration.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and management.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and management.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and management.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BBG* E101	Introduction to Business	3
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
Business <sup>2</sup>	Elective	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMG* E202	Principles of Management	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
BMG* E220	Human Resources Management	3
BBG* E210	Business Communication	3
BBG* E240	Business Ethics	3
Science	Elective	3 - 4
Humanities	Elective	3

**Total Credits: 61 - 63**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> Business elective must be selected in consultation with an advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, or Business Office Technology.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: Small Business Management/ Entrepreneurship Option (EA89)

### Associate in Science Degree

This program is 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.

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of small business administration and entrepreneurship.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to small business administration and entrepreneurship.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in small business administration and entrepreneurship.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BES* E118	Small Business Management	3
ACC* E113	Principles of Financial Accounting	3
BMK* E201	Principles of Marketing	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E103	Principles of Retailing	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
Business <sup>2</sup>	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
BBG* E210	Business Communication	3
Business <sup>2</sup>	Elective	3
BES* E218	Entrepreneurship	3
Humanities	Elective	3
Science	Elective	3 - 4

**Total Credits: 61 - 63**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> 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.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Business Administration: UCONN-Stamford/Waterbury Transfer Program (EA67tr)

### Associate in Science Degree

#### UCONN-Stamford/Waterbury Transfer Agreement

Students may have determined their intent to attend the University of Connecticut School of Business at Stamford. Graduates of HCC receiving the Associate in Science Degree in Business Administration may enter the UConn School of Business to pursue a Bachelor of Science degree in Business and Technology at the University of Connecticut Stamford. Students who have completed all requirements, earned an overall GPA of 3.0 (4.0 scale) and achieve a B (3.0) or higher in courses being used for 200-level major requirements are guaranteed admission to the School of Business in the Business and Technology major. Those students who have determined to seek admission to this program should follow these course requirements:

#### Outcomes:

- Demonstrate an understanding of basic theory and practice of business and business administration.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business and business administration.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
BBG* E101 <sup>2</sup>	Introduction to Business	3
or BES* E118	Small Business Management (3)	
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
PSY* E111	General Psychology I	3

#### Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
ECN* E102	Principles of Micro-Economics	3
Science <sup>4</sup>	Elective	3 - 4
BMG* E202	Principles of Management	3
BBG* E210	Business Communication	3
Business <sup>3</sup>	Elective	3
ECN* E101	Principles of Macro-Economics	3
PHL* E101	Introduction to Philosophy	3

**Total Credits: 61 - 63**

## Business Office Technology: Executive Assistant Option (EB18)

### Associate in Science Degree

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, and customer service or help desk orientation 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.

#### Outcomes:

- Read, understand, and prepare standard types of documents with speed and accuracy.
- Compose business documents that are clear, concise, complete, and courteous.
- Possess appropriate skills in the following software applications: operating system, word processing, spreadsheet, database management, integrated office applications, presentation graphics and other software appropriate for the office environment.
- Employ appropriate administrative office procedures and office management decision-making and problem-solving skills and techniques.
- Apply communication skills related to the occupation, including, but not limited to, reading, writing, listening, verbal, and non-verbal communication.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Info. Processing I	3
BOT* E137	Word Processing Applications	3
ENG* E102	Literature & Composition	3
Science	Elective	3 - 4
BOT* E112	Keyboarding for Info. Processing II	3
BOT* E215	Word Processing Applications II	3
Business	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
BOT* E210	Computerized Office Applications	3
BOT* E251	Administrative Procedures	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
BBG* E231	Business Law I	3
Humanities	Elective	3
BOT* E260	Administrative Management	3
or BMG* E202	Principles of Management	
BBG* E210	Business Communication	3
Business <sup>2</sup>	Elective	3
Behavioral Science	Elective	3

**Total Credits: 60 - 62**

<sup>1</sup> MAT\* E075 and MAT\* E095 not acceptable.

<sup>2</sup> Business electives must be chosen from Accounting, Business, Computer Science, alternate Economics course, or BOT courses. Must be approved by advisor.



## Business Office Technology: Word Information Processing Specialist Option (EA92)

### Associate in Science Degree

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

#### Outcomes:

- Demonstrate speed and accuracy in keyboarding and computer application skills that will meet current industry standards.
- Generate complex and integrated documents using current word processing, spreadsheet, database, presentation graphics, and desktop publishing software as well as other software appropriate for the office environment.
- Use logic to make decisions, solve problems, acquire and use information, and evaluate outcomes for clarification.
- Apply mathematical skills in solving problems related to the design, format, tabulation, and presentation of business documents.
- Demonstrate a knowledge and understanding of the automated office including managing the office environment, and its systems and issues.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Info. Processing I	3
BOT* E137	Word Processing Applications	3
ENG* E102	Literature & Composition	3
Science	Elective	3 - 4
BOT* E112	Keyboarding for Info. Processing II	3
BOT* E215	Word Processing Applications II	3
BOT* E210	Computerized Office Applications	3

#### Sophomore Year

Fine Arts	Elective	3
BMG* E202 <sup>2</sup>	Principles of Management	3
or BOT* E260	Administrative Management (3)	
ACC* E125	Accounting Computer Applications I	3
Business	Elective	3
Humanities	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
BOT* E217 <sup>4</sup>	Desktop Publishing	3
or CSA* E220	Web Graphics (3)	
BBG* E210	Business Communication	3
BOT* E251	Administrative Procedures	3
Behavioral Science	Elective	3

**Total Credits: 60 - 62**

<sup>1</sup> MAT\* E075 and MAT\* E095 not acceptable.

<sup>2</sup> Either BMG\* E202 or BOT\* E260 is required.

<sup>3</sup> Either BOT\* E240 or BOT\* E251 is required. Must be different software package than taken previously.

<sup>4</sup> Either BOT\* E217 or CSA\* E220 is required.

## Clinical Laboratory Technology:

Parent Program (EA97)

### Associate in Science Degree

The Clinical Laboratory Technology Program is designed to prepare graduates for employment in hospitals, commercial laboratories, physician office laboratories and pharmaceutical companies. 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 in the care of 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 all laboratory procedures, learn interpersonal skills, study diseases, and relate laboratory medicine to other aspects of health care. Upon program completion, students are eligible to take national certification examinations.

#### Outcomes:

- 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.

#### Special Admissions

Students who wish to be considered for admission to the Clinical Laboratory Technology 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 CLT\* E101.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non-CLT 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 CLT 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:

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

#### Freshman Year

ENG* E101	Composition	3
MAT* E167	Principles of Statistics	3
BIO* E211	Anatomy & Physiology I	4
CHE* E111	Concepts of Chemistry	4
CLT* E101	Introduction to Clinical Laboratory Technology I	2
ENG* E102	Literature & Composition	3
BIO* E212	Anatomy & Physiology II	4
CLT* E102	Introduction to Clinical Laboratory Technology II	2
BIO* E235	Microbiology	4
CHE* E112	Principles of Organic & Biochemistry	4

#### Summer Session

CLT* E201	Laboratory Practicum I	4
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#### Sophomore Year

CHE* E220	Biochemistry	4
Mathematics <sup>1</sup>	Elective	3 - 4
CLT* E202	Laboratory Practicum II	4
CLT* E204	Clinical Laboratory Seminar I	3
Behavioral Science <sup>2</sup>	Elective	3
Humanities	Elective	3
CLT* E203	Laboratory Practicum III	4
CLT* E205	Clinical Laboratory Seminar II	3

**Total Credits: 64 - 65**

<sup>1</sup> MAT\*137 or higher acceptable

<sup>2</sup> PSY\* E111 or SOC\* E101

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.



## Clinical Laboratory Technology: Biotechnology Option (EA98)

### Associate in Science Degree

The Clinical Laboratory Technology Option in Biotechnology is designed to prepare graduates with the necessary skills, knowledge, and attributes for a career in biotechnology as a Biotechnology Laboratory Technician. Students who complete this program may wish to further their education at four-year institutions or seek employment as technicians in pharmaceutical, agricultural, environmental, forensic or medical industries.

#### Outcomes:

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

#### Special Admissions

Students who wish to be considered for admission to the Clinical Laboratory Technology 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 Coordinator is required.

All students must take placement tests in English, mathematics, and reading, and place above the developmental level prior to enrolling in CLT\* E101.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non-CLT 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 CLT 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:

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

##### Freshman Year

ENG* E101	Composition	3
MAT* E167	Principles of Statistics	3
BIO* E121	General Biology I	4
CHE* E111	Concepts of Chemistry	4
ENG* E102	Literature & Composition	3
BIO* E235	Microbiology	4
CHE* E112	Principles of Organic & Biochemistry	4
CLT* E101	Introduction to Clinical Laboratory Technology I	2
CLT* E102	Introduction to Clinical Laboratory Technology II	2

##### Summer Session

CLT* E201	Laboratory Practicum I	4
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##### Sophomore Year

CHE* E220	Biochemistry	4
Mathematics <sup>1</sup>	Elective	3 - 4
BIO* E211	Anatomy & Physiology I	4
BIO* E212	Anatomy & Physiology II	4
CLT* E212	Molecular Biotechniques	4
SCI* E225	Special Problems in the Natural Sciences	3
CLT* E213	Biotechnology Laboratory Seminar	3
Behavioral Science <sup>2</sup>	Elective	3
Humanities	Elective	3

**Total Credits: 64 - 65**

<sup>1</sup> MAT\*137 or higher acceptable

<sup>2</sup> PSY\* E111 or SOC\* E101

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## College of Technology Pathway Program: Engineering Science Option (EB16)

### Associate in Science Degree

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.

#### Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.
- **NOTE:** Not all courses are offered at HCC.
- **NOTE:** 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.

#### Suggested Sequence of Courses:

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

Art <sup>1</sup>	Elective	3
Economics <sup>1</sup>	Elective	3
History <sup>1</sup>	Elective	3
Philosophy <sup>1</sup>	Elective	3
CSC* E106	Structured Programming	3
MAT* E254	Calculus I	4
MAT* E256	Calculus II	4
MAT* E268	Calculus III: Multivariable	4
MAT* E285	Differential Equations	3
CAD* E133	CAD Mechanical AutoCad	3
MFG* E102	Manufacturing Processes	3
PHY* E121	General Physics I	4
PHY* E122	General Physics II	4
CHE* E121	General Chemistry I	4
CHE* E122	General Chemistry II	4
ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
EGR* 211 <sup>2</sup>	Engineering Statistics	3
EGR* 212 <sup>2</sup>	Engineering Dynamics	3

**Total Credits: 64**

<sup>1</sup> For students pursuing Mechanical Engineering degree at Fairfield University the following courses must be taken as electives: ART\* E101, ECN\* E102, HIS\* E101, PHL\* E151.

<sup>2</sup> Course is not offered at Housatonic, may be taken at Fairfield University (Engineering Statistics ME 201, Engineering Dynamics ME 203), Gateway Community College or Norwalk Community College.

## College of Technology Pathway Program: Technological Studies (EA90)

### 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.

#### Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Complete the general education courses in satisfaction of the associate degree requirements.
- **NOTE:** Not all courses are offered at HCC.

#### Suggested Sequence of Courses:

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

ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
COM* E173	Public Speaking	3
Fine Art/ Humanities	Elective	3
History	Elective	3
CHE* E111	Concepts of Chemistry	4
or CHE* E112	Principles of Organic & Biochemistry (4)	4
PHY* E121	General Physics I	4
or PHY* E122	General Physics II (4)	4
MAT* E137	Intermediate Algebra	3
ECN* E102	Principles of Micro-Economics	3
SOC* E101	Principles of Sociology	3
CSA* E106	Introduction to Computer Applications	4
BBG* E101	Introduction to Business	3
BBG* E281	Writing and Research in Business and Industry	3
MAT* E186	Precalculus	4
MFG* E230	Statistical Process Control (SPC)	3
CAD* E133	CAD Mechanical AutoCad	3
MFG* E102	Manufacturing Processes	3
Directed Electives (4 courses) <sup>1</sup>		12

**Total Credits: 67**

<sup>1</sup> These electives are courses which may not be available at HCC.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## College of Technology Pathway Program: Technology Studies: Electrical Option (EF06)

### 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.

#### Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Complete the general education courses in satisfaction of the associate degree requirements.
- **NOTE:** Not all courses are offered at HCC.

#### Suggested Sequence of Courses:

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

#### Courses in the Option

Behavioral Science <sup>1</sup> Elective	3
Fine Arts <sup>2</sup> Elective	3
Humanities (2 courses) Electives	6
Social Science (2 courses) <sup>3</sup> Electives	6
ENG* E101 Composition	3
MAT* E167 Principles of Statistics	3
CSA* E106 Introduction to Computer Applications	4
CAD* E133 CAD Mechanical AutoCad	3
MAT* E137 Intermediate Algebra	3
MAT* E186 Precalculus	4
COM* E173 Public Speaking	3
CHE* E121 General Chemistry I	4
PHY* E121 General Physics I	4
MFG* E209 Engineering Processes	3
Directed Electives (5 courses) <sup>4</sup>	15

**Total Credits: 67**

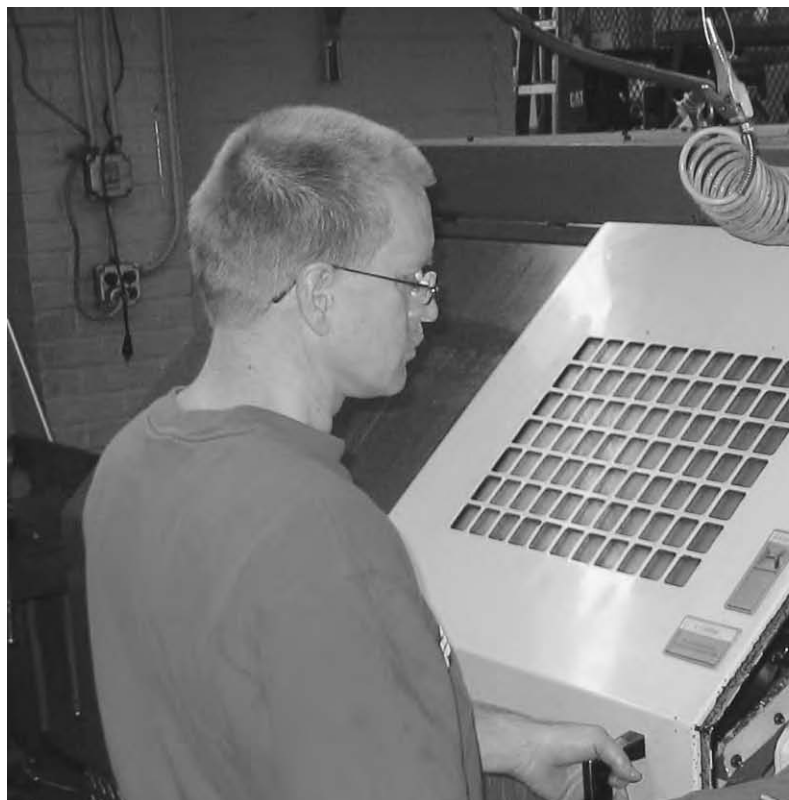
<sup>1</sup> Psychology or Sociology

<sup>2</sup> Art or Music

<sup>3</sup> History or Economics

<sup>4</sup> These electives are courses not available at HCC.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.



# College of Technology Pathway Program: Technology Studies: Industrial Technology Option (EA08)

## Associate in Science Degree

The purpose of the program is to provide students with a general education core and industry specific courses (specialized core) which will permit students to enter directly into employment and provide the basis for a transfer opportunity. Students selecting this program may be recent high school graduates, particularly those students who completed their education at a technical high school, and current employees in local industries seeking to advance their careers.

### Outcomes:

- Demonstrate the ability to research, develop reports, and prepare oral and written presentations applicable to Business and Industry.
- Apply appropriate mathematical and scientific principles in the manufacturing setting.
- Demonstrate understanding of the impact of social and economic systems on the manufacturing industry.
- Demonstrate proficiency in current manufacturing processes including CAD, CAM, and CNC.
- Develop dimensional measurement ability as applied in the manufacturing environment.
- Demonstrate the ability to define structure and properties and tensile strength of materials and their impact in selection and utilization of materials for manufacturing processes.
- Demonstrate ability to complete an analysis of environmental safety, risk factors, problem identification, and management controls within State and National environmental guidelines for business and industry.

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
MAT* E137	Intermediate Algebra	3
CSA* E106	Introduction to Computer Applications	4
CAD* E133	CAD Mechanical AutoCad	3
History	Elective	3
ENG* E102	Literature & Composition	3
MAT* E186	Precalculus	4
CHE* E111	Concepts of Chemistry	4
or CHE* E121	General Chemistry I (4)	4
COM* E173	Public Speaking	3
MFG* E102	Manufacturing Processes	3

#### Sophomore Year

BBG* E101	Introduction to Business	3
MFG* E209	Engineering Processes	3
MFG* E230	Statistical Process Control (SPC)	3
PHY* E121	General Physics I	4
or PHY* E221	Calculus-Based Physics I (4)	4
ECN* E102	Principles of Micro-Economics	3
MFG* E120	Metrology	3
MFG* E226	Environmental, Safety, and Health Management	3
Fine Art/ Humanities	Elective	3
BBG* E281	Writing and Research in Business and Industry	3
MFG* E258	Computer Numeric Control (CNC)	3
SOC* E101	Principles of Sociology	3

**Total Credits: 67**



# Computer Information Systems:

## Parent Program (EB60)

### Associate in Science Degree

This program provides instruction in business-related computer information technology for persons who wish to upgrade their current professional skills or for those actively seeking employment in various computer positions.

