

# Asnuntuck Community College

## 2016–2017 College Catalog



170 Elm Street  
Enfield, CT  
860.253.3000  
[www.asnuntuck.edu](http://www.asnuntuck.edu)



# 2016-2017 College Catalog

170 Elm Street  
Enfield, CT 06082  
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[WWW.ASNUNTUCK.EDU](http://WWW.ASNUNTUCK.EDU)

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# Telephone Directory

Academic Affairs. . . . .	860-253-3101
Admissions . . . . .	860-253-3010
Bookstore . . . . .	860-741-8450
Business Office . . . . .	860-253-3043
Financial Aid . . . . .	860-253-3030
General Information. . . . .	860-253-3000
Manufacturing Technology Center. . . . .	860-253-3189
President . . . . .	860-253-3001
Registrar . . . . .	860-253-3015
Student Services. . . . .	860-253-3020
Workforce Development and Continuing Education. . . . .	860-253-3034

Information and regulations printed in this catalog are subject to change directed by the Board of Regents and the college administration who may extend, expand or delete courses and programs described. Asnuntuck Community College was established by Public Act 812 of the 1969 General Assembly.

Asnuntuck Community College is an Affirmative Action/Equal Opportunity Employer.

Asnuntuck Community College is accredited by the New England Association of Schools and Colleges, Inc.

## Notice of Non-discrimination:

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Interim Associate Director of Human Resources, Cheryl Cyr, Section 504/ADA Coordinator, [ccyr@asnuntuck.edu](mailto:ccyr@asnuntuck.edu) (860) 253-3045.

# Website

Students may access an electronic version of this catalog and other information on the college website.

Website . . . . .	<a href="http://www.asnuntuck.edu">http://www.asnuntuck.edu</a>
Online Registration. . . . .	<a href="http://my.commmnet.edu">http://my.commmnet.edu</a>

## MESSAGE FROM THE PRESIDENT



Welcome to Asnuntuck Community College, where you can find a quality educational experience in an accessible and affordable environment. We have highly skilled and dedicated faculty and staff who are here to support you along your academic path.

Asnuntuck Community College offers you the opportunity to learn in a small class size environment with skilled professors who know you by name.

Our Student Services division will support you in your academic endeavors with academic advising, career and transfer counseling, disability counseling, access to free childcare, and many other support services. We offer extra-curricular activities ranging from the poetry and art club, to intramural basketball, to student senate and legislative internships.

We strive to have your experiences at Asnuntuck Community College enrich your life and help you redesign your future for success.

James Lombella, President

## GENERAL INFORMATION

Asnuntuck Community College reserves the right to change course offerings or to modify or change information and regulations printed in this catalog. This catalog should not be construed as a contract between the student and the College.

It is the responsibility of the student to become familiar with the contents of this catalog, including the rules, regulations, and requirements presented herein. Students are eligible for an associate degree who meet all requirements as stated either in 1) the catalog at the time of their acceptance into a degree program (to the extent possible within the current roster of course offerings), or 2) the catalog in effect at the time of their graduation.

*Date of publication: August 2016*

*Material accurate and current as of June 2016*

## MISSION STATEMENT

The mission of Asnuntuck Community College is to offer quality education in an accessible, affordable, and nurturing environment.

The College fulfills its mission by

- offering associate degree and certificate programs for transfer opportunities, career preparation and enhancement, and lifelong learning.
- providing individualized support services to develop critical thinking skills, strengthen self-confidence, and foster personal growth.
- supporting community and workforce development with business, industry, and community partnerships.

## HISTORY OF THE COLLEGE

Asnuntuck Community College was established in 1969 by an act of the Connecticut state legislature as the twelfth institution in the Connecticut state community college system. Classes began in 1972 with an initial enrollment of 251. Twelve Associate in Science degrees and 20 Associate of Art degrees were awarded to the first graduating class in 1974. The college operated under provisional approval until it was first accredited by the New England Association of Schools and Colleges in 1977. Asnuntuck was subsequently reaccredited after comprehensive reviews in 1980, 1985, 1995, and 2005. Our accreditation was reaffirmed through 2015.

In its infancy, the college was named North Central Connecticut Community College. In 1972, the Board of Trustees officially renamed the college "Asnuntuck,"

Native American for "fresh water." This is a reference to the Podunk tribe that once resided in the area and to the nearby Connecticut River and Freshwater Brook.

The college has had three homes in its relatively brief life. It began in the former North School building in the Thompsonville section of Enfield. In 1974, the college moved to a leased warehouse on Phoenix Avenue but gradually outgrew that location. The college moved to its current home in 1983, at 170 Elm Street. The years between 1989 and 1994 saw extensive renovations to improve classroom and laboratory space, revamp the auditorium, and add an annex to house the Learning Resource Center.

In 1992, the Connecticut legislature mandated merging the state's community and technical colleges. While there was no area technical college for an Asnuntuck merger, the legislature also required each community college to complement its general education with a technical focus, bringing about several programmatic changes, as well as the change to the name, Asnuntuck Community-Technical College. The technical focus remains, particularly in our Manufacturing Technology Center, but the state community colleges dropped the word "technical" from their names in 1999, returning us to the simpler name, Asnuntuck Community College.

Asnuntuck Community College is located in Enfield, Connecticut, just off Interstate 91, approximately halfway between the metropolitan areas of Springfield, Massachusetts, to the north and Hartford, Connecticut, to the south. Asnuntuck serves the north-central Connecticut communities of East Granby, East Windsor, Ellington, Enfield, Somers, Stafford Springs, Suffield, and Windsor Locks, and also draws students from south-central Massachusetts and the Greater Hartford area.

## ACC FOUNDATION, INC.

The Asnuntuck Community College Foundation, Inc. is the fundraising arm of the College. Its mission is to obtain funds to assist in the development of programs to meet the economic, educational, and employment needs of North Central Connecticut. The ACC Foundation is a 501(c)(3) tax exempt corporation whose board meets on a regular basis. It holds annual fundraising events to encourage support for the college. The funds help to provide program enhancements and scholarships for Asnuntuck students.

For more information, call the Foundation office at 860.253.3041 or go to its website: <http://www.asnuntuck.edu/Foundation>.

# Admissions

## POLICIES ON STUDENT ADMISSION

Applicants for admission should present evidence of graduation from an approved secondary school or should have been awarded a state high school diploma or its equivalent (GED), or be qualified under the provision of Board Policy 5.1.5 for Home Schooled Students (see below). The College may also grant special waivers to applicants who demonstrate the ability and maturity to perform academically at the college level.

Notwithstanding the foregoing, whenever in the judgment of the college president, the admission, readmission or registration for any course, whether credit or non-credit, of any person as a student would constitute an unreasonable threat to the safety of the people, the security of property or the integrity of academic processes or functions of the college, such person may be denied admission or readmission to the College or registration for the course.

Applications should be forwarded to the Admissions Office of the College. Students may be admitted to the College on a full- or part-time basis.

### **HOME SCHOOLED STUDENTS:**

1. A home-schooled student is defined, for purposes of this policy, as someone who has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, or who is in the process of doing so.
2. Home-schooled students who wish to attend a community college and pursue a degree or certificate must meet the same admission requirements as any other applicant, except for providing evidence of graduation from a secondary school or obtaining a state equivalency diploma. This includes, but is not necessarily limited to, completing an application, paying admission fees, submitting evidence of inoculation against measles, mumps, rubella and varicella, taking placement tests, etc.

Home-schooled applicants may also submit a copy of a transcript from any secondary school attended, whether or not they may have graduated therefrom, or a copy of a federal or state equivalency diploma, or a summary of the secondary program of study they pursued, and a certificate of successful completion thereof, signed by the parent or other provider of the home-schooling.

- a. Home-schooled applicants may be required to submit transcripts, or records of study, if such are required for other applicants.
3. Home-schooled applicants who wish to enroll at a community college, but not pursue a degree or certificate, shall be treated as any other non-matriculated student at the college.
  4. Home-schooled applicants may, at the discretion of the college to which they are applying, be required to have an in-person interview with the college's director of admissions, or such other officer as the college may direct, to assess the applicant's ability to benefit from the program of study.
  5. Each college shall develop such procedures, forms, and other materials as may be necessary to manage this policy.
  6. Each college shall also establish an appeals process, with appeals going to a designated dean, who may, in special circumstances, waive the requirements of the policy.
  7. If and when the State of Connecticut enacts laws or issues policies regarding home schooled students or their admission to public colleges, this policy will be revised and reissued, as may be necessary, to ensure compliance therewith. (Adopted April 18, 2005)

### **ADVANCED PLACEMENT HIGH SCHOOL STUDENTS:**

Community Colleges are authorized to accept for advanced placement high school students who demonstrate sufficient scholastic ability and who are approved by the high school principal or his or her designated representative, with the understanding that no additional general fund class sections will be created to accommodate them except as approved by the board.

(Adopted June 25, 1973; amended March 15, 1982)

## HOW TO APPLY

## DEGREE OR CERTIFICATE STUDENTS

Students applying for a degree or certificate program must:

- Complete the Admissions Application form along with a one time, non-refundable \$20.00\* application fee. The application is available through the College Admissions Office at 170 Elm St., Enfield, CT 06082, or from guidance counselors at all local high schools, or online at [www.asnuntuck.edu](http://www.asnuntuck.edu).

- Submit official transcripts from an approved high school or the official copy of the GED (General Education Development).
- Take the Basic Skills Assessment. New students should call the College Information Center (860.253.3012) and register for a test date. Results of this test will be used for placement recommendation for college level courses in English and Mathematics.
- Submit proof of immunization for measles, mumps, rubella and varicella.

## NON-DEGREE STUDENTS

Non-degree students are those who are taking credit courses but are not working towards a degree or certificate at Asnuntuck Community College. Persons applying as non-degree students may complete the Admission Application form before or during published registration times. A one time, non-refundable \$20.00\* application fee must accompany the completed application form.

Applicants admitted as non-degree students may subsequently choose to become degree or certificate program seeking students. You are encouraged to speak with a college advisor to facilitate this process. Non-degree students are not eligible to receive financial aid or veterans benefits. ***Non-degree students are not permitted to register for a full-time course load (12 credits or more).***

\*The \$20.00 non-refundable application fee will be waived for those students who have previously applied and paid an application fee at any other Connecticut Community College.

## TRANSFER STUDENTS

Students wishing to transfer to Asnuntuck Community College from other colleges are considered for admission upon completing the requirements listed above for degree and certificate students. Upon receipt of official transcripts from previous college(s) attended and the submission of an Application for Transfer Credit (available from the Admissions Office), courses will be evaluated for transfer credit for those students who have been admitted to degree or certificate programs. (Detailed information on credit by transfer can be found in the "Transfer to Asnuntuck" section of this catalog.)

It is the applicant's responsibility to request official transcripts from all previous colleges attended.

## FORMER STUDENTS AND RE-ADMISSION

Students who have previously enrolled in a degree or certificate program of study at ACC, but have not attended the College for two or more years, must submit a re-admission form (available in the Admissions Office). Readmitted students must follow the program requirements of the catalog in effect when they are readmitted.

## PLACEMENT ASSESSMENT

Asnuntuck Community College assesses the basic skill level of students in order to provide them with a solid foundation in reading, writing, and mathematics. To that end, the College requires all students to take the assessment as part of the initial enrollment process at the College. This program (mandated by the Board of Governors for Higher Education and the Connecticut State Colleges and Universities Board of Regents for Higher Education) is in place to ensure our students are given the best opportunity for success in their academic endeavors at Asnuntuck Community College and beyond.

## PLACEMENT WAIVERS

1. Students who have an associate's degree or higher are exempted from assessment testing upon presentation of appropriate documentation, i.e., transcripts or degree showing they have met the specified prerequisite.
2. Students who have either an SAT Writing or Critical Reading score of 450 or higher will be placed in ENG\* 101: Composition. An SAT Mathematics score of 400 or higher will place you in MAT\* 095: Elementary Algebra Foundations. This math course is not used for credit towards a degree program. If you feel you should be placed in a higher level of mathematics, we would encourage you to take the mathematics portion of the Placement Assessment.
3. Students who have either an ACT English score of 21 or higher, or a composite score of 47 or higher on the ACT English and Reading portions will place into ENG\* 101: Composition. Students who have an ACT Math score of 18-21 will place into MAT\* 137: Intermediate Algebra.
4. Students who self-select to take an Intro. To College English or Prealgebra & Elementary Algebra course will still be encouraged to take the Accuplacer to ensure proper placement.

Any student who has a physical or learning disability, or other limitation that may require special assistance and/or facilities for testing, is encouraged to contact the Coordinator of Disability Services at 860.253.3021.

Students may sign up for an assessment appointment at the Admissions Office or by calling 860.253.3010.

## IMMUNIZATION REQUIREMENTS

For students born after December 31, 1956, Connecticut State Law requires that all full-time (degree-seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps, rubella and varicella. Proof includes such documentation as a physician-signed Immunization Form (available in the ACC Admissions Office), a medical record, a physician's statement, or elementary or secondary school health record. Students must have documentation of two (2) doses of each vaccine administered before they will be permitted to register.

The first dose must be given on or after the first birthday and the second at least one (1) month later to insure adequate immunization. Exemptions will be granted only (1) for medical reasons, confirmed by a physician's statement; (2) if you have had measles, mumps, rubella and/or chicken pox and have a physician's or health department certificate stating so (ie. Titer Test results); or (3) if your religious beliefs do not allow you to be vaccinated and you sign a statement to that effect. If you claim a religious or medical exemption and there is an outbreak of measles, mumps, rubella or chicken pox on campus, you may be excluded from college activities, including classes and exams.

## SPECIAL COOPERATIVE PROGRAMS

### New England Regional Student Program

The Board of Regents adopts the following recommendations of the New England Board of Higher Education (NEBHE) for reciprocity among the New England states through the New England regional student program, with the reservation that priorities go to Connecticut students in the event of budget and/or space limitations.

Nonresident students whose traveling time would be less if attending a Connecticut community college than if attending a similar in-state institution are permitted to attend the Connecticut institution at the NEBHE tuition rate, which is 50 percent above the resident tuition rate, pursuant to section 10a-67 of the general statutes, as amended.

Nonresident students who wish to enroll in a Connecticut community college degree program that does not exist in their home states are permitted to enroll in such program at the NEBHE tuition rate. NEBHE students must be enrolled in a degree program.

## HIGH SCHOOL PARTNERSHIP PROGRAM

Developed by the Connecticut State Colleges and Universities Board of Regents for Higher Education, this program provides the opportunity for a junior or senior to experience college while still in high school.

For students to participate, their high school must have a partnership contract signed and on file with the College. Currently school systems in East Granby, East Windsor, Ellington, Enfield, Granby, Somers, Stafford Springs, Suffield, and Windsor Locks have contractual agreements with Asnuntuck Community College.

Tuition and fees for students in this program are paid for by the Board of Regents and apply toward General Fund (fall and spring semester) credit classes.

Admission guidelines are as follows:

- Juniors and seniors who apply must have a minimum scholastic average of 80 percent.
- Participation in all college courses is on a space-available basis.
- Participating students will be responsible for the cost of books and transportation.
- Subject to the limitation on the number of high school students who may be admitted to the program based on resources available to the community colleges as a whole, the College and the school district should agree upon the total number of participating students prior to the beginning of each semester.

Transfer of these courses to other colleges is evaluated in the same manner as any other college credit transfer. For more information, contact the Admissions Office at 860.253.3010.

## COLLEGE CAREER PATHWAYS

College Career Pathways credit from Asnuntuck Community College is available to high school sophomores, juniors and seniors in 11 area schools. College Career Pathways, a federally funded program, allows students to earn up to 13 FREE college credits by taking classes at their high school that have been approved through Asnuntuck Community College. Students apply for College Career Pathways at their high school and can enroll in three core areas, including, math, science and a career-related area (e.g. accounting, early childhood devel-



opment, digital photography, business, etc.). Students are able to apply the credits they have earned toward a degree or certificate program at Asnuntuck Community College or transfer them to another college or university.\* Applications must be submitted at the high school. See high school guidance office for specific dates. For additional information, please contact Julie Cotnoir, College Career Pathways Coordinator, at 860.253.3019. Visit us on the Web at [www.asnuntuck.edu/admissions/college-career-pathways](http://www.asnuntuck.edu/admissions/college-career-pathways).

\* Most colleges accept incoming community college credit. The final decision is dependent on the accepting college's transfer policy.

## COLLEGE CONNECTIONS

Asnuntuck Community College has established a series of technology programs designed to provide high school juniors and seniors with opportunities to consider career paths in manufacturing.

Through the College Connections program, students from local high schools can participate in a series of courses in electronics, machine, and welding technologies and related subject matter and can earn both high school and college credit.

The program provides basic and advanced technology education directed specifically at the needs of the school population and the requirements of the employer community in North Central Connecticut.

The College Connections coursework involves both classroom and manufacturing lab settings and includes regularly scheduled exams and independent assignments. The classes are conducted at Asnuntuck Community College during the regular school day. College credits earned through the College Connections program can be used towards **Manufacturing Technology** certificate and degree programs at Asnuntuck.

The program offers the unique opportunity for high school junior and senior students to gain high school and college credit as well as the ability to establish long-term manufacturing technology competencies and an appreciation for continuous learning and improvement.

## CROSS-REGISTRATION PRIVILEGE

A cross-registration privilege exists for students who register for General Fund courses at multiple colleges within the state system of higher education. A student who has proof of payment for the maximum full-time tuition at their "home" institution is exempt from further charges at a state university, the University of Connecticut or another community college. A student who has paid the tuition and fees of a part-time student at their "home" institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student, if the student's combined registration at both institutions would classify him or her as a full-time student. If you are a financial aid recipient and you are attending another higher education institution at the same time, please see the Financial Aid Office. This exchange privilege is offered on a space-available basis only. Connecticut community college students can register any time during in-person registration. All students interested in this special cross-registration plan should contact the Registrar's Office at 860.253.3015.

# Academic Policies and Procedures

## Academic Credit Hour Definition

Asnuntuck Community College is in compliance with the federal definition of credit hour. For each credit hour, the College requires, at a minimum, the equivalent of three hours of student academic work each week. For instance, a typical 3 credit class during a 15 week semester involves a minimum of 9 hours of work per week. Academic work includes, but is not limited to, direct faculty instruction, e-learning, recitation, laboratory work, studio work, field work, performance, internships and practica. Additional academic activities include, but are not limited to, reading, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Student work reflects intended learning outcomes and is verified through evidence of student achievement.

## SEMESTER HOUR DEFINITION

Courses designated by semester hour are intended to prepare students for credit hour course work. Semester hour designations have expectations of 50 minutes of classroom or direct faculty instruction and a minimum of 2 hours of student work outside of class each week for each semester over approximately 15 weeks (semester hour courses do not count towards graduation).

## GRADES AND GRADE POINTS

Letter grades are given at the end of each semester to indicate how well a student has met the goals established for each course. For each letter grade, there is a corresponding number called a grade point. These are used to calculate a student's grade point average, or GPA.

### GRADES, GRADE POINTS AND GPA:

#### **GRADE POINTS GRADE EXPLANATION**

A . . . . .	4.00 . . . . .	outstanding
A- . . . . .	3.70 . . . . .	outstanding
B+ . . . . .	3.30 . . . . .	above average
B . . . . .	3.00 . . . . .	above average
B- . . . . .	2.70 . . . . .	above average
C+ . . . . .	2.30 . . . . .	average
C . . . . .	2.00 . . . . .	average
C- . . . . .	1.70 . . . . .	average
D+ . . . . .	1.30 . . . . .	below average
D . . . . .	1.00 . . . . .	below average
D- . . . . .	0.70 . . . . .	below average
F . . . . .	0.00 . . . . .	fail — Appears on transcript and counts in the GPA.

## ADMINISTRATIVE NOTATIONS NOT USED IN CALCULATING THE GPA:

### GRADE EXPLANATION

AU 0.00 audit (not for credit)  
*Students may change from credit to audit or from audit to credit only until the last day for audits.*

I 0.00 incomplete  
*Temporary grade assigned to a student by the instructor. Course work must be completed by the end of the tenth week of the next standard semester. Student obtains an Assignment of Incomplete form from the Registrar and the instructor submits it with the final grade roster. Please note that although a student may request an Incomplete, the instructor is not required to honor the request.*

N 0.00 no basis for a grade

M 0.00 maintaining progress  
*Used only for developmental courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.*

P 0.00 pass

TR 0.00 transfer  
*Assigned by the Registrar*

W 0.00 withdrawal  
*Assigned by the Registrar*

## GRADE POINT AVERAGE (GPA)

The grade point average is a numeric representation of your cumulative performance at ACC. To calculate your GPA, multiply the grade point for each course, add up all the number of credits for that course, add up all the resulting grade point totals and divide by the total number of credits.

*Example:* In one semester you take five courses, each for 3 credits, and receive these grades:  
 A, B, B+, C+, C

To calculate your semester GPA, multiply each grade point by the number of credits:

4.0	x	3	=	12.0
3.0	x	3	=	9.0
3.30	x	3	=	9.9
2.30	x	3	=	6.9
2.0	x	3	=	6.0
		Total	=	43.8

Divide the total number of grade points by the number of credits:

$$43.8/15 = 2.92$$

## FRESH START OPTION

### 3.8.1 FRESH START

1. Colleges shall have a policy, called Fresh Start, which will allow students who have not attended college for a period of two or more years and who have a poor academic record to refresh their Grade Point Average (GPA) and develop a more favorable academic record. Students accepted for enrollment under Fresh Start will meet with a designated college official to determine their academic status for re-entry into the College.
2. All grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is invoked will include a transcript symbol indicating that the policy is in effect. The original GPA will not be included in any subsequent computation of the new GPA. If the Fresh Start option is approved, all grades included in the Fresh Start term(s) will have a grade notation (^) added to the grades. The student will receive credit for courses with a grade of C- or above, including "P" (Pass).
3. The Fresh Start option can be used only once.
4. The Fresh Start option does not apply to any completed degree or certificate.
5. A student must complete a minimum of 15 credits after returning to college under the Fresh Start option to be eligible for a degree or certificate, and for graduation honors.
6. Each college is responsible for developing its own procedures for managing Fresh Start, including where and how the student applies, what forms are used, who approves the application, and how the student's progress is monitored.

*(Adopted July 28, 2003; amended June 19, 2006)*

## REPEATED COURSES

Courses may be repeated for a higher grade. No course may be repeated more than twice. All grades will be entered on the student's record, but only the highest grade earned will be computed in the grade point average. A student may receive credit for the same course only one time.