#### Outcomes:

- Demonstrate understanding of information technology necessary for entry-level employment and advancement.
- Demonstrate desirable attitudes and work habits, including creative thinking, the ability to solve problems, cooperation, good judgment, responsibility and self-reliance.
- Communicate clearly both verbally and in writing.
- Demonstrate knowledge of terminology and structure of various programming languages, personal computers, and the use of software tools in the workplace.
- Troubleshoot common programming and software problems and test for solutions.
- Develop, write, debug, and test simple programs in Visual BASIC and other languages.
- Demonstrate a commitment to professional organizations and continuing education.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>3</sup>	Elective	3 - 4
CSA* E106	Introduction to Computer Applications	4
CST* E145	Digital Circuits and Logic	4
CSC *E105	Programming Logic	3
ENG* E102	Literature & Composition	3
CSC* E205	Visual Basic I	3
Computer Science		
Apps (CSA*) <sup>1</sup>	Elective	3
Behavioral Science	Elective	3
Humanities	Elective	3

#### Sophomore Year

Fine Arts	Elective	3
Computer Science <sup>2</sup>	Elective	3 - 4
CST* E210	Operating Systems	3
Science	Elective	3 - 4
Computer Science		
Apps (CSA*) <sup>1</sup>	Elective	3
CST* E231	Data Communications & Networks	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics (3)	
Computer Science		
(2 courses) <sup>2</sup>	Electives	6 - 7
BBG* E210	Business Communication	3

**Total Credits: 62 - 66**

<sup>1</sup> Application electives are BOT\* E137, BOT\* E215, CSA\* E163, CSA\* E135, CSA\* E145, CSA\* E220 and other application courses as they are created.

<sup>2</sup> Computer Science electives must be selected in consultation with the program advisor based on the student's concentration, e.g., applications, hardware, programming, or networking. See networking courses and certificate programs for lists of applicable courses.

<sup>3</sup> Must be one of the following: MAT\* E137, MAT\* E186, MAT\* E254



# Criminal Justice:

## Parent Program (EB13)

### Associate in Science Degree

This program is 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.

#### Outcomes:

- Identify and explain the basic structures and functions of the American criminal justice system, and the impacts of sociological, psychological, political, and legal conditions on the system.
- Identify and explain the basic theories and applications of criminology.
- Identify and explain the basic concepts and functions of criminal law.
- Identify and explain the major instruments of data collection in the criminal justice system.
- Identify and explain the current problems facing the criminal justice system.
- Recognize and apply the relevant elements of the United States Constitution to criminal justice practices.
- Integrate the theoretical, practical, and ethical issues and applications within the criminal justice system.

#### Suggested Sequence of Courses:

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



#### Freshman Year

ENG* E101	Composition	3
POL* E111	Introduction to American Government	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3
ENG* E102	Literature & Composition	3
HIS* E201	US History I	3
or HIS* E202	US History II (3)	
Mathematics <sup>1</sup>	Elective	3 - 4
CJS* E201	Criminology	3
Criminal Justice <sup>2</sup>	Elective	3

#### Sophomore Year

CJS* E211	Criminal Law I	3
Criminal Justice <sup>2</sup>	Elective	3
Science	Elective	3 - 4
Fine Arts	Elective	3
Restricted <sup>3</sup>	Elective	3
CJS* E213	Evidence and Criminal Procedure	3
CJS* E290	Practicum in Criminal Justice	3
CJS* E259	Writing and Research for Law Enforcement	3
Open	Elective	3 - 4
Humanities	Elective	3

**Total Credits: 60 - 63**

<sup>1</sup> MAT\* E075, MAT\* E095 not acceptable.

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

<sup>3</sup> Restricted electives cannot be Criminal Justice courses. Restricted electives should be selected after consultation with the program advisor.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Early Childhood Education:

### Parent Program (EA95)

#### Associate in Science Degree

This program is 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.

#### Outcomes:

- Identify the theoretical and philosophical approaches to early childhood education within the context of children's diverse cognitive, linguistic, physical, social, emotional, and cultural needs.
- Plan curricula consistent with developmentally appropriate practices based on knowledge of child development and observation, individual children's needs, and the environment.
- Implement a learning environment that supports all aspects of the well-being of all children including those with special needs and diverse backgrounds.
- Define collaborative strategies that help in establishing and maintaining relationships with families and the community to support children's growth and development.
- Communicate effectively with other professionals to support children's development, learning and well-being. Examine professional responsibilities including professional development, advocacy, and ethical conduct.
- Demonstrate the ability to link theory and practice in early childhood settings.
- Access professional literature, organizations, and other resources to inform and improve practice.
- **NOTE:** To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MAT\* E137 or higher; History must be HIS\* E201; Open: Computer Science course recommended. Transfer students must have a 2.7 GPA and pass the state-mandated skills examination (PRAXIS I) before they can be admitted into a university education program.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
Science <sup>2</sup>	Elective	3 - 4
ECE* E101	Introduction to Early Childhood Education	3
ECE* E106	Music & Movement for Children	3
ENG* E102	Literature & Composition	3
SOC* E101	Principles of Sociology	3
PSY* E202	Child Psychology & Development	3
ART* E184	Teaching Children Art	3
ECE* E210	Observation, Participation and Seminar	3

#### Sophomore Year

Humanities <sup>2</sup>	Elective	3
Mathematics <sup>1</sup>	Elective	3 - 4
HIS* E201	US History I	3
ECE* E207	Natural Science and Safety for Children	3
ECE* E215	The Exceptional Learner	3
Open <sup>3</sup>	Elective	3 - 4
ECE* E222	Methods & Techniques in ECE	3
ECE* E231	Early Language and Literacy Development	3
ECE* E295	Student Teaching Practicum	6

**Total Credits: 60 - 63**

<sup>1</sup> MAT\* E075 or MAT\* E095 not acceptable.

<sup>2</sup> All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program advisors.

<sup>3</sup> Open elective cannot be an ECE course.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.



## Early Childhood Education: Special Education Option (EB14)

### Associate in Science Degree

This option prepares students for a career in educational programs designed for exceptional and special learners. Students participate in internships in special education environments.

#### Outcomes:

- Identical to those of the Early Childhood Education Program with an emphasis focused on special needs children.
- NOTE: To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MAT\* E137 or higher; History must be HIS\* E201; Open: Computer Science course recommended. Transfer students must have a 2.7 GPA and pass the state-mandated skills examination (PRAXIS I) before they can be admitted into a university education program. Special Education degree students must take ECE\* E101 and ECE\* E222 to meet transfer requirements.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
Science <sup>2</sup>	Elective	3 - 4
ECE* E215	The Exceptional Learner	3
ECE* E106	Music & Movement for Children	3
ENG* E102	Literature & Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
ART* E184	Teaching Children Art	3
SOC* E101	Principles of Sociology	3
ECE* E210	Observation, Participation and Seminar	3

#### Sophomore Year

ECE* E216	Methods & Techniques in Special Education	3
ECE* E207	Natural Science and Safety for Children	3
Humanities <sup>2</sup>	Elective	3
HIS* E201	US History I	3
PSY* E202	Child Psychology & Development	3
ECE* E231	Early Language and Literacy Development	3
ECE* E295	Student Teaching Practicum	6
ECE*/HSE*	Elective	3
Open <sup>3</sup>	Elective	3 - 4

**Total Credits: 60 - 63**

<sup>1</sup> MAT\* E075 and MAT\* E095 not acceptable.

<sup>2</sup> All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program advisors.

<sup>3</sup> Open elective cannot be a HSE or ECE.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Fine Arts: Art Option (EB20)

### Associate in Arts Degree

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

#### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in a variety of artistic media. Demonstrate visual thinking and productive problem-solving.
- Enhance visual literacy and esthetic appreciation, through the study of art history, of the culture we have inherited.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
ART* E101	Art History I	3
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
Mathematics <sup>1</sup>	Elective	3 - 4
ENG* E102	Literature & Composition	3
ART* E102	Art History II	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
Behavioral Science	Elective	3

#### Sophomore Year

Humanities	Elective	3
ART* E103	Art History III	3
ART* E235	Sculpture: Modeling and Carving	3
ART* E113	Figure Drawing I	3
Science	Elective	3 - 4
Art (painting) <sup>2</sup>	Painting Elective	3
Social Science	Elective	3
GRA* E111	Introduction to Computer Graphics	3
Art	Elective	3
Open <sup>3</sup>	Elective	3 - 4

**Total Credits: 60 - 63**

<sup>1</sup> MAT\* E075, MAT\* E095 not acceptable.

<sup>2</sup> Choose from: ART\* E157, ART\* E253, ART\* E155.

<sup>3</sup> Cannot be an art course.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## General Studies:

### Parent Program (EB30)

#### Associate in Science Degree

This program is 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.

#### Outcomes:

- Complete the general education core requirements.
- Complete the computer fundamentals requirement.
- Explore areas of interest via extensive coursework in liberal arts, business, and career areas in anticipation of employment or transfer.

#### Suggested Sequence of Courses:

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

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
Science	Elective	3 - 4
Social Science	Elective	3
Behavioral Science	Elective	3
Humanities	Elective	3
ENG* E102	Literature & Composition	3
Fine Arts	Elective	3
Science	Elective	3 - 4
Social Science	Elective	3
Behavioral Science	Elective	3
Humanities	Elective	3
Open Electives		24

**Total Credits: 60 - 63**

<sup>1</sup> MAT\* E075, MAT\* E095 not acceptable.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

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

## Graphic Design:

### Parent Program (EB33)

#### Associate in Science Degree

The following combination of courses allows any student to obtain both an Associate in Science degree and to transfer into most four-year colleges offering programs in Graphic Design. Students are also prepared for entry-level positions in graphic design and related fields.

#### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in the specific skills that are required in today's graphic design industry.
- Demonstrate the skills necessary for visual thinking and productive problem-solving.
- Attain an expanded awareness and a critical understanding of graphic design products.
- Become familiar with the computer graphics software products that are industry standards.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
ENG* E102	Literature & Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
Behavioral Science	Elective	3

#### Sophomore Year

Humanities	Elective	3
Social Science	Elective	3
Science	Elective	3 - 4
ART* E243	Studio Photography I	3
or ART* E250	Digital Photography (3)	
GRA* E151	Graphic Design	3
Art History <sup>2</sup>	Elective	3
GRA* E241	Digital Page Design	3
GRA* E221	Illustration I	3
Art <sup>3</sup>	Elective	3
Open <sup>4</sup>	Elective	3 - 4

**Total Credits: 60 - 63**

<sup>1</sup> MAT\* E075, MAT\* E095 not acceptable.

<sup>2</sup> Choose from ART\* E101, ART\* E102, or ART\* E103

<sup>3</sup> It is suggested that students discuss selection of elective with program coordinator.

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

## Graphic Design: Computer Graphics Option (EB59)

### Associate in Science Degree

This program prepares students for entry-level positions in graphic design and related fields, especially those pertaining to computer graphics. The program provides the opportunity to transfer to a four-year institution offering programs in graphic design.

#### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in the specific skills that are required in today's graphic design industry.
- Demonstrate the skills necessary for visual thinking and productive problem-solving.
- Attain an expanded awareness and a critical understanding of graphic design products.
- Become familiar with the computer graphics software products that have become industry standards.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
ENG* E102	Literature & Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
Behavioral Science	Elective	3

#### Sophomore Year

Humanities	Elective	3
Social Science	Elective	3
Science	Elective	3 - 4
ART* E243	Studio Photography I	3
or ART* E250	Digital Photography (3)	
GRA* E151	Graphic Design	3
Art History <sup>2</sup>	Elective	3
GRA* E241	Digital Page Design	3
GRA* E261	Web Design	3
Art <sup>3</sup>	Elective	3
Open <sup>4</sup>	Elective	3 - 4

**Total Credits: 60 - 63**

<sup>1</sup> MAT\* E075, MAT\* E095 not acceptable.

<sup>2</sup> Choose ART\* E101, ART\* E102, or ART\* E103

<sup>3</sup> Choose from: ART\* E101, ART\* E102, ART\* E244, ART\* E157, ART\* E253, ART\* E155, GRA\* E247, GRA\* E271, or GRA\* E221

<sup>4</sup> Cannot be an art course.

## Honors Program

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

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

- Completion of at least 12 credits at Housatonic beyond the developmental level;
- A Grade Point Average of at least 3.5;
- Recommendations from at least two faculty members.

To remain in the Honors Program, a student must:

- Maintain a 3.5 GPA;
- Earn grades of "B" or higher in all Honors courses.

To complete the Honors Program, the student must fulfill the requirements of the Honors Curriculum which include:

- **In-class honors** (6 credits or more) - At least two regular degree program 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; attending a seminar and reporting the information to the class.
- **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. This special course is offered in the fall semester only, and the instructor, topic and content vary from year to year. HN 200 satisfies an open elective requirement. Prerequisite: ENG\* 102 and permission of the Honors Advisor; recommended: literature or philosophy, psychology or sociology, history, laboratory science.
- **Honors Project** (HN 225, 3 credits) - An original student project completed under the guidance of a faculty member that demonstrates the Honors student's ability to apply knowledge and skills learned in the Honors Seminar in a creative and scholarly manner. Independent study contracts must be completed, submitted, and approved during the semester preceding the term in which the project is actually performed. Satisfies an Open elective requirement. Prerequisite: HN 200 and permission of the Honors Advisor; completed Honors project contract.

#### The Housatonic Scholar

Graduating students who have completed the Honors Program are given the prestigious distinction of being identified as Housatonic Scholars. The Scholar designation earns the student additional honors:

- A certificate presented at Awards Night;
- A notation on the college transcript;
- Named in the Commencement program;
- Name engraved on a bronze plaque located in the college library.

Applications for the Honors Program and forms for faculty recommendations and Honors courses must be obtained from the Honors Program Advisor.

## Human Services:

### Parent Program (EB35)

#### Associate in Science Degree

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

#### Outcomes:

- Demonstrate knowledge of the range of effective communication and basic counseling strategies/skills necessary to establish a collaborative relationship with the client or patient.
- Apply knowledge of formal and informal assessment practices in order to respond to the needs, desires, and interests of the client.
- Demonstrate knowledge of formal and informal supports available in the community.
- Demonstrate knowledge of the range of participatory planning and outreach techniques associated with the helping professions.
- Demonstrate the ability to match specific supports and interventions to the unique needs of individual clients and recognize the importance of friends, family, and community relationships.
- Demonstrate awareness of the diverse challenges facing clients (e.g. human-rights, legal, administrative, and financial) and be able to identify and use effective advocacy strategies to overcome such challenges.
- Demonstrate knowledge and appropriate application of crisis prevention, intervention and resolution techniques, and be able to match such techniques to particular circumstances and individuals.
- Demonstrate case-management skills with clients including the development of collaborative relationships, assisting with the identification and access to community supports, implementing plans in a collaborative and expeditious manner, promoting an advocacy position, and mobilizing resources and support necessary to assist clients.
- Understand and articulate a systems perspective for the treatment and resolution of individual, family, group, and community human service problems.
- Develop and demonstrate ethical standards and sensibilities.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
POL* E111	Introduction to American Government	3
PSY* E111	General Psychology I	3
Science	Elective	3 - 4
HSE* E101	Introduction to Human Services	3
ENG* E102	Literature & Composition	3
PSY* E245	Abnormal Psychology	3
SOC* E101	Principles of Sociology	3
HSE* E210	Group and Interpersonal Relations	3
HSE* E243	Human Services Skills and Methods	3

#### Sophomore Year

Fine Arts	Elective	3
COM* E173	Public Speaking	3
Mathematics <sup>1</sup>	Elective	3 - 4
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E291 <sup>3</sup>	Human Services Internship I	3
Human Services <sup>2</sup>	Elective	3
HSE* E235	Professional & Ethical Issues in Human Services	3
HSE* E292 <sup>3</sup>	Human Services Internship II	3
Humanities	Elective	3
Open <sup>2</sup>	Elective	3 - 4

**Total Credits: 60 - 63**

<sup>1</sup> MAT\* E075, MAT\* E095 not acceptable.

<sup>2</sup> It is required that students discuss selection of elective with Program Coordinator.

<sup>3</sup> Internship courses (HSE\* E291 and HSE\* E292) must be taken in separate semesters and approved in advance by the Program Coordinator.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Liberal Arts & Sciences: Computer Science Concentration

(EB38)

### Associate in Arts Degree

The goal of this program is to prepare computer science majors to transfer to a baccalaureate degree program. Students have the opportunity to explore their interests and meet their first- and second-year requirements in computer science, mathematics, science, humanities, and social science courses. Students are advised to review the requirements of the transfer institution prior to course selection. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Write, compile, and run effective programs in the various structured programming languages.
- Have the ability to write a documented computer program using a data structure.
- Demonstrate competence in basic digital logic.
- Understand the basic principles of the physical and/or natural sciences.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Complete the general education courses in satisfaction of the associate degree requirements.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II (3)	
Science <sup>2</sup>	Elective	3 - 4
CSC* E106	Structured Programming	3
ENG* E102	Literature & Composition	3
Mathematics <sup>1</sup>	Elective	3 - 4
Science <sup>2</sup>	Elective	3 - 4
CST* E145	Digital Circuits and Logic	4
CSC* E107	Structured Programming II	3

#### Sophomore Year

Fine Arts	Elective	3
Mathematics <sup>1</sup>	Elective	3 - 4
CSC* E240	Data Structures	3
Humanities <sup>4</sup>	Elective	3
Social Science	Elective	3
Computer Science <sup>3</sup>	Elective	3 - 4
Behavioral Science	Elective	3
Humanities <sup>4</sup>	Elective	3
Open (2 courses)	Electives	6

**Total Credits: 61 - 67**

<sup>1</sup> At least 3 mathematics courses from the following: MAT\* E186, MAT\* E254, MAT\* E256, MAT\* E268, MAT\* E285

<sup>2</sup> Any 4-credit science course.