## INCOMPLETE GRADES

An incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the semester and who has received a written time extension from the instructor.

A student requesting an incomplete must:

- have completed 75% of the course work prior to the request

- request the incomplete from the appropriate instructor
- if granted, sign the "Assignment of an Incomplete" form. The instructor will indicate on the form the grades that have already been earned by the student and the work that remains to be completed.

The instructor must send a copy of the form, with appropriate signatures, to the Registrar's Office by the semester grade deadline.

The coursework must be completed per the instructor's expectations and the deadline may not be extended beyond the 10th week of the next standard semester (Fall or Spring). Incompletes not updated will convert to the grade indicated on the original form. The "I" will convert to an "F" if no grade is indicated.

## COURSE SUBSTITUTIONS AND PREREQUISITE WAIVERS

Course Substitution and Prerequisite Waiver forms are meant to ensure that course substitutions and prerequisite waivers are well documented. The process for a course substitution or a prerequisite waiver request can be initiated by a student, advisor or faculty member. The forms are available in the counseling area.

## AUDITING COURSES

A student may request audit status from the Registrar. An audited course confers no credit, grade, or quality points. Auditors pay tuition and fees at the same rate as students taking the course for credit. Financial Aid does not cover audited courses. Students must complete an Audit Form obtained from the Registrar's Office.

In order to register as an auditing student, the prospective student must meet all college requirements and obtain the consent of the instructor.

Although auditors are not required to complete examinations or other academic exercises in the course, details of the auditor's participation in class activities will be determined by prior agreement between the student and the instructor. Audited course(s) will be shown on the student's transcript with the symbol "AU" in the grade column and will not carry any credit hours or quality points. An audited course does not meet any prerequisite.

A student may not register as an audit student until the first day of classes. Changes from credit to audit are not permitted after the fourth week of class. Changes from audit to credit must occur before the end of the fourth week of class and with the written permission of the instructor.

## ADD/DROP AND WITHDRAWAL POLICY

Once a semester has begun, course schedule changes can be made in various ways. Changes made to a course schedule that increase or decrease total number of credits in which a student is enrolled will affect billing and financial aid.

**Students should carefully review the Financial Aid and Tuition and Fees sections of this catalog before making schedule changes and meet with a Financial Aid counselor to determine any impact.**

### ADD/DROP AND COURSE WITHDRAWAL

Courses may be added to a student's schedule through the first seven (7) days of a standard semester (fall or spring). Students may drop or add a class:

- online at <http://my.comnet.edu>,
- in person at the Registrar's Office,
- or by faxing an Add/Drop form to 860.253.3016.

It is the student's responsibility to contact the instructor and make up missed work if the course added has already met.

Courses may not be added on or after the eighth (8<sup>th</sup>) calendar day after classes begin. Students who wish to add after this date can consider our late-start schedule.

*Courses that do not meet for the standard fifteen (15) weeks, including Summer session, Wintersession, accelerated, and late-start courses, have their own add/drop/withdraw deadlines. These deadlines are relative to the length of the course. In some cases the add/drop period can be as short as one day. Please consult your instructor the Registrar's website for applicable dates.*

### DROPPING AND WITHDRAWING FROM A COURSE

Courses **dropped** during the Drop Period - the first fourteen (14) days of each standard semester - will not appear on students' academic transcripts, but affect billing and financial aid.\*

After the Drop Period, a course withdrawal is reflected by a "W" notation on a student's transcript. A student may withdraw from a course through the end of the eleventh (11<sup>th</sup>) week of the semester, but the instructor's signature (or an email directly from the instructor to the Registrar) is required to withdraw after the sixth (6<sup>th</sup>) week of the semester. Students are encouraged to meet with a financial aid counselor to determine the impact that a withdrawal will have on financial aid awards.

A student may not obtain a transcript notation of "W" in a course if there exists a substantial reason to believe that the student has engaged in academic misconduct in the course. A transcript notation of "W" will only be permitted for such students when the final resolution of the case is a finding that the student did not commit the alleged academic misconduct in the course.

### TRANSCRIPT & FINANCIAL IMPACT OF DROPPING OR WITHDRAWING FROM COURSES

STANDARD 15 WEEK SEMESTERS (FALL & SPRING)\*\*

Any change in the number of credits in which a student is enrolled can have an impact on Financial Aid. Meet with a Financial Aid counselor to determine any impact.

TIMING OF DROP/WITHDRAWAL	IMPACT ON TRANSCRIPT	FINANCIAL IMPACT	INSTRUCTOR SIGNATURE REQUIRED?
Before semester begins	Course will not appear	Fees not refunded 100% tuition refunded	No
Semester weeks 1-2 (Drop Period)	Course will not appear	Fees not refunded 50% tuition refunded	No
Semester weeks 2-6	"W" recorded	Fees not refunded Tuition not refunded	No
Semester weeks 7-11	"W" recorded with instructor permission	Fees not refunded Tuition not refunded	Yes
Semester weeks 12-15	Grade calculated based on work completed	Fees not refunded Tuition not refunded	n/a, withdrawal not permitted

*\*\*Courses that do not meet for the standard fifteen (15) weeks, including Summer session, Wintersession, accelerated, and late-start courses, have their own add/drop/withdraw deadlines. These deadlines are relative to the length of the course. In some cases the add/drop period can be as short as one day. Please consult your instructor the Registrar's website for applicable dates.*

## ACADEMIC ADVISING

*Academic advising is a partnership between student and advisor that empowers students to reach academic, career and lifelong learning goals. Through an educational process, students learn to make informed decisions to optimize their academic experience.*

- NEW students meet with an Academic Advisor in the Center for Advising & Student Achievement (C.A.S.A.) to become oriented to the advising process and to plan their first semester of coursework.
- CONTINUING students should contact their Assigned Faculty Advisor to plan future semesters and talk about course options. Faculty Advisors are assigned once a student has registered for classes and are assigned according to a student's declared program of study. Faculty advisors send their advisees an email with contact information, office hours, and information about setting up an appointment in mid-September (once all students have registered and have been assigned Faculty Advisors).

Advising walk-in hours are held during registration periods which are typically from April to the beginning of September for Summer and Fall registration, and then from November to the beginning of February for Winter and Spring registration. For more information, go to: [www.asnuntuck.edu/advising](http://www.asnuntuck.edu/advising)

## CENTER FOR ADVISING & STUDENT ACHIEVEMENT (C.A.S.A.)

### ACADEMIC ADVISING

New students are encouraged to meet with an Academic Advisor to discuss initial goals, full or part time status, placement results, and course options. It is essential that new students check in with an Academic Advisor to make sure that he or she is on the right track in the first semester. Academic Advisors can review transcripts, provide unofficial transcript evaluations, and can verify prerequisites that have been completed at other institutions of higher education. Most importantly, Academic Advisors want to make sure that the student is set up for success in the first year and beyond.

### TRANSFER ADVISING

Students intending to transfer should meet with the Academic & Transfer Advisor as early as their first semester. Once a program of study has been selected, students are encouraged to meet with the Academic & Transfer Advisor each semester to make sure they are fulfilling major requirements and enrolling in courses transferable to their chosen school(s). Visit the Transfer

Services website [www.asnuntuck.edu/transfer](http://www.asnuntuck.edu/transfer) for more information about the transfer process.

### CAREER DEVELOPMENT

Whether you are established in your career field of choice, still searching for that right fit, or working on moving up, ACC has career services to help you succeed. Asnuntuck supports students in choosing majors, exploring career options and paths, creating resumes, networking, and many other career development processes. We provide workshops and programs throughout each semester, and a variety of resources are accessible on our website and in C.A.S.A. The Academic & Career Advisor, is also available for scheduled one-on-one appointments. For more information, please visit: [www.asnuntuck.edu/career](http://www.asnuntuck.edu/career)

### TITLE IX & DIVERSITY

Sexual Misconduct is a serious issue that affects college students, impeding their ability to participate fully in their studies. At Asnuntuck we are committed to having an informed campus that understands reporting responsibilities and is aware of available campus resources critical to creating a culture of caring and compassion in support of our students and community.

A Title IX coordinator's core responsibilities include overseeing the school's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports, disclosures and complaints. This means that the Title IX coordinator must have knowledge of the requirements of Title IX, of the school's own policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the school. The Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. To learn more about "Sexual Misconduct Policies" please visit our web site at: [www.asnuntuck.edu/student-services/sexual-misconduct](http://www.asnuntuck.edu/student-services/sexual-misconduct)

## CHANGE OF PROGRAM

Students may change their program by seeing a counselor or a member of the Student Services staff, and by filling out a Declare or Change a Major form available at the Registrar's Office. Students may also change their program at the time of registration. Students receiving veterans' benefits or other forms of financial aid should be aware that program changes may be restricted.

## STUDENT STATUS

The College does not classify students as freshmen or sophomores. To qualify for graduation, a student must

meet specific degree requirements, achieve a 2.0 grade point average in the major field of study and a 2.0 overall average. Students should periodically see an academic advisor to ensure they are meeting the necessary program requirements.

## ACADEMIC STANDARDS

### STATEMENT ON SATISFACTORY PROGRESS

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the College.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

*(Adopted October 17, 1993; amended January 28, 2002; amended February 23, 2004; amended September 20, 2004; amended February 14, 2005)*

## ASSOCIATE DEGREES/MULTIPLE

Students who already hold an academic degree may earn a second degree in a different curriculum at Asnuntuck Community College. Such students shall be treated similarly to transfer students with respect to the minimum number of credits they must take for the second degree. This requires that a student meet all program requirements and earn at least 25 percent of the minimum requirements for the new curriculum at Asnuntuck.

A student may earn two degrees simultaneously at Asnuntuck Community College by fulfilling all requirements stated above.

Requests for additional degrees beyond the second require prior approval from the Academic Dean. Students who receive approval must then complete all program requirements, including earning at least 25 percent of the minimum requirements for the new curriculum at Asnuntuck.

Completion of the requirements of an additional program option does not constitute a different degree.

## GRADUATION REQUIREMENTS

It is the student's responsibility to notify the College that he/she wishes to graduate. This is accomplished by submitting an Application for Graduation form. This must be done by: March 31 for the May graduation; August 1 for the August graduation; December 1 for the December graduation. There are no ceremonies for the August and December graduations. August graduates may request to participate in the May Commencement if they are no more than four credits short of their degree or certificate requirements. An Appeal to Participate form must be filled out in the Registrar's Office. December graduates may participate in the Commencement ceremony held the following May.

Students must apply for graduation once all their requirements, except courses in progress, for their degree programs are satisfied. They must have a 2.0 GPA overall, and a 2.0 average in their major requirements. Students who wish to graduate must have their records of all prior semesters in order by the end of the preceding fall semester. Any incompletes earned in the fall, any required transfer credits, or any non-traditional credits needed for graduation must be recorded on the student's record prior to April 1. Students must also satisfy all financial obligations to the College. Failure to meet the above deadlines absolves the school of any responsibility to graduate the student.

## ACADEMIC HONORS

Honors for exemplary academic achievement are awarded to Connecticut Community College students at the end of each semester and at graduation.

### **SEMESTER HONORS**

Full-time students who are matriculated in a certificate or degree program and who successfully complete 12 or more credits of work in a semester with a grade point average of 3.4 or higher shall be recognized by having their names placed on a Dean's List.