<sup>3</sup> Three credits from CSC\* E205, CSC\* E208, CSC\* E223, CST\* E184, or CST\* E231

<sup>4</sup> One year of foreign language is recommended.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Liberal Arts & Sciences: Concentration for Transfer to Elementary Ed/Psychology Specialization (EB45ed)

### Associate in Arts Degree

This transfer program parallels the core requirements of the first two years of most four-year college elementary teacher certification programs in Connecticut. The academic experiences provide the foundation for specialization for psychology majors. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Recognize and explain the relationship between the individual and psychological behavior.
- Identify and explain basic theories of interpersonal and group relationships.
- Explain the scientific methodology used for behavioral scientific research.
- Demonstrate the ability to communicate orally and in writing.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II (3)	
BIO* E105	Introduction to Biology	4
Foreign Language <sup>1</sup>	Elective	3
MAT* E137	Intermediate Algebra	3
ENG* E102	Literature & Composition	3
PSY* E111	General Psychology I	3
Open <sup>5</sup>	Elective	3 - 4
Foreign Language <sup>1</sup>	Elective	3
MAT* E167	Principles of Statistics	3

#### Sophomore Year

Fine Arts <sup>2</sup>	Elective	3
PSY* E202	Child Psychology & Development	3
ECE* E215	The Exceptional Learner	3
or ECE* E216	Methods & Techniques in Special Education (3)	
HIS* E201	US History I	3
Science (restricted) <sup>3</sup>	Elective (see footnote)	4
Humanities <sup>4</sup>	Elective	3
PSY* E205	Adolescent Development	3
COM* E173	Public Speaking	3
Open <sup>5</sup>	Elective	3 - 4
PSY* E245	Abnormal Psychology	3

**Total Credits: 62 - 64**

<sup>1</sup> Foreign Language Elective: Two semesters of the same language.

<sup>2</sup> Fine Arts Elective: Choose from: ART\* E101, ART\* E102, ART\* E103, MUS\* E 101 or THR\* E102

<sup>3</sup> Science Elective: Chemistry or Physics.

<sup>4</sup> Humanities Elective: English 200 level Literature, ENG\* E281 not accepted.

<sup>5</sup> Open Elective: Social Science, choose one from: Economics, POL\* E101, POL\* E111, GEO\* E111.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Liberal Arts & Sciences: Humanities/Behavioral & Social Sciences Concentration (EB45)

### Associate in Arts Degree

The Liberal Arts and Sciences 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. Students are advised to review the requirements of the transfer institution prior to course selection. The program also provides enrichment in liberal arts for those wishing to acquire only an associate degree.

#### Outcomes:

- Recognize and explain the relationship between individual and group psychological behavior and sociological conditions.
- Identify and explain basic theories of social and psychological behavior.
- Explain the scientific methodology used for behavioral scientific research.
- Demonstrate knowledge of the history of the United States and the western world to understand life and events in the past and how they relate to one's own life experiences.
- Demonstrate an understanding of the key institutions of American government, and the process by which people in the American polity create rules and laws to regulate the dynamic relationships of individual rights and societal needs.
- Demonstrate an understanding of the American constitution and of the rights, obligations, and privileges associated with living in a representative democracy.
- Demonstrate the ability to communicate orally and in writing.
- Recognize situations that present ethical issues and understand the personal and social responsibilities of decisions involving ethical issues.

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II (3)	
Science	Elective	3 - 4
Foreign Language <sup>2</sup>	Elective	3
Mathematics <sup>1</sup>	Elective	3 - 4
ENG* E102	Literature & Composition	3
HIS* E201	US History I	3
or HIS* E202	US History II (3)	
Science	Elective	3 - 4
Foreign Language <sup>2</sup>	Elective	3
Mathematics <sup>1</sup>	Elective	3 - 4

#### Sophomore Year

Fine Arts	Elective	3
Behavioral Science	Elective	3
Open	Elective	3 - 4
Social Science	Elective	3
Humanities	Elective	3
English	Elective	3
Open	Elective	3 - 4
Open	Elective	3 - 4
Behavioral Science	Elective	3
Humanities	Elective	3

**Total Credits: 60 - 67**

<sup>1</sup> MAT\* E075, MAT\* E095 not acceptable.

<sup>2</sup> Foreign Language Elective: Two semesters of the same language.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Liberal Arts & Sciences: Journalism/Communications Concentration (EB46)

### Associate in Arts Degree

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.

#### Outcomes:

- Perform the basics of preparing news copy and writing leads.
- Prepare, conduct, and write interview stories.
- Write a variety of opinion pieces.
- Conduct and write in-depth reporting stories.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics	Elective	3 - 4
COM* E101	Introduction to Mass Communications	3
COM* E222	Basic News Writing	3
HIS* E101	Western Civilization I	3
ENG* E102	Literature & Composition	3
COM* E223	Feature and Magazine Writing	3
COM* E116	Publications Workshop I	3
Science	Elective	3 - 4
HIS* E102	Western Civilization II	3

#### Sophomore Year

COM* E216	Publications Workshop II	3
Behavioral Science	Elective	3
Science	Elective	3 - 4
Fine Arts	Elective	3
Humanities <sup>1</sup>	Elective	3
Literature	Elective	3
Behav./Soc.Science	Elective	3
Humanities <sup>1</sup>	Elective	3
Open (2 courses)	Electives	6

**Total Credits: 60 - 63**

<sup>1</sup> One Year of foreign language recommended.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Liberal Arts & Sciences: Mathematics/Science Concentration (EB42)

### Associate in Arts Degree

The goal of this program is to prepare science and mathematics majors to transfer to a baccalaureate degree program. Students have the opportunity to explore their interests and meet their first- and second-year program requirements in mathematics, science, computer science, humanities, and social science courses. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Understand the basic principles of the physical and/or natural sciences.
- Perform a scientific experiment and interpret results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
Foreign Language <sup>1</sup>	Elective	3
Mathematics <sup>2</sup>	Elective	4
Science <sup>3</sup>	Elective	4
ENG* E102	Literature & Composition	3
HIS* E102	Western Civilization II	3
Foreign Language <sup>1</sup>	Elective	3
Mathematics <sup>2</sup>	Elective	4
Science <sup>3</sup>	Elective	4

#### Sophomore Year

Mathematics <sup>2</sup>	Elective	4
Science <sup>3</sup>	Elective	4
Fine Arts	Elective	3
Foreign Language <sup>1</sup>	Elective	3
Social Science	Elective	3
Mathematics <sup>2</sup>	Elective	4
Foreign Language <sup>1</sup>	Elective	3
Open	Elective	3 - 4
Computer Science <sup>4</sup>	Elective	3 - 4
Behavioral Science	Elective	3

**Total Credits: 67 - 69**

<sup>1</sup> 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.

<sup>2</sup> Math elective must be chosen from the following courses: MAT\* E186, MAT\* E254, MAT\* E256, MAT\* E268, or MAT\* E285.

<sup>3</sup> Only four-credit science courses may be used to meet this requirement. MAT\* E137 is required prior to CHE\* E121 or CHE\* E122.

<sup>4</sup> Recommended from CSC\* E106 or CSC\* E205

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

## Liberal Arts & Sciences: Pre-Engineering Science Concentration (EB47)

### Associate in Arts Degree

The goal of this program is to prepare engineering science majors to transfer to a baccalaureate degree program. Students have the opportunity to meet their first- and second-year program requirements by completing engineering science, mathematics, science, computer science, humanities, and social science courses. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

**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.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
MAT* E254	Calculus I	4
PHY* E221 <sup>1</sup>	Calculus-Based Physics I	4
CHE* E121	General Chemistry I	4
ENG* E102	Literature & Composition	3
MAT* E256	Calculus II	4
PHY* E222 <sup>1</sup>	Calculus-Based Physics II	4
CSC* E106	Structured Programming	3
CHE* E122	General Chemistry II	4

#### Sophomore Year

Fine Arts	Elective	3
MAT* E268	Calculus III: Multivariable	4
Social Science	Elective	3
Humanities	Elective	3
MAT* E285	Differential Equations	3
Behavioral Science	Elective	3
Humanities	Elective	3
Open (2 courses)	Electives	6

**Total Credits: 61**

<sup>1</sup> This course is offered in the SUMMER SESSION ONLY at HCC. It may also be taken at another Community College.

## Liberal Arts & Sciences: Pre-Environmental Science Concentration (EB48)

### Associate in Arts Degree

The goal of this program is to prepare environmental science majors to transfer to a baccalaureate degree program. Students have the opportunity to meet their first- and second-year program requirements in biology, chemistry, mathematics, computer science, humanities, and social science courses. Students are advised to review the requirements of the transfer institution prior to course selection.

#### Outcomes:

- Understand the basic principles of the physical and/or natural sciences.
- Perform a scientific experiment and interpret the results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
MAT* E254	Calculus I	4
Social Science	Elective	3
Science (restricted) <sup>1</sup>	Elective (see footnote)	4
Science (restricted) <sup>1</sup>	Elective (see footnote)	4
ENG* E102	Literature & Composition	3
MAT* E256	Calculus II	4
Behavioral Science	Elective	3
Science (restricted) <sup>1</sup>	Elective (see footnote)	4
Science (restricted) <sup>1</sup>	Elective (see footnote)	4

#### Sophomore Year

Fine Arts	Elective	3
Mathematics <sup>2</sup>	Elective	3 - 4
Humanities	Elective	3
Restricted <sup>3</sup>	Elective	3
Computer Science <sup>4</sup>	Elective	3 - 4
Humanities	Elective	3
Behav./Soc.Science	Elective	3
Mathematics <sup>2</sup>	Elective	3 - 4
Open	Elective	3 - 4
Restricted <sup>3</sup>	Elective	3

**Total Credits: 66 - 70**

<sup>1</sup> After consultation with an advisor, science electives should be chosen from BIO\* E121, BIO\* E122; CHE\* E121, CHE\* E122, CHE\* E211, CHE\* E212; PHY\* E121, PHY\*122, PHY\*221, PHY\*222.

<sup>2</sup> MAT\* E075, MAT\* E095 not acceptable.

<sup>3</sup> Restricted electives to be chosen after consultation with an advisor; recommended electives are appropriate mathematics and science courses.

<sup>4</sup> Should be chosen from CSC\* E106 or CSC\* E205

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Nursing:

### Parent Program (EB30n)

#### Associate in Science Degree

The goal of this program is to expand higher educational opportunities for graduates of the Bridgeport Hospital School of Nursing (BHSN) by applying the courses taken in its program towards satisfaction of associate degree requirements at Housatonic. The program provides for students entering BHSN in September 1984, and after the opportunity to receive an associate in science degree in nursing from Housatonic.

#### Outcomes:

- Graduate from Bridgeport Hospital School of Nursing.
- Pass the NCLEX-RN examination for nursing licensure.
- Complete the general education courses in satisfaction of the associate degree requirements.

#### Special Admissions

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.

#### Special Requirements

**NOTE:** This Associate in Science Degree program is a collaborative effort between The Bridgeport Hospital School of Nursing (BHSN) and Housatonic Community 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.

**NOTE:** Students should initially and frequently consult with the coordinator of the Nursing Program in order to assure proper sequencing and progression through the college core courses.

#### Suggested Sequence of Courses:

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

#### Courses to be taken at HCC

ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
PSY* E111	General Psychology I	3
PSY* E202	Child Psychology & Development	3
SOC* E101	Principles of Sociology	3
COM* E173	Public Speaking	3
Humanities	Elective	3
BIO* E211 <sup>1</sup>	Anatomy & Physiology I	4
BIO* E212 <sup>1</sup>	Anatomy & Physiology II	4
BIO* E235 <sup>1</sup>	Microbiology	4

#### Nursing specialty courses to be taken at the Bridgeport Hospital School of Nursing

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

**Total Credits: 66**

<sup>1</sup> Specific math and science prerequisites apply. Please see program coordinator.

<sup>2</sup> \*\*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.

**NOTE:** A minimum of 15 credits must be taken in 200-level courses.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.



# Occupational Therapy Assistant:

## Parent Program (EA77)

### Associate in Science Degree

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.

#### Outcomes:

- Demonstrate an understanding of the essential role of occupation in treatment.
- Utilize treatment planning principles and techniques that demonstrate sensitivity to the whole person including physical, cognitive, social, emotional, economic, and cultural diversity factors.
- Develop and implement a plan of treatment using appropriate modifications and grading.
- Demonstrate effective communication techniques with patients, families, caregivers, peers, and supervisors.
- Understand how OT service provision is influenced by social responsibility.
- Recognize, assess, take action, and accommodate unique treatment situations as they arise.
- Demonstrate professional behaviors with patients, families, caregivers, peers, and supervisors.
- Collaborate with patients, families, and teams to provide efficient, effective, and respectful care plans and treatment.

#### Special Admissions

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 of biology with a grade of "B" 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. Additional admission requirements include an interview with the program director, approved volunteer experience and an admission essay.

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.

#### 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. All students placed on fieldwork assignments are required to show proof of health insurance.

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

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
BIO* E115	Human Biology	4
PSY* E111	General Psychology I	3
OTA* E111	Foundations of Occupational Therapy	3
OTA* E115	Occupational Therapy Assistant I	4
ENG* E102	Literature & Composition	3
OTA* E121	Kinesiology	4
OTA* E123	Occupational Therapy Assistant II	4
OTA* E113	Task Analysis	1
OTA* E125	Group Dynamics in Occupational Therapy	3

#### Sophomore Year

Fine Arts	Elective	3
Mathematics	Elective	3 - 4
Behavioral Science <sup>1</sup>	Elective	3
OTA* E213	Occupational Therapy Assistant III	4
OTA* E217	Case Studies in Occupational Therapy	4
Social Science <sup>2</sup>	Elective	3
OTA* E219	Occupational Therapy Assistant Seminar	2
OTA* E127	Occupation in Treatments	1
OTA* E221	Professional Preparation	1
OTA* E231	Clinical Practicum - Level IIA	5
OTA* E233	Clinical Practicum - Level IIB	5

**Total Credits: 66 - 67**

<sup>1</sup> Upper level Behavioral Science required. PSY\* E245 (Abnormal Psychology) or PSY\* E202 (Child Psychology & Development) highly recommended.

<sup>2</sup> SOC\* E220 (Racial and Ethnic Diversity) highly recommended.



## Physical Therapist Assistant:

### Parent Program (EA79)

#### Associate in Science Degree

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 under the supervision and direction of a PT. Upon program completion, students are eligible for licensure.

The program is offered through a collaborative agreement between HCC and Naugatuck Valley Community College. The two-year course of study begins in January and includes 67-68 credits. The PTA core courses are taken at Naugatuck Valley Community College during the day. All other courses are taken at HCC.

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

#### Outcomes:

- Recognize the role and scope of the field of Physical Therapy and Physical Therapist Assistants including ethical and legal boundaries;
- Communicate appropriately and respectfully with, and educate, patients, personnel, and others;
- Demonstrate required knowledge and skills for observation, data collection, and clinical problem-solving;
- Provide, adjust, and document treatments/interventions according to an established plan of care under the supervision of a physical therapist in a safe and competent manner;
- Participate in planning, supervising, and other departmental, administrative activities as appropriate to the role of the PTA;
- Demonstrate a commitment to the public welfare through self-evaluation, lifelong learning, and advocacy for self and others.

#### Special Admissions

Students who wish to be considered for admission to the Physical Therapist Assistant Program must present credentials matching the following guidelines: All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in PT 125.

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 is required during the calendar year prior to admission. Application deadline is October 15th of each year.

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.

#### 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 appropriate clinic attire, and to provide their own transportation to and from all clinical assignments. In addition to having a physical examination, CPR certification, Hepatitis B immunization and drug screening may also be required of students prior to entering clinical training. Students should note that internship 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.

**NOTE:** Clinical internship experiences are scheduled at affiliated clinics throughout the state. Students are not routinely placed out-of-state.

**NOTE:** HCC Liaison, Physical Therapist Assistant Program:  
Kathy Cericone, PT, PhD, (203) 332-5177  
kcercone@hcc.comnet.edu.

Director, Physical Therapist Assistant Program:  
Cindy Lacouture, PT, MA  
Ekstrom Hall # 630  
Naugatuck Valley Community College  
750 Chase Parkway, Waterbury, CT 06708  
(203) 596-2168  
clacouture@nvcc.comnet.edu

### Suggested Sequence of Courses:

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

#### Prerequisite

BIO* E211	Anatomy & Physiology I	4
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#### Spring I

PTA* E120	Introduction to Physical Therapy (taught at NVCC)	3
PTA* E125	Physical Therapy for Function (taught at NVCC)	4
BIO* E212	Anatomy & Physiology II	4
ENG* E101	Composition	3
PSY* E111	General Psychology I	3

#### Summer I

PTA* E220	Introduction to Physical Therapy Clinic (taught at NVCC)	1
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#### Fall I

PTA* E230	Physical Agents in Physical Therapy (taught at NVCC)	4
PTA* E235	Kinesiology for Rehabilitation (taught at NVCC)	4
Communications <sup>2</sup>	Elective	3
Mathematics 1	Elective	3 - 4
ENG* E102	Literature & Composition	3

#### Spring II

PTA* E250	Therapeutic Exercise (taught at NVCC)	5
PTA* E253	Pathophysiology for Rehabilitation (taught at NVCC)	3
PTA* E258	PTA in the Healthcare Area (taught at NVCC)	2
Fine Art/ Humanities	Elective	3
Social Science	Elective	3

#### Fall II

PTA* E260	Physical Therapy Seminar (taught at NVCC)	2
PTA* E262	PTA Internship II (taught at NVCC)	5
PTA* E265	PTA Internship III (taught at NVCC)	5

**Total Credits: 67 - 68**

<sup>1</sup> MAT\*137 or higher acceptable

<sup>2</sup> Course choices: COM\*101, COM\*173

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

## Theater Arts:

### Parent Program (EB61)

#### Associate in Arts Degree

The objective of the Theater Arts Program at Housatonic Community College is to provide a strong foundation in the Theater Arts as a creative and practical enterprise, to prepare the students for transfer, internship or employment opportunities by ensuring a working knowledge of the responsibilities and requirements of these positions, and to serve as a means to empower the students to develop to their full potential through self-discovery, discipline, teamwork and creative thought inherent in the Theater Arts process.