Part-time students who are matriculated in a certificate or degree program are also eligible for such recognition when they have completed 12 or more credits of work with a cumulative grade point average of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 or more credits of work with a cumulative grade point average of 3.4 or higher, and at successive intervals of 12 credits.

A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

Students who are in a probationary status are not eligible for Dean's List recognition, even if their cumulative grade point average might otherwise make them eligible.

### **GRADUATION HONORS:**

3.9 to 4.00 grade point average  
Summa Cum Laude or Highest Honors

3.7 to 3.89 grade point average  
Magna Cum Laude or High Honors

3.4 to 3.69 grade point average  
Cum Laude or Honors

An incomplete grade for any class during the semester will make the student ineligible for honors at graduation. However, upon completion of the coursework, if the student has earned the required grade point average, the appropriate level of recognition will be noted on the student's official transcript.

At the Asnuntuck Commencement Ceremony, Associate degree candidates who are members of Phi Theta Kappa Honor Society wear a gold sash. Gold cords are worn by students who are graduating with a 3.7 GPA or higher. The President's Award for Academic Excellence is awarded in recognition of outstanding academic accomplishment of associate degree graduates with a perfect 4.0 cumulative average and is presented at commencement.

Annually, each community college shall determine the students eligible to receive the award in accordance with the following criteria:

- Recipients must be graduating students who have earned a cumulative quality point ratio of 4.0.
- Recipients must have completed the degree requirements of an approved associate degree program and must have completed at least 50% of the degree requirements in residence at the community college awarding the degree.
- Graduates shall not be disqualified from receiving the award on the basis of having a "W" or other similar transcription notation of official course withdrawal(s).

This policy shall be implemented in recognition of the existence and intent of "Fresh Start" policies of community colleges.

## WAYS OF OBTAINING COLLEGE CREDIT

We believe that students should be given the widest possible choice of methods to receive college credit. At the present time, the following different methods are available for students.

### **1. COURSE WORK**

#### **A. CLASSROOM INSTRUCTION**

The foundation of the College is the traditional classroom style course. The majority of course descriptions reflect this. The credit granted is noted in each of those descriptions.

#### **B. INDEPENDENT STUDY/299 COURSE NUMBERS**

The Independent Study program was designed to provide advanced students the chance to study beyond the level of regularly offered courses. Students interested in an Independent Study course should contact a full-time instructor in their area of interest to work out a program of study, objectives, materials, resources to be used, method of evaluation, and length of time needed to complete the program. A student may register after an Independent Study Application has been submitted by the instructor to the Registrar's Office.

A student will be allowed to take one course (3-4 credits) per semester. The maximum number of credits that will be accepted towards a degree will equal no more than nine credits. Exceptions may be granted by the Academic Dean. Students planning to transfer to another institution should contact that institution to determine if it will accept Independent Study credits. Not all institutions will accept Independent Study credits.

**C. DIRECTED STUDY**

A Directed Study is a special arrangement with a full-time faculty member for an approved course, e.g., a course listed in the current college catalog. Class meets as agreed to by the instructor and the student.

**D. SPECIAL TOPICS/298 COURSE NUMBERS**

Each major academic area may offer a Special Topics course. This course is a one-semester offering dealing with issues/content identified as pertinent to the college curriculum but not in the formalized offerings. A specific description for a specific semester is found in registration materials and with staff of Student Services.

**2. CREDIT BY EXAMINATION**

Three types of Credit by Examination are available. Please note that not all colleges will accept credits granted in this manner.

**A. ADVANCED PLACEMENT**

Degree credit will be granted on the basis of scores on the Advanced Placement Examinations administered by the College Entrance Examination Board. Students who earn scores of 3 or higher receive credit for the courses for which the examinations are stipulated as measures.

**B. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College Level Examination Program (CLEP) tests are designed to measure college-level learning acquired outside of the college classroom through independent reading, job training, accelerated high school courses, or other life experience and non-traditional sources.

Degree credit, to a maximum of 48 semester hours, will be granted on the basis of the College Entrance Examination Board, CLEP policy in accordance with standards established by the College and the Board of Regents. Students must submit official scores of CLEP examinations to the Office of Admissions for evaluation of credit. Students interested in using CLEP credits as transfer credits to other institutions are advised to determine in advance whether the college to which they hope to transfer will accept CLEP credit.

The CLEP program offers two types of examinations:

**GENERAL EXAMINATIONS** provide a measure of undergraduate achievement in five basic areas: English composition, humanities, mathematics, natural science, and social science/history. The tests assess the student's knowledge of fundamental facts and concepts, ability to perceive relationships and understanding of basic principles.

**SUBJECT EXAMINATIONS** measure achievement in undergraduate courses. These tests measure the understanding of fundamental facts and concepts that would normally be covered in a college-level course in a spe-

cific subject area. There are subject examinations available in composition and literature, foreign languages, history and social sciences, science and mathematics, and business. A complete listing of CLEP testing centers and dates can be found at [www.collegeboard.com](http://www.collegeboard.com).

**C. CREDIT BY EXAMINATION NOT COVERED BY CLEP****CHALLENGE EXAMS**

At the discretion of the appropriate instructor and the Academic Dean, a student may take a special examination for credit for a course without having enrolled in that course, usually because of previous studies or experience. Such an examination will be administered and a grade assigned under the direction of the Academic Dean. Contact a counselor for information.

**OVERSEAS ACADEMIC PROGRAMS**

Asnuntuck Community College students may take courses in England, France, Jamaica, Ireland, Germany, Spain, Switzerland, Portugal, Italy, Greece, Mexico, Israel, Costa Rica, Japan, Cyprus, Egypt, Colombia, and China. College students may participate in academic programs in the liberal arts, languages, business programs and areas such as catering and hotel management and filmmaking. These overseas study opportunities are offered through Three Rivers Community College and the College Consortium for International Studies (CCIS). Students are eligible to apply for the same loans or grants that they would be eligible for on the Asnuntuck Community College campus. For further information, contact the Academic Affairs Office.

**TRANSFER**

Four-year institutions, public and private, Connecticut and out-of-state, all have unique procedures and requirements for acceptance of community college students and credits in transfer.

Students intending to transfer are encouraged to take advantage of the services and resources provided by the Transfer Services office as early as their first semester. Transfer planning information including equivalencies, agreements, and pathways are available on the Transfer Services website: [www.asnuntuck.edu/transfer](http://www.asnuntuck.edu/transfer).

Transfer events are regularly scheduled throughout the academic year including a large college fair, information sessions, luncheons, and Transfer Tuesday visits. Students are strongly encouraged to participate in transfer programs and events to explore potential transfer options.

Once a program of study has been selected, students are also encouraged to meet with the Transfer Advisor each semester to make sure they are fulfilling major requirements and enrolling in courses which are transferable to their chosen school(s).



Asnuntuck Community College has established several guaranteed admission agreements with colleges and universities, including University of Connecticut, the Connecticut State Universities, American International College, Albertus Magnus College, Bay Path University, the University of St. Joseph, and Sacred Heart University. Specific eligibility requirements apply to each of the programs. The following information outlines the criteria for each program, but interested students are encouraged to meet with the Transfer Advisor during the first semester at ACC for further information.

## TRANSFER TO ASNUNTUCK

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

11. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the Connecticut State Colleges and Universities Board of Regents for Higher Education.
12. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
13. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least twenty-five percent of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.
14. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty

courses from a non-specially accredited program, the College shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

15. This policy shall appear in all college catalogs.

(Adopted January 16, 1973; amended November 19, 1979; amended May 16, 2005; amended May 21, 2007)

## TRANSCRIPTS

In compliance with the Family Educational Rights and Privacy Act (FERPA), transcripts may only be obtained while securely logged in to your student account or with a signed request form. Transcripts may be requested in the following ways:

### ONLINE

- Any student who attended after 1983 can request an eTranscript using our third party transcript processing service. eTranscripts are official and can be provided to a valid email address on the same day of the request.
- Current or recent (within 2 1/2 years) students have active accounts with the College and should request a transcript using their myCommNet account.

### IN PERSON

- Students must complete and sign a Transcript Request Form at the Registrar's Office. Official transcripts are processed once daily and will be mailed directly to the address indicated on the form.

### BY MAIL/FAX

- Mail or fax a completed and signed Request Form to the Registrar's Office. This form can be obtained in the Registrar's Office or downloaded from our website.

Transcripts are provided free-of-charge but are not processed while-you-wait. In order to obtain a transcript, the student must be in good financial standing with the college.

The end of each semester is a busy time for transcript requests please allow at least one week for processing during this time.

# Tuition and Fees

## SCHEDULE OF TUITION AND FEES (2016-2017)

TUITION	AMOUNT
1. Full-Time Student—per semester: (1)	
a) CT and Massachusetts resident (2) . . . .	1,860.00
b) Out-of-State resident . . . . .	5,580.00
c) NEBHE . . . . .	2,790.00
2. Part-Time Student—per semester hour:	
a) CT and Massachusetts resident (2) . . . . .	155.00
b) Out-of-State resident . . . . .	465.00
c) NEBHE . . . . .	232.50

### GENERAL FEES

#### COLLEGE SERVICES FEE

##### (CT and Massachusetts residents)

1. Full-Time Student—per semester . . . . .	224.00
2. Part-Time Student—per semester:	
a) Through 4 credits . . . . .	95.00
b) Average of \$16.00 for each additional credit up to a maximum of 224.00	

#### STUDENT ACTIVITY FEES

1. Full-Time Student—per semester . . . . .	20.00
2. Part-Time Student—per semester . . . . .	10.00

For New England Board of Higher Education (NEBHE) and non-resident (out-of-state) tuition and fees schedule, please visit <http://www.asnuntuck.edu/tuition-fees>.

#### MANDATORY USAGE FEES

1. Laboratory Course Fee . . . . .	91.00/course
2. Studio Course Fee . . . . .	97.00/course
3. Excess Credits Tuition Charge (for more than 17 credits) . . . . .	100.00

#### EDUCATIONAL EXTENSION FEES

1. Credit Courses—per semester hour	
a) Regular academic year . . . . .	168.00
b) Summer Session . . . . .	168.00
2. Non-Credit Courses	
* Rate set on a per-course basis dependent upon course offered.	

SPECIAL FEES	AMOUNT
1. Application Fee:	
Full-Time Student . . . . .	20.00
Part-Time Student . . . . .	20.00
2. Program Enrollment Fee . . . . .	20.00
3. Late Registration Fee . . . . .	5.00
4. Late Payment Fee . . . . .	15.00
5. Installment Plan Fee . . . . .	25.00
6. Returned Check Fee . . . . .	25.00
7. CLEP Service Fee . . . . .	15.00
8. Academic Evaluation Fee . . . . .	15.00
9. Portfolio Assessment Fee . . . . .	100.00
10. Replacement of Lost ID . . . . .	10.00

All tuition and fees subject to change without notice.

## FOOTNOTES AND EXPLANATIONS

1. Students enrolled in Tuition Fund courses and/or Educational Extension Fund courses carrying 12 semester hours or more in total will be classified as full-time students for general fee purposes.
2. Waivers:
  - a. Complete a waiver of tuition for a dependent child of a person missing in action or former prisoner of war.
  - b. See Waiver of Tuition for Veterans, page 21.
  - c. The application fee and all general fees except Lab and Studio fees shall be waived for any Connecticut resident 62 years of age or older who has been accepted for admission. Tuition shall be waived for any Connecticut resident 62 years of age or older who has been accepted for admission, provided at the end of the regular registration period, there is space available in the course in which the person intends to enroll. The requirements for eligibility under this provision shall include the presentation of appropriate evidence of age.

- d. Tuition may be waived or remitted by the President, or his/her designated appointee, for any in-state student who demonstrates substantial financial need and who is enrolled on a full-time or part-time basis in a degree or certificate program or a pre-college remedial program.
- i. Tuition shall be waived for any student attending the Connecticut State Police Academy who is enrolled in a law enforcement program at the Academy which is offered in coordination with a community college which accredits courses taken in the program. This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the College.
- b. Tuition fees of any eligible member of the Connecticut Army or Air National Guard shall be waived. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must (1) be a resident of Connecticut, (2) present certification by the Adjutant General or his or her designee as a member in good standing of the Guard, and (3) be enrolled or accepted for admission to a community college on a full-time or part-time basis in a degree granting program. The tuition waiver shall be reduced by the amount of any educational reimbursement received from an employer.
- c. The community college presidents are authorized to waive the student activity fee only for students enrolled in Tuition Fund financed courses offered at off-campus locations.
- d. Tuition is waived for any Connecticut resident who is a dependent child or surviving spouse of a specified terrorist victim, as defined in section 1 of Public Act No. 02-126, who was a resident of Connecticut.

## REFUND POLICY

### I. Non-refundable Fees

The College services fee and student activity fee paid by all students registering for tuition courses, or credit extension courses, are non-refundable, except when course sections canceled by the college would result in a change in fees otherwise due.

### II. Tuition Courses

#### A. REFUND SCHEDULE—GENERAL

For notice of withdrawal received prior to the first day of college classes for that semester, refund of one hundred percent of total tuition paid will be granted for both full-time and part-time students.

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

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

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

#### B. REFUND SCHEDULE—ARMED SERVICES

One hundred percent refund of tuition and fees will be granted to students entering the armed services before earning degree credit in any semester, upon submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers.

#### C. SPECIAL FEES

The following special fees are non-refundable: application fee, program enrollment fee, late registration fee, graduation fee, replacement of lost ID card fee, academic evaluation fee, portfolio assessment fee.

#### D. STUDENTS COVERED

For purposes of the refund policy outlined above, an individual is considered a student when he or she has registered and paid, in part or full, either by cash or by obligation, by the first day of class.

#### E. PUBLICATION OF PAYMENT AND REFUND POLICIES

All colleges will insert in their college catalogs and brochures the information concerning tuition payment and refunds contained in this policy.

#### F. SPECIAL WAIVERS

College presidents are authorized to modify the tuition refund policy for specific students on a case by case basis under the following extenuating or extraordinary circumstances: severe illness documented by a doctor's certificate; erroneous advisement by the college; and military transfer. Other extenuating or extraordinary circumstances may also be considered upon written request submitted by a college president to the Board president. Exceptions which should not normally be considered include change in job, normal illness, and poor decision or change of mind by a student.

### III. Extension Account Credit Courses

A student who withdraws by the last business day before the first class meeting of the course(s) is entitled to a full refund of all tuition paid. A request for withdrawal must be received by the president or his/her designee no later than the end of the last regular business day of the College before the first meeting of the course(s).

A student reducing his or her extension account course load will be entitled to a full refund of tuition paid, appropriate to the course(s) dropped, provided the request for refund is received by the president or his/her designee no later than the end of the last regular business day of the College before the first class meeting of the course(s).

No refund will be made after the first class meeting of the course except in cases of serious illness or other extraordinary circumstances, at the discretion of the college president or his/her designee. If a class is canceled, a full refund of extension account course fees will be made.

### IV. Refund Policy for a Complete Withdrawal from Courses for Students Participating in Federal Title IV Student Aid Programs

#### **RETURN OF TITLE IV FUNDS:**

In accordance with Federal regulations, beginning July 1, 2000, financial aid eligibility will be recalculated for all Title IV\* recipients who completely withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of the semester.

The recalculation is based on the percent of EARNED aid using the following formula:

Percent earned = Number of days completed up to the withdrawal date\*\* divided by the total days in the semester.

Federal financial aid is returned to the Federal Government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

Of the aid to be returned, the school pays the lesser of the Title IV aid disbursed minus (the percentage of Title IV aid earned multiplied by the amount of Title IV aid disbursed or that could have been disbursed) OR the amount of institutional charges multiplied by the percentage of

Title IV aid unearned. The student may be responsible for returning a pro-rated percentage of the difference between the total unearned Title IV aid to be returned minus the amount of unearned Title IV aid to be returned by the school. The student is also responsible to repay the institution the amount the institution returned to the Federal Government. Failure of the student to return the amount owed will result in an overpayment, which will block any future financial aid disbursements at any institution until the overpayment is resolved.

\*Title IV Aid includes Federal PELL Grant, Federal SEOG Grant, Federal Direct Stafford Loans (Subsidized and Unsubsidized), and Direct PLUS Loans.

\*\*Withdrawal Date is defined as the actual date the student began the institution's withdrawal process, the student's last day of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.

Samples of the calculations are available upon request in the Financial Aid Office.

## ACCIDENT INSURANCE

Enrolled students are carried automatically by group accident insurance while they are in class or attending a college function. Students may purchase 24-hour accident and sickness insurance through this policy. Students who wish to inquire about health insurance should contact the Dean of Students Office 860.253.3020.

# Financial Aid

## STUDENT FINANCIAL ASSISTANCE

Asnuntuck Community College makes available to its students a variety of financial assistance programs. The objective of the student financial aid program at ACC is to provide financial aid to those students who, without such assistance, would be unable to pursue their program of study at the College. For this reason, all grant aid awarded by the College is based on financial need. Financial need is determined through the use of a financial need analysis system approved annually by the U.S. Department of Education. Utilizing federal, state, and institutional funds, the College operates grant, work-study and loan programs in order to cover the student's direct costs (tuition, fees, and books) whenever possible.

1. **GRANT PROGRAMS:** Grants are gifts of aid to students, which normally would not have to be repaid. However, if a student completely withdraws from classes prior to the 60% point of the semester, the student may owe a partial repayment for any Title IV funds received and not earned (Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Loans).<sup>\*</sup> Other available grants include the Governor's Scholarship Program and the Asnuntuck Community College Grant.

<sup>\*</sup>For more detailed information, see Refunds/Return of Title IV Funds in the current Program and Course Schedule or contact the Financial Aid Office at 860.253.3030.

2. **WORK-STUDY PROGRAM:** The College offers opportunities for employment on campus in various departments to eligible financial aid recipients. Jobs include custodians, office assistants, library assistants, and peer tutors, all at competitive pay rates.
3. **LOAN PROGRAMS:** All loans certified and issued by the College must be repaid. Terms and interest rates vary significantly among the different programs. The College participates in the Federal Direct Loan Program: Direct Loans (Subsidized and Unsubsidized), and Direct Parents' Loans for Undergraduate Students (PLUS).

In accordance with Federal regulations, a Student Financial Aid Ombudsman has been appointed. The Ombudsman will work with student loan borrowers to

informally resolve loan disputes and problems from an impartial and independent viewpoint. The Ombudsman helps borrowers having problems with Direct Loans, Subsidized and Unsubsidized Stafford Loans, PLUS Loans (for parents) and Consolidation Loans. If your student loan complaint is justified, the Ombudsman will work with you and the office, agency, or company involved in the problem to seek a reasonable and fair solution.

On your behalf, he/she will contact offices within the U.S. Department of Education, private lenders/banks and loan guaranty or servicing agencies. The Ombudsman's Office recommends solutions, but doesn't have the authority to reverse decisions. To contact them, call 877.557.2575, or visit their website at [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov).

## APPLICATION PROCEDURE

Each academic year, all applicants must complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA if you filed last year. Although you may complete a paper FAFSA, FAFSA on the Web is recommended for best results. Simply log on to [www.asnuntuck.edu](http://www.asnuntuck.edu), click on ADMISSIONS, then select FINANCIAL AID from the list. Click on FINANCIAL AID INSTRUCTIONS & ELECTRONIC FILING and follow the step-by-step instructions. Be sure to list Asnuntuck's Federal Code number (011150) in Step 6. Once your information is processed, it will be sent to us electronically. You will then receive an email from us requesting documents necessary to complete your Financial Aid file.

Financial aid application materials are available from the Student Financial Aid Services Office during office hours and will also be mailed in response to a telephone or written request. For further information, please call the office at 860.253.3030, email us at [AS-FinAid@asnuntuck.edu](mailto:AS-FinAid@asnuntuck.edu), or go to [www.asnuntuck.edu](http://www.asnuntuck.edu). Click on my CommNet. Enter your NetID and password. Select Student tab. Click on Student Self-Service and select Financial Aid.

The Asnuntuck Community College Foundation offers a variety of scholarships to students of the College. Guidelines and the Application Form are available at [www.asnuntuck.edu/about/scholarships](http://www.asnuntuck.edu/about/scholarships) or from the ACC Foundation office at 860.253.3041.

# SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS

## PREFACE

In March 2005, the Connecticut Community Colleges approved a uniform academic progress policy for all students receiving financial aid. Recent changes to federal regulations (effective July 1, 2011) have required the Connecticut Community Colleges to make updates to this policy. This updated standard is reflected in the policy statement below and is effective with the Fall 2011 semester. Questions concerning this revised policy should be addressed to the Director of Student Financial Aid Services at Asnuntuck Community College.

## POLICY

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

A student must successfully complete two-thirds (66.66%) of the credits (earned credits/attempted credits) s/he attempts. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, non-credit remedial courses (with appropriate credit equivalency evaluation), and ESL courses will also be included in this assessment. Transfer credits will be counted as both attempted and earned credits in the calculation for determining satisfactory academic progress.

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

Earned Credits	Minimum GPA
<15.99	1.50
≥16.00	2.00

A student's cumulative academic history will be evaluated at the end of each enrollment period and prior to the subsequent term's financial aid disbursement. This policy will be used to evaluate all students, regardless of their enrollment level.

## Repeated/Audit Coursework

Financial aid recipients are limited to one repetition of a previously passed course in their program of study. A second repetition of a previously passed course will not be eligible for financial aid payment. Audit courses are not financial aid eligible.

## Communication

A student will receive notification prior to the start of a period of enrollment via postal mail or email that will describe any changes to the status of his or her academic progress. Updates to academic progress standing are also available to students through the use of myCommNet online access (<http://my.commnet.edu>).

## Maximum Credit Hours

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

## Financial Aid Warning

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Warning. The warning period will be the student's next semester or period of enrollment at the College. The College will communicate the Warning status to the student and inform the student that s/he must meet the academic progress standard by the end of the subsequent enrollment period in order to maintain eligibility to participate in the financial aid programs at the College.

## Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible for the financial aid programs at the College. The College will communicate the Termination status to the student and inform the student of the available Reinstatement and Appeal Process.

## Reinstatement Policy

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

**Appeal Process**

A student may request consideration for reinstatement to the financial aid programs through the following Appeal Process:

If the student feels his/her failure to meet the minimum satisfactory academic progress standard was the result of an unusual or extraordinary situation that affected successful progression, the student may appeal to the Financial Aid Office. Some personal mitigating circumstances could include illness or injury of the student or dependent of the student; a death in the family; or other undue hardship as the result of special circumstances. An appeal form is available online or in the Financial Aid Office.