#### Outcomes:

- Attain an expanded awareness and critical understanding of theater methods, practices and responsibilities.
- Demonstrate competency in theater performance, production, and administrative techniques.
- Demonstrate a creative approach to interpretation and problem solving.
- Identify and construct a collaborative connection between a theater company and its community.
- Apply creative, cooperative and disciplined approach to career and personal challenges.

#### Suggested Sequence of Courses:

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

#### Freshman Year

ENG* E101	Composition	3
Mathematics	Elective	3 - 4
Humanities	Elective	3
THR* E101	Introduction to Theater	3
THR* E112	Voice and Diction (Fall Only)	3
ENG* E102	Literature & Composition	3
Open <sup>1</sup>	Elective	3 - 4
Science	Elective	3 - 4
THR* E110	Acting I	3
THR* E120	Stagecraft	3

#### Sophomore Year

THR* E102	Theater History (Fall only)	3
Fine Art	Elective	3
Humanities	Elective	3
Behavioral Science	Elective	3
THR* E114	Modern Dance (Fall only)	3
Fine Arts	Elective	3
Social Science	Elective	3
Open <sup>1</sup>	Elective	3 - 4
THR* E210	Acting II (Spring Only)	3
THR* E225	Directing (Spring only)	3

**Total Credits: 60 - 64**

<sup>1</sup> THR\* E190 and THR\* E290 are strongly recommended.

**NOTE:** For degree completion the student must complete the computer fundamentals requirement.

**NOTE:** For Humanities, Fine Arts, and/or Open electives, the Theater Program strongly suggests selecting from the following courses: ART\* E206, BMK\* E118, BMK\* E201, BMG\* E226, BIO\* E111, COM\* E173, ENG\* E233, ENG\* E298.

# CERTIFICATE PROGRAMS

## Business Certificates: Accounting (EJ05)

### Certificate

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. Credits can be applied toward an associate degree in Accounting.

**NOTE:** 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.

### Suggested Sequence of Courses:

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

#### First Semester

ACC* E113	Principles of Financial Accounting	3
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#### Second Semester

ACC* E117	Principles of Managerial Accounting	3
ACC* E125	Accounting Computer Applications I	3
or ACC* E123	Accounting Software Applications (3)	
ACC* E241	Federal Taxes I	3

#### Third Semester

ACC* E275	Principles of Intermediate Accounting I	4
ACC* E276	Principles of Intermediate Accounting II	4
ACC* E126	Accounting Computer Applications II	3

**Total Credits: 23**

## Business Certificates: Administrative Support Assistant (BOT) (EJ09)

### Certificate

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:

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

#### First Semester

ENG* E101	Composition	3
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Information Processing I	3
or BOT* E112	Keyboarding for Information Processing II	3
BOT* E137	Word Processing Applications	3
Business 1	Elective	3

#### Second Semester

BOT* E112	Keyboarding for Information Processing II	3
or BOT* E210	Computerized Office Applications	3
Business <sup>1</sup>	Elective	3
BOT* E251	Administrative Procedures	3
BBG* E210	Business Communication	3
BOT* E260	Administrative Management	3
or BMG* E202	Principles of Management	3

**Total Credits: 30**

<sup>1</sup> 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. BOT\* E210 can be used as a business elective.

## Business Certificates: Legal Assisting (BOT) (EJ70)

### Certificate

This program prepares students for employment in, or advancement to, positions where both business office technology as well as formal legal knowledge are 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:

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

#### First Semester

LAW E101	Legal Writing	3
BOT* E112 <sup>1</sup>	Keyboarding for Information Processing II	3
LAW E102	Contracts	3
BOT* E215	Word Processing Applications II	3
LAW E103	Litigation	3

#### Second Semester

LAW E201	Torts	3
BOT* E240	Machine Transcription	3
BBG* E210	Business Communication	3
LAW <sup>2</sup>	Elective	3

**Total Credits: 27**

<sup>1</sup> Students may be required to complete prerequisite before taking BOT\*112.

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

## Business Certificates: Word/Information Processor (BOT) (EJ60)

### Certificate

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:

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

#### First Semester

ENG* E101	Composition	3
BOT* E111 <sup>1</sup>	Keyboarding for Information Processing I	3
BOT* E137	Word Processing Applications	3
BOT* E215	Word Processing Applications II	3
Business <sup>2</sup>	Elective	3

#### Second Semester

BOT* E112	Keyboarding for Information Processing II	3
BOT* E251	Administrative Procedures	3
or BOT* E260	Administrative Management	
BOT* E215 <sup>3</sup>	Word Processing Applications II	3
or BOT* E210	Computerized Office Applications	
or Business <sup>2</sup>	Elective	
BOT* E217	Desktop Publishing	3
or CSA* E220	Web Graphics (3)	
BBG* E210	Business Communication	3

**Total Credits: 30**

<sup>1</sup> Students meeting requirements of BOT\* E111 via departmental evaluation may select a Business elective with the approval of BOT program advisor.

<sup>2</sup> Business electives must be selected from Accounting, Business, Computer Science, Economics or Business Office Technology and must be approved by the BOT advisor.

<sup>3</sup> Students must take a different word processing software package than in the earlier semester.

## Computer Information Certificate: Network Administrator (EJ04)

### Certificate

The objective of this Certificate program is to provide a primary level of essential skills and knowledge to individuals seeking a background in the area of network administration. The Network Administration Program provides students with the basic knowledge and skills required to install, configure, manage and support computer networks. Various network operating systems will be discussed as well as network hardware and use of the command line.

At the completion of the program the student will be able to:

- Manage workstation operating systems
- Manage server operating systems
- Implement and manage the software services required to support computer networks
- Demonstrate the administrative skills to manage a corporate network environment

### Suggested Sequence of Courses:

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

ENG* E101	Composition	3
CST* E184	Network Administration I	3
CST* E185	Network Administration II	3
CST* E231	Data Communications & Networks	3
CST* E186	Network Administration III	3
CST* E187	Network Administration IV	3

**Total Credits: 18**

## Computer Information Certificate: PC Applications (EJ01)

### Certificate

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

### Suggested Sequence of Courses:

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

ENG* E043	Writing: Paragraph to Essay	3
or ENG* E101	Composition	
BOT* E111	Keyboarding for Information Processing I	3
CSA* E106	Introduction to Computer Applications	4
BOT* E137	Word Processing Applications	3
BOT* E215	Word Processing Applications II	3
CSA* E135	Spreadsheet Applications	3
CSA* E145	Database Management	3
CSA* E220	Web Graphics	3

**Total Credits: 25**

## Computer Information Certificate: Personal Computer Repair Technology (EJ02)

### Certificate

Designed to prepare personal computer technicians by providing basic instruction in computer applications, microcomputer systems, basic electronics, digital/integrated circuits, trouble-shooting and the use 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:

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

ENG* E101	Composition	3
CSA* E106	Introduction to Computer Applications	4
CST* E144	Introduction to Electronics	4
CST* E184	Network Administration I	3
or CST* E231	Data Communications & Networks	
CST* E145	Digital Circuits and Logic	4
CST* E141	Computer Hardware	4

**Total Credits: 22**



## Computer Information Certificate: Technical Web Site Design (EJ10)

### Certificate

This program is designed to provide the technical computer skills required to design business web sites. The program has as its learning outcomes the demonstrated proficiency in these skills, which are the following:

- The ability to create web sites by programming in HTML, the industry standard language for Internet presentation. Students will demonstrate this skill by using HTML programming to create functional web sites that employ the all of fundamental aspects of HTML, including HTML syntax, links, tables, images, frames, forms, and cascading style sheets.
- The ability to create web sites that incorporate the graphical elements required of business web sites. Students will demonstrate this skill by creating web sites that employ all of the major industry standard graphical file formats and graphical compression techniques.
- The ability to produce dynamic web sites that interact with the user. Students will demonstrate this skill by creating web sites that employ the fundamental client side interactive Internet technologies, such as Javascript, Dynamic HTML, and Macromedia Flash.
- The ability to produce web sites that serve as user interfaces to computer programs and databases. Students will demonstrate this ability by designing web sites that pass data to and from databases that reside on a web server.

### Suggested Sequence of Courses:

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

ENG* E101	Composition	3
CST* E150	Web Design and Development I	3
CSA* E220	Web Graphics	3
CST* E250	Web Design and Development II	3
CST* E258	Fundamentals of Internet Programming	4

**Total Credits: 16**

## Criminal Justice Certificates: Corrections (EJ62)

### Certificate

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. Credits may be applied to an associate degree program in Criminal Justice.