To provide consistency in decision-making, a Financial Aid Administrator will make all appeal decisions in a timely manner after the receipt of the appeal form. The student must: 1) explain the extenuating circumstances causing the non-compliance; 2) substantiate it with third party documentation, (i.e. letter from the doctor who treated the student); and 3) give a detailed explanation of specifically what has changed that will allow satisfactory progress to be demonstrated at the next evaluation.

If the appeal is approved but the student is not mathematically able to return to satisfactory academic progress at the conclusion of the next enrollment period, a Financial Aid Administrator will implement an appropriate academic plan for the upcoming semester with the student. In most cases, the terms of the academic plan will be as follows:

1. Register for a minimum of six (6) credits and successfully complete one hundred percent (100%) of the credits attempted for that semester; and,
2. Successfully complete these courses with a minimum GPA of 2.0.

At the end of the semester, grades will be reviewed. If the student has met the required terms, the student may continue to receive financial aid the following semester. The student's progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with Asnuntuck's Standards of Satisfactory Academic Progress.

If the student's appeal is denied, the student will receive a letter by email or postal mail. If the student is already registered for the upcoming semester, the student is responsible for any monies owed the College. If the student pays for the next semester and successfully completes his/her classes with grades of a "C" or better, the student may appeal again at the end of that semester.

# Student Services

## COUNSELING SERVICES

The College's counseling staff offers personal assistance with those concerns that may affect a student's ability to find academic success. Transfer, adjustment, and career counseling as well as academic advising are available to students. It is our goal to offer referral resources and other supportive services, so that greater academic success may be realized.

## PERSONS WITH DISABILITIES

Asnuntuck Community College is committed to providing an equal educational opportunity and full participation for qualified students with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973. The College strives to provide equality of access through academic adjustments, auxiliary aids and services determined to be appropriate to address those functional limitations of the disability which adversely affect educational opportunity.

The Board of Regents for Higher Education and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it may form a barrier that prevents full participation in valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access to valued experience, activities, and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

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

This statement is intended to reaffirm the Board's commitment to affirmative action and equal opportunity for all people and in no way to replace the Equal Opportunity Policy Statement.

## STUDENT DISABILITIES SERVICES

We welcome students with disabilities and seek to provide opportunities for a positive college experience. Notification of a disability, with supporting documentation, should be submitted to the Coordinator of Student Disability Services in order to determine appropriate and reasonable services, academic adjustments and implementation. Individual services are consistent with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and are provided to each eligible student. Requests accompanied by appropriate documentation can be submitted at any time. Students with disabilities are advised to contact Interim Associate Director of Human Resources, Cheryl Cyr, Section 504/ADA Coordinator, [ccyr@asnuntuck.edu](mailto:ccyr@asnuntuck.edu) (860) 253-3045.

For more information on Student Disability Services including an overview of disability services, the roles and responsibilities of the Coordinator of Student Disability Services, the student, and faculty, please visit our website at <http://www.asnuntuck.edu/disabilityservices>.

## VETERAN EDUCATIONAL BENEFITS

Veterans and Connecticut National Guard members who are eligible for State of Connecticut and/or Veterans Administration Education Benefits must see the Financial Aid Office each semester in order to be certified for their entitlement. Educational assistance is available from the Veterans Administration under the following programs:

- Chapter 30 The Montgomery GI Bill
- Chapter 31 Veterans Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill
- Chapter 35 Survivors and Dependents Education
- Chapter 1606 Selected Reserve Program
- Chapter 1607 (REAP) for Reserves and Guard members – activated after 9/11/2001.

For returning active duty, National Guard and Reserve Service members, visit the Department of Veterans Affairs website at [www.gibill.va.gov](http://www.gibill.va.gov) for specific information regarding VA Education Programs. To apply for educational benefits, use the "Apply for Benefits" tab or call the toll-free telephone number 888.442.4551 to reach an Educational Case Manager.



### Connecticut Veterans Tuition Waivers

State statutes provide that tuition at Connecticut public colleges and universities may be waived for:

- any Connecticut resident who is a dependent child or a surviving spouse of a member of the Armed Forces killed in action on or after September 11, 2001 who was a Connecticut resident; and
- state residents who are dependent children of a person whom the Armed Forces has declared to be either missing in action or a prisoner of war while serving in the Armed Forces after January 1, 1960.

College costs other than tuition - such as for books, student activity and course fees, parking and room and board - are not waived. When applying for admission or registering for courses, bring a copy of your separation paper (Form DD-214). Waivers may be reduced by the amount of education reimbursement you may receive from your employer.

Tuition Waivers are for credit courses during the Spring and Fall semesters ONLY and are not provided for Summer Session, Winter Intersession, or Continuing Education/Credit-Free Courses.

#### How to Qualify

To be eligible at a public college or university, veterans must:

- be honorably discharged or released under honorable conditions from active service in the U.S. Armed Forces (U.S. Army, Navy, Marine Corps, Air Force and Coast Guard). National Guard members activated under Title 10 of the United States Code are also included.
- have served at least 90 cumulative days active duty in time of war (see Periods of Service) except if separated from service earlier because of a federal Department of Veterans Affairs (VA) rated service-connected disability; or the war, campaign or operation lasted fewer than 90 days and service was for the duration.
- be accepted for admission at a Connecticut public college or university.
- be domiciled in Connecticut at the time of acceptance, which includes domicile for less than one year.

#### Periods of Service

Those who served in the following manner may qualify for benefits:

- Active duty for at least ninety (90) days:
- World War II - December 7, 1941 to December 31, 1946
- Korean Hostilities - June 27, 1950 to January 31, 1955
- Vietnam - February 28, 1961 to July 1, 1975

- Persian Gulf Era (August 2, 1990 - a date to be determined by Presidential proclamation or federal law - Operations Desert Shield and Desert Storm, Enduring Freedom (Afghanistan) and Iraqi Freedom are included in this category).

**OR**, Engaged in combat or in combat support role in the:

- Lebanon Conflict - July 1, 1958 to November 1, 1958
- Peace-keeping Mission in Lebanon - September 29, 1982 to March 30, 1984
- Grenada Invasion - October 25, 1983 to December 15, 1983
- Operation Earnest Will - July 24, 1987 to August 1, 1990
- Panama Invasion - December 20, 1989 to January 31, 1990

## STUDENT SENATE, ACTIVITIES

The following organizations form the basis for student activities at Asnuntuck. Students are encouraged to become active members of these organizations.

## STUDENT SENATE

The Student Senate helps students shape decisions that affect their education and experiences while they develop leadership skills.

"Our goal as the Student Senate is to serve and represent the student body of Asnuntuck Community College. In addition, the Senate promotes good citizenship and harmonious relationships with the College community. The Senate also provides students with opportunities to participate in leadership and college governance."

The Senate helps to promote extracurricular activities, various student groups, seasonal student functions, fundraisers and improvements to the school. We also represent the student body in assorted committees, including the Curriculum and Standards Committee, the College Council, and the Asnuntuck Community College Foundation.

*Members should have the drive to help and represent their fellow students, work together as a team and display the ability to be a leader on and off campus."*

Students who are interested in starting a new club should organize a group of at least five additional students interested in the same club. Once the students

are organized, they should contact a full-time faculty, staff or administrator about becoming their group advisor. A Club Recognition Form and Budget Request Form will need to be completed and submitted to the Student Senate. For forms and other information, please contact Sherry Paquette at 860.253.1206 or [spaquette@asnuntuck.edu](mailto:spaquette@asnuntuck.edu).

\*Clubs vary from year to year depending on student interest. Recent clubs have included:

- Business Club
- Gay-Straight Alliance
- Human Services Club
- Origami Club
- Poetry Club
- Society of Medieval Arts and Combat
- Veteran Society
- Criminal Justice Fitness Club
- APAC - Asnuntuck for Prevention & Change
- Men's Basketball Club
- Robotics & Electronics Club
- Volleyball Club
- Non Traditional Students Club
- Art Club
- Student Activities Club

## STUDENT ID CARDS

The Information Center provides photo ID services for the College during its regularly scheduled hours. Students are required to obtain their ID card at the time of admission. Continuing students can obtain an ID verification sticker at the Information Center. ID cards will be needed to use school computers, to obtain a copy of their schedule, and to attend activities on campus. Students are required to wear their ID cards in a visible location while on campus and present them for identification when requested by a faculty/staff member or security guard. The College will provide a lanyard/clip for students to use to display their ID.

## STUDENT ACTIVITIES

The Student Activities Club coordinates an ongoing schedule of activities for the Asnuntuck community. Committee members choose, plan and promote social activities, parties, concerts, etc. The Activities Committee welcomes participation, new members, and ideas. If you are interested in joining, please contact Sherry Paquette at 860.253.1206 or [spaquette@asnuntuck.edu](mailto:spaquette@asnuntuck.edu).

## PHITHETA KAPPA - HONOR SOCIETY

Phi Theta Kappa is a national honor society for community college students. The society recognizes those students who have achieved academic excellence. Membership provides opportunities for leadership, involvement in college and community service, and stimulation for continuing academic excellence. For more information, contact Michelle Coach at 860.253.3141, Heather D'Orlando at 860.253.3103, or Cheryl Turgeon at 860.253.3113.

## CHILDREN'S READING ROOM/FREE CHILD CARE

The Children's Reading Room is a free childcare service offered to registered students, staff & faculty at Asnuntuck Community College. Established in 1974 by the Director of the Women's Center, the Children's Reading Room

remains a unique service exclusive to Asnuntuck. The Children's Reading Room functions on a Cooperative Basis. Each parent is required to volunteer two hours per week regardless of how much time they utilize the service or their child during the week.

Parents can leave their child while they attend classes, do research, computer work, study, do homework, or any other educational needs while on campus. The Children's Reading Room is funded by the Student Government, which is the reason we can offer this "priceless" service for free.

Children registered for the Reading Room are exposed to many developmental and age appropriate activities. In a safe, relative and encouraging environment the children develop 32 their social, motor and literacy skills, which help in their daily lives and educational development. Child Requirements:

The Children's Reading Room is open to children 3 years and older. All children must be pre-registered with proof of immunization and birth certificate required.

For more information or to register your child contact 860.253.3040

# Academic Departments and Support

The Asnuntuck Community College faculty are committed to their disciplines, and committed to the community college student. Our faculty hold advanced degrees in their disciplines, and many are actively involved in publishing, community projects, research and consulting work for the betterment of the community at large. The faculty are organized under a two Academic Department structure: Business, Careers, and Technology, chaired by Assistant Professor Michael Demers and Liberal Arts, chaired by Professor Pat Hirschy. The chart below represents the full-time faculty assigned to each Academic Department:

## DEPARTMENT OF ART, BUSINESS & CAREERS

Department Chair: Michael Demers

Full-time Faculty:

Don Boyd	Heidi Fitzgerald
Sam Irizarry	Carol LaLiberte
Nick Lefakis	Cheryl Turgeon
Jim Wilkinson	

## DEPARTMENT OF LIBERAL ARTS

Department Chair: Teresa Foley

Full-time Faculty:

Joseph Berenguel	Joe Finckel
Michaela Mullarkey	Wendy Nelson
John Sheirer	Marilynn Turner
Elle Van Dermark	Arben Zeqiraj

## DEPARTMENT OF NATURAL, SOCIAL, AND BEHAVIOR SCIENCES

Department Chair: Michelle Coach

Full-time Faculty:

Amely Cross	Jean Egan
Laurie Chancey	Heather D'Orlando
Eric Mosher	

## DEPARTMENT OF ADVANCED MANUFACTURING

Department Chair: Mary Bidwell

Full-time Faculty:

Robert Bressani	Thomas Cardarella
Stanley Kochanek	Robert Vaida

Academic support is provided by the Academic Skills Center, the Library, and the Educational Technology office located in the Teaching and Learning Center. The Centers offer tutorial supports, informational literacy education, and training and access to the many different technology and media that enhance learning.

The College has ample on-campus computer facilities, updated science labs, and the latest in teaching technology and distance learning opportunities.

Asnuntuck is the only community college of the Connecticut College System with its own radio station, WACC-107.7 FM. Students enjoy the experiential learning opportunities involved in creating and presenting on-air programming.

Asnuntuck Community College's eight foundational Learning Competencies provide the educational standards for a graduate of Asnuntuck. They are:

1. Critical/analytical thinking
2. Quantitative reasoning
3. Technological literacy
4. Information literacy
5. Communication (both written and oral)
6. Understanding of the values of responsible citizenship
7. Appreciation of other cultures
8. Knowledge of the methods and goals of inquiry in the arts, humanities, social sciences, and natural and physical sciences

## LIBRARY

The Library supports teaching and learning at ACC by providing access to print, multimedia, and online resources. Through interlibrary loan services, the Library provides access to materials from academic and public libraries throughout the state and beyond. The Library maintains a small collection of textbooks and other materials that faculty have donated to help support classroom instruction.

The Library also offers access to a variety of online academic databases which contain magazine and journal articles, newspapers, and electronic books. These e-resources are available to students both on campus and remotely through myCommNet.

The Library staff provides a full range of services to support student learning, including: research assistance (in person and online), information literacy instruction (individual and classroom), interdepartmental outreach, and adaptive technological support.

The Library has comfortable seating, individual and group study tables, a group workstation, computers, and a magazine and newspaper reading area. The Homework Lab, equipped with PCs, Macs, and a scanner, is located on the south wall. The Academic Skills Center will be located in the Library beginning fall 2016.

## ACADEMIC SKILLS CENTER

The Academic Skills Center helps Asnuntuck students achieve their educational goals through a variety of services including one-on-one and small group tutoring, online tutoring, and computer-assisted instruction. Traditional and online tutoring is available in mathematics and statistics, accounting, English/writing, computer information systems, and science. Registered students are welcome to use the computers with printing capability in the Academic Skills Center.

The Academic Skills Center is located in Room 119 (inside the Library) and is open six days a week for tutoring and computer use. For further information, call 860.253.3164 or 860.253.3175.

## TEACHING AND LEARNING CENTER

The Teaching and Learning Center offers a communal space that promotes a culture of excellence in teaching and learning by facilitating professional development activities. The goal of the center is to enhance teaching techniques, promote best practices, and support innovation to accommodate current and evolving pedagogies. The center is located in Room 113 and also houses the office of the Director of Educational Technology.

## COMPUTER LABS

Asnuntuck Community College maintains modern computing facilities equipped with the latest hardware and software in support of instructional programs, students, faculty, staff and administration. The College's instructional computing facilities, which include several full service labs and other labs that support specific programs, are networked using the latest network hardware and software. Students, faculty, staff and administrators are able to access the Internet through the campus network. A Homework Lab is located in the Library and a mini-lab is located in the Academic Skills Center.

## RADIO STATION (WACC)

107.7 FM, WACC began broadcasting in January 2003 with 100 watts. The station reaches all of Enfield and surrounding communities. Students, faculty and staff all have the opportunity to participate in the operation of WACC. WACC operates 24 hours a day through an "automation system" (technology used at professional radio stations throughout the country). This allows students to produce their shows in advance and broadcast them at any time of the day or night.

WACC has state-of-the-art digital audio production facilities. Over a dozen networked workstations allow students to produce public service announcements, sweepers, radio ID's and other materials for on-air broadcast and class projects. For more information, contact Wendy Nelson at 860.253.3124 or visit <http://www.asnuntuck.edu/Asnuntuckradio>.

### WACC RADIO STATION MISSION STATEMENT

WACC, 107.7 FM, is a noncommercial radio station providing educational, informational, and entertainment programming for Asnuntuck Community College and its surrounding communities and beyond on the Internet. The station's primary purpose is to serve as a communications lab, engaging students and volunteers in audio production, programming, and distribution for listeners in the College's service area.

## BOOKSTORE

The bookstore is open throughout the year to provide textbooks, reference materials, software at educational discount prices and course supplies. Also available are college imprinted clothing and gifts, and snacks. Text buy-back services and special ordering are done daily. Phone: 860.253.3186, Fax: 860.741.6797.

# Workforce Development & Continuing Education

The Office of Workforce Development and Continuing Education provides opportunities for lifelong learning for residents of the College's service area. The office works with other areas of the College, with business and industry, and with community organizations to identify needs and to provide educational programs to meet those needs.

Programs and services include credit and non-credit courses and workshops, customized training for area businesses, workforce training and retraining programs, a number of Allied Health Certification programs, and other programs to enhance local economic development efforts. For more information please contact 860.253.3034 or 860.253.3066.

## ADVANCED MANUFACTURING TECHNOLOGY CENTER

The Advanced Manufacturing Technology Center at Asnuntuck provides students with a related theory and technology education through application, with state-of-the-art equipment, in order to produce a related career employment. The Center specializes in machining with CNC, welding, robotics, electronics and many more areas to help you start your career. Ninety percent of our students have been placed into a job immediately following completion of a certificate/degree in Advanced Manufacturing. Students can complete a certificate/degree with very little out-of-pocket expense as financial aid and scholarships are available to qualified candidates.

For more information, please call 860.253.3189.

## BUSINESS & INDUSTRY DIVISION

Asnuntuck Community College has developed proven workforce solutions to boost your employees' productivity and morale and your company's profitability.

Our highly customized training and support services address a full spectrum of workforce needs from entry level to managerial positions. Our instructors are highly trained professionals who bring their real-world experience into the classroom.

We can educate your employees on many common issues in the workplace, including individual and organizational productivity, supervisory techniques, office skills, and specialized trade needs, among others.

We know you're busy, so we will work around your schedule to ensure you and your employees have adequate time for this essential training. You can visit our campus in Enfield, Connecticut, or our instructors will provide customized training at your work site.

Choose to hold your classes during the day, evening or on the weekend. Online training options are available as well. For more information, please call 860.253.3128.

# Rules and Regulations

## I. STUDENT CODE OF CONDUCT

### Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR's and CSCU's commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR's and CSCU's fundamental principles and values. It is the BOR's and CSCU's responsibility to protect our students' right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

### Introduction

This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect

those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

**Disclaimer:** This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.

### Part A: Definitions

The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation of the definition of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. "Accused Student" means any student accused of violating this Student Code.
2. "Advisor" means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).
3. "Appellate Body" means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
4. "Calendar Days" means the weekdays (Mondays through Fridays) when the University or College is open.
5. "College" means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Commu-

nity College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

6. "Complainant(s)" means the person(s) who initiates a complaint by alleging that a Student(s) violated the code.
7. "CSCU" means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
8. "CSCU Affiliates" means individuals and/or entities with whom or with which the College or University has a contractual relationship.
9. "CSCU Official" means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.
10. "CSCU Premises" means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.
11. "Disciplinary Officer" or "Conduct Administrator" means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code, decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.
12. "Hearing Body" or "Hearing Panel" means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board. "Institution" means the University or College within CSCU.
13. "Instructor" means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
14. "Member of the CSCU Community" means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
15. "Policy" means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to, the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
16. "Prohibited Conduct" means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
17. "Reporting Party" means any person who alleges that a student has violated this Code.
18. "Student" means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.
19. "Student Code" or "Code" means this Student Code of Conduct.
20. "Student Organization" means an association or group of persons that have complied with the formal requirements for University or College recognition.
21. "Support Person" means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
22. "University" means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut

State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred. "Shall" and "will" are used in the imperative sense.

23. "May" is used in the permissive sense.

## Part B: Application, Distribution, and Administration of the Student Code of Conduct

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the online college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College. An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term "student" shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

2. Distribution of the Student Code: The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.
3. Administration of the Student Code: A University's and Charter Oak State College's Provost or a Community College's Dean of Students shall be the person designated by the Institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University's Vice President for Student Affairs, a

Community College's Dean of Students, or Charter Oak State College's Provost shall be the person designated by the Institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

## Part C: Scope of Authority

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to on-line activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct by University students may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a Student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized University Student Organization; or (ii) a Student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the CSCU or to the property of the CSCU.

Community College students' conduct is subject to the Code on campus and off campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students



are taking Charter Oak State College courses or availing themselves of Charter Oak State College services. However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

### Part D: Prohibited Conduct

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.
  - Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.
  - Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.
2. Acts of dishonesty, including but not limited to the following:
  - Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
  - Knowingly furnishing false information to any CSCU Official, faculty member or office.
3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.
4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.
5. Sexual misconduct may include engaging in one or more behaviors:
  - a. Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection

of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

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

- b. Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

- c. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise consti-

tute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
  - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
  - Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  - Engaging in non-consensual voyeurism;
  - Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
  - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
  - Possessing, distributing, viewing or forcing others to view illegal pornography.
6. Intimate partner violence is defined as:
- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above; or (5) sexual exploitation, as defined in section 5 above.
  - Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
  - Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
  - Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.
7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting

others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.
9. Stalking, which is defined as repeatedly contacting another person when:
- The contacting person knows or should know that the contact is unwanted by the other person; and
  - The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.
- As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, online community or any other Internet communication) or remaining in the physical presence of the other person.
10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.
11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.
12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a

risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.
17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
  - a. Unauthorized access to CSCU computer programs or files;
  - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
  - c. Unauthorized use of another individual's identification and/or password;
  - d. Deliberate disruption of the operation of CSCU computer systems and networks;
  - e. Use of the institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
  - f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
  - g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.
28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:
  - a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
  - b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
  - c. Initiation of a conduct or disciplinary proceeding knowingly without cause;

- d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
- f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
- h. Failure to comply with the sanction(s) imposed under the Student Code; and
- i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

### Part E: Hearing Procedures for Sexual Misconduct, Sexual Intimate Partner, and Domestic Violence Cases

The Title IX Coordinator can assist in explaining the student conduct process. In addition to disciplinary procedures applicable to Community College students in Section III, for any hearing conducted involving allegations of sexual misconduct, the accuser and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that an investigation or disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall
  - (i) be fair, prompt and impartial;
  - (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct
  - (iii) use the preponderance of evidence (more likely than not ) standard;
  - (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; and

(v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and

(vi) invoke the standard of "affirmative consent"<sup>1</sup> in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

<sup>1</sup>The standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.

### Part F: Conduct and Disciplinary Records

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student's disciplinary record shall be maintained separately from any other academic or official file maintained by the institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

While student education records are generally pro-

tected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates Section I.D. of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

### **Part G: Interpretation and Revision**

Questions regarding the interpretation of this Code shall be referred to the University's and Charter Oak State College's Provost or a Community College's Dean of Students or their designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the University's Vice President for Student Affairs, a Community College's Dean of Academic Affairs or Charter Oak State College's Provost or their designees for the administration of the Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

## **II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS**

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) for Community College Students as set forth in this Section III of the Code.