### Suggested Sequence of Courses:

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

#### First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

#### Second Semester

CJS* E102	Introduction to Corrections	3
COM* E173	Public Speaking	3
Criminal Justice (3 courses) <sup>1</sup>	Electives	9

**Total Credits: 27**

<sup>1</sup> Electives must be chosen from CJS\* E214, CJS\* E240, CJS\* E243, CJS\* E244 or HSE\* E206.

## Criminal Justice Certificates: Criminal Investigation (EJ61)

### Certificate

This program prepares students for advancement to investigative positions in their current employment or to enter employment as an investigator. Credits may be applied to an associate degree program in Criminal Justice.

### Suggested Sequence of Courses:

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

#### First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

#### Second Semester

CJS* E220	Criminal Investigation	3
COM* E173	Public Speaking	3
Criminal Justice (3 courses) <sup>1</sup>	Electives	9

**Total Credits: 27**

<sup>1</sup> Electives must be chosen from CJS\* E139, CJS\* E221, CJS\* E222, CJS\* E225, CJS\* E237, CJS\* E295, or PSY\* E217.

## Criminal Justice Certificates: Police Management and Administration (EJ06)

### Certificate

The objective of this Certificate program is to provide specialty, in-depth training to students interested in pursuing a career in police management and/or administration. This program may also be used as a training opportunity for professional advancement for individuals already employed in law enforcement-related professions

#### Suggested Sequence of Courses:

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

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3
CJS* E105	Introduction to Law Enforcement	3
CJS* E259	Writing and Research for Law Enforcement	3
COM* E173	Public Speaking	3
CJS* E250	Police Organization and Administration	3
CJS* E251	Police Management Seminar	3

**Total Credits: 27**

## Criminal Justice Certificates: Security Operations (EJ63)

### Certificate

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

#### Suggested Sequence of Courses:

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

#### First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

#### Second Semester

COM* E173	Public Speaking	3
CJS* E220	Criminal Investigation	3
CJS* E103	Introduction to Security	3
CJS* E122	Loss Prevention	3
CJS* E296	Contemporary Issues in Private Security	3

**Total Credits: 27**

## Early Childhood Education Certificates: Early Childhood Education (EJ89)

### Certificate

Designed for the student who is interested in, or presently employed in the field of early childhood education. Instruction is designed to provide for teaching methods in early care and education centers. Credits may be applied to an associate degree program in Early Childhood Education.

#### Suggested Sequence of Courses:

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

#### First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
ECE* E101	Introduction to Early Childhood Education	3
ECE* E106	Music & Movement for Children	3

#### Second Semester

ECE* E210	Observation, Participation and Seminar	3
ECE* E222	Methods & Techniques in ECE	3
ECE* E231	Early Language and Literacy Development	3

#### Third Semester

ECE* E190	ECE Behavior Management	3
PSY* E202	Child Psychology & Development	3
ECE* E207	Natural Science and Safety for Children	3

**Total Credits: 30**

## Early Childhood Education Certificates: Infant/Toddler (EJ92)

### Certificate

This program is designed to serve people who are already interested in, or working as child care providers, and who wish to be certified in this area. Some credits may be applied to an associate degree program in Early Childhood Education.

#### Suggested Sequence of Courses:

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

#### First Semester

ENG* E101	Composition	3
ECE* E141	Infant/Toddler Growth & Development	3
ECE* E106	Music & Movement for Children	3
PSY* E111	General Psychology I	3
ECE* E207	Natural Science and Safety for Children	3

#### Second Semester

ECE* E210	Observation, Participation and Seminar	3
ECE* E231	Early Language and Literacy Development	3
ECE* E241	Methods and Techniques for Infants and Toddlers	3
PSY* E202	Child Psychology & Development	3
ECE* E215	The Exceptional Learner	3

**Total Credits: 30**

## Early Childhood Education Credentials: Child Development Associate Credential (CDA) (EJ73)

### Certificate

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 prepare for a CDA, an individual must successfully complete:

#### Suggested Sequence of Courses:

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

#### Regular CDA Credential

ECE* E101	Introduction to Early Childhood Education	3
Early Childhood Education <sup>1</sup>	Elective	3
ECE* E180	CDA Credential Preparation	3

#### Cooperative Preparation Certificate

ECE* E101	Introduction to Early Childhood Education	3
ECE* E210	Observation, Participation and Seminar	3
Early Childhood Education	Elective	3
ECE* E180	CDA Credential Preparation	3

**Total Credits: 21**

<sup>1</sup> ECE\* E210 Observation, Participation Seminar is recommended.



## ESL Certificates: Advanced English Proficiency (EJ03)

### Certificate

The Advanced ESL 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 but two courses in this sequence are applicable to associate degree programs. ESL\* E150, ESL\* E160, and ESL\* E167 may be used as foreign language/humanities or open electives. ENG\* E101 and ENG\* E102 are required in all transfer programs. COM\* E173 is required in various programs or may be used as an open elective in others.

#### Suggested Sequence of Courses:

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

ESL* E150	Combined Skills V	6
ESL* E160	Combined Skills VI	6
ESL* E167	Oral Communications VI	3
ENG* E043	Writing: Paragraph to Essay	3
ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
COM* E173	Public Speaking	3

**Total Credits: 27**

**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: ENG\* E222 or above, SOC\* E101, POL\* E111, HIS\* E201, or HIS\* E202.

## Graphics Certificates: Graphic Design (EJ91)

### Certificate

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. Credits may be applied towards a degree program in Graphic Design.

#### Suggested Sequence of Courses:

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

#### First Semester

ENG* E101	Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3

#### Second Semester

ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
GRA* E151	Graphic Design	3

#### Third Semester

GRA* E221	Illustration I	3
ART* E243	Studio Photography I	3
ART* E103	Art History III	3
GRA* E241	Digital Page Design	3

**Total Credits: 36**

## Health Career Pathways Certificate: (\_hlthCareers)

### Certificate

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

#### Suggested Sequence of Courses:

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

HLT* E103	Investigation in Allied Health	3
ENG* E101	English Composition	3
MAT* E137	Intermediate Algebra	3
BIO* E105	Introduction to Biology	4
or BIO* E115	Human Biology (4)	
or BIO* E121	General Biology I (4)	4
CHE* E111	Concepts in Chemistry	4
PSY* E111	General Psychology I	3
BIO* E211	Anatomy & Physiology I	4
BIO* E212	Anatomy & Physiology II	4

**Total Credits: 28**

## Human Services Certificates: Behavioral Healthcare Specialist Track I (EJ67)

### Certificate

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:

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

#### First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E134	Introduction to Mental Health Systems	3
HSE* E141	Addiction and Mental Illness in Behavioral Health Care	3

#### Second Semester

PSY* E140	Psychology of Addiction	3
HSE* E210	Group and Interpersonal Relations	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E147	Change Theory and Strategies in Behavioral Health Care	3
HSE* E286	Practicum in Behavioral Health Care	3

**Total Credits: 27**

## Human Services Certificates: Behavioral Healthcare Specialist Track II (EJ68)

### Certificate

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:

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

#### First Semester

PSY* E140	Psychology of Addiction	3
HSE* E141	Addiction and Mental Illness in Behavioral Health Care	3

#### Second Semester

HSE* E147	Change Theory and Strategies in Behavioral Health Care	3
HSE* E286	Practicum in Behavioral Health Care	3

**Total Credits: 12**

## Human Services Certificates: Children & Youth Mental Health

(EJ71)

### Certificate

This program prepares individuals to work with children, youth and parent populations in a variety of mental health agencies and community based programs. It is also designed to enhance the skills of professionals currently working with children and families in governmental agencies such as the 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:

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

#### First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E134	Introduction to Mental Health Systems	3
HSE* E121	Strategies for Developing Capable Children and Youth	3

#### Second Semester

PSY* E202	Child Psychology & Development	3
PSY* E205	Adolescent Development	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E222	Emotional Disorders in Children and Youth	3
HSE* E285	Practicum in Children and Youth Mental Health	3

**Total Credits: 27**

## Human Services Certificates: Victim Services (EJ69)

### Certificate

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

#### Suggested Sequence of Courses:

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

CJS* E101	Introduction to Criminal Justice	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E243	Human Services Skills and Methods	3
CJS* E280	Victimology	3
HSE* E114	Advocacy in Human Services	3
CJS* E290	Practicum in Criminal Justice	3

**Total Credits: 18**

## Human Services Certificates: Disabilities Specialist (EJ72)

### Certificate

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:

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

#### First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E161	Disabilities Across the Lifespan	3

#### Second Semester

HSE* E210	Group and Interpersonal Relations	3
HSE* E261	Community Support Skills for Persons with Disabilities	3
HSE* E262	Positive Behavioral Supports for Persons with Disabilities	3
HSE* E266	Professional and Ethical Issues in Disability Services	3
HSE* E280	Practicum in Disability Services	3

**Total Credits: 27**