### **Part A: Disciplinary Procedures**

In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - a. "Interim restrictions" are limitations on the Student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
  - b. "Interim suspension" is the temporary separation of the Student from the college that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part

- of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.
4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.
  5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:
    - a. a concise statement of the alleged facts;
    - b. the provision(s) of Section I.D. that appear to have been violated;
    - c. the maximum permissible sanction; and
    - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5 p.m. on the following business day.
  6. If the Student requests a hearing, he/she is entitled to the following:
    - a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
    - b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
  - c. to appear in person and to have an advisor who shall not attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses, and to make a statement on his or her behalf; and
  - f. to receive a written decision following the hearing.
  7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
  8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.
  9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he/she has reviewed and acted on the Student's request.
  10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
    - a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or

- b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or
  - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

### Part A: Disciplinary Sanctions

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

A “sanction” may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section III of the Code include but are not limited to the following:

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

## 5.2.2 POLICY ON STUDENT RIGHTS

### Section 1: Rights of Students

It is the policy of the Board of Regents for Higher Education that the educational offerings of the community colleges be available to students without regard to the individual’s race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study, as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

### Section 2: Student Grievance Procedure

1. Definition: A grievance is an allegation by a student that, as to him or her, an agent of the College has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. How to file a grievance: A grievance is to be submitted in writing to the Dean of Student Services or such other college official as the President may designate (hereinafter, the Dean of Student Services), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the

underlying facts.

3. Procedure for grievance resolution: The Dean of Student Services shall investigate the grievance and within thirty days from the time the grievance was submitted recommend to the President a disposition of the grievance, except as provided hereinafter.
  - a. In the course of each investigation, the Dean of Student Services shall consult with the Dean responsible for the area of college operations in which the grievance arose.
  - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Student Services shall consult with the College's affirmative action person during the course of the investigation.
  - c. In the case of a grievance against a Dean, the grievance shall be filed with the President. The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4., below.
4. Advisory Committee: The President may establish an Advisory Committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the committee. If an Advisory Committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.

### Section 3: Review of Academic Standing

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

1. **The grade or academic decision** affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
2. **If the matter is not satisfactorily adjusted within ten calendar days** of this appeal or the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the Academic Dean within thirty calendar days of the student's

awareness of the decision which is being appealed.

Upon receipt of such appeal, the Dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The Dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. **The Academic Dean or other designated official(s) shall afford review as provided** below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the Academic Dean.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation in section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the President.

4. **The foregoing decision may be appealed to the President** by filing a statement of appeal within ten calendar days of the date of the decision. Review by the President shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.
5. **The time frames provided** herein may be modified by the President for good cause shown.

(Adopted October 10, 1975; amended May 17, 1982, July 19, 1982, April 15, 1985, November 17, 1986, February 26, 1990 and March 22, 1993; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

## POLICY STATEMENTS

### 2.1.2 Equal Opportunity Policy Statement

This statement establishes a policy framework for the implementation of equal opportunity and affirmative action principles within the Community College system. The purpose is to set forth an appropriate and consistent standard for each college and the system office. The statement constitutes the policy statement required by section 46a-68-63 of the regulations of Connecticut state agencies.

The President of the Board of Regents for Higher Education is authorized to promulgate a supplement to this



statement in order to achieve compliance with paragraphs 3 and 8 of the subject regulation, which supplement shall be an integral part of this policy statement. The BOR President is further authorized to establish system-wide standards for the implementation of affirmative action and equal opportunity consistent with the requirements of applicable law, regulation, and executive orders.

#### The Role and Purpose of Affirmative Action

The Board of Regents for Higher Education recognizes that historically certain groups have been excluded from full participation in educational and employment opportunities and that if they are to overcome the present effects of this past exclusion, affirmative steps beyond simple neutrality are required. Without such affirmative action, society runs the risk of the perpetuation of the status quo ante.

Affirmative action in employment involves taking additional steps to recruit, employ, and promote members of protected groups. More particularly, the Board endorses and expects full compliance with the requirements of law, including but not limited to positive action designed to identify and remove practices, policies, or other job related requirements which act as barriers to equal employment opportunity for women, blacks, Hispanics, and other protected groups found to be underutilized in the work force or affected by policies or practices having an adverse impact.

Similarly, the Board endorses and expects that there will be efforts made to reach out to groups within our society which have historically been excluded from or are disproportionately represented in postsecondary education. The mission of the Community Colleges is particularly well suited to include and provide an environment of success for members of such historically underrepresented groups.

#### Need for Immediate Action

Both the executive and legislative branches of government have identified the need for positive and effective affirmative action in employment and services offered to the public through the agencies of the state of Connecticut. The Board recognizes, adopts, and pledges its support for such affirmative action as a necessary and immediate objective for all the Community Colleges and the system office of the Board of Regents for Higher Education.

In considering the need for affirmative action, it is useful to distinguish between affirmative action and equal employment opportunity. The latter implies an absence of discrimination. In contrast, affirmative action recognizes that a simple stance of neutrality is not sufficient

to surmount existing patterns of underrepresentation and underutilization both in employment and education.

While it is understood that affirmative action relates to societal groups based on such characteristics as race and sex, the Board of Regents also recognizes the special problems of the aged and people with disabilities as requiring particular attention and sensitivity in the implementation of equal opportunity and affirmative action. To this end, each college and the system office shall identify problem areas, if any, and where appropriate, establish program goals to achieve full and fair utilization of such individuals in the workplace.

#### Nondiscrimination Policy

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

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

#### Affirmative Action in Employment

The employment process consists of recruitment, selection, placement, promotion, transfer, tenure consideration, salary and fringe benefit determination, separation and termination, and job training. The role of affirmative action is to provide an environment for the application of equal opportunity principles and to monitor the employment process to prevent instances of illegal discrimination from arising or existing.

The affirmative action influence on the employment process seeks to assure that:

1. recruitment and hiring of protected group members reflect their availability in the job market;
2. selection, tenure, placement, and related activities

are based upon job-related factors, and criteria and practices which have an illegal discriminatory impact have been identified and eliminated;

3. salary and fringe benefits, including opportunities for training and education, are administered in an equitable manner; and
4. transfer, reassignment, separation, and termination decisions are nondiscriminatory and do not result in an illegal adverse impact upon members of protected groups, and, where there is a negative impact upon protected groups, alternative approaches to separation and termination are explored.

(Adopted October 10, 1975; amended May 17, 1982, July 19, 1982, April 15, 1985, November 17, 1986, February 26, 1990 and March 22, 1993; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

### **2.1.5 RACISM AND ACTS OF INTOLERANCE POLICY STATEMENT**

The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and nonviolent action, which protect even unpopular or divisive ideas and perspectives.

Such constitutionally protected expression can contribute to an unwelcome and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the First Amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment. Therefore, the community colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social, and professional growth.

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

Each college will provide a comprehensive educational program designed to foster understanding of differentness and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

*(Adopted February 26, 1990)*

### **2.1.6 PEOPLE WITH DISABILITIES: POLICY STATEMENT**

#### ***PEOPLE WITH DISABILITIES IN THE COMMUNITY COLLEGES***

The Board of Regents for Higher Education and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the system office of the Board of Regents for Higher Education.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access to valued experiences, activities, and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

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

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among higher education. The Board of Regents for Higher Education will work to achieve a higher level of services and appropriate delivery methods at all Connecticut Community Colleges.

This statement is intended to reaffirm the Board's com-

mitment to affirmative action and equal opportunity for all people and in no way to replace the equal opportunity policy statement.

*(Adopted November 20, 1989)*

### **2.1.6.1 ADA GRIEVANCE PROCEDURE FOR THE GENERAL PUBLIC**

A grievance is an allegation that an agent of the College has discriminated against the grievant on the basis of disability in violation of the Americans with Disabilities Act, 42 U.S.C. 121011 et. seq. (ADA). The following procedure shall apply only to members of the public.\*

1. How to file a grievance: A grievance must be submitted in writing to the Affirmative Action Officer/ Title IX Coordinator or other college official as the President may designate within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall describe the discriminatory action and state briefly the underlying facts.
2. Procedure for grievance resolution: The Affirmative Action/Title IX Coordinator shall investigate the grievance in consultation with the College's affirmative action person and, within thirty days from the time the grievance was submitted, recommend to the President a disposition of the grievance. The President may accept or reject the recommendation or direct such further investigation as he or she deems appropriate. The President shall notify the grievant of the final disposition of the grievance within fifteen days of receiving the recommendation.

*(Adopted December 21, 1992)*

\*Members of the public include all those who are not employees or students of the Connecticut Community College system. Employees shall use the affirmative action grievance procedure and students shall use the student grievance procedure.

### **2.10 POLICY ON AIDS AND OTHER COMMUNICABLE DISEASES**

The Community College system reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal antidiscrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the community college community. It is recognized that the best method of allaying fears and promoting understanding is education; the dissemination of information

based on fact and current scientific knowledge.

1. People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS- or HIV-infected or having any other communicable disease.
  2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.
  3. Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities.
  4. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.
- All community college employees are further subject to the June 3, 1988 "AIDS Policy for State Personnel" and the January 1987 "AIDS Guidelines for State Personnel."
5. Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the College, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.
  6. All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.
  7. Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and other

body fluids (such as in science laboratories or allied health practica) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987, provided as Appendix A) or other approved guidelines.

8. Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.
9. This policy shall be published in all college catalogs and all student handbooks and shall be made available to all employees.

*(Adopted February 21, 1989)*

## **SEXUAL MISCONDUCT, SEXUAL ASSAULT AND INTIMATE PARTNER VIOLENCE POLICY**

### **STATEMENT OF POLICY**

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college or university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college or university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources

as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

### **TERMS, USAGE AND STANDARDS**

Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity

(i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or

(ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable

to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

Report of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

Disclosure is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

### MANDATED REPORTING

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

### CONFIDENTIALITY

When a BOR governed college or university receives a report of sexual assault, all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the

institution will strive to maintain the confidentiality of the information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources, such as off-campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center are bound by state statutes and professional ethics from disclosing information about reports without written releases. Information provided to a confidential resource by a victim of a sexual assault or the person reported to have been assaulted cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college or university will provide a list of such confidential resources in the College or University's geographic region to victims of assault as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of a sexual assault to the extent reasonably possible.

### RIGHTS OF THOSE WHO REPORT

Those who report any type of sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource, the following information should be considered:

- All reports of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report an assault feel ready to make any decisions about reporting the assault to police, the Dean of Students or the Campus' Title IX Coordinator.
- Those who have been assaulted have the right to take both legal action (criminal/civil action) and action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s) and/or the Sexual Assault Crisis Cen-

ter of Connecticut – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

### **OPTIONS FOR CHANGING ACADEMIC, TRANSPORTATION, AND WORKING ARRANGEMENTS**

The colleges or universities will provide assistance to those involved in a report of sexual harassment, sexual assault or intimate partner violence, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college or university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

### **SUPPORT SERVICES CONTACT INFORMATION**

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using campus, local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information online.

### **RIGHT TO NOTIFY LAW ENFORCEMENT & SEEK PROTECTIVE AND OTHER ORDERS**

Those who report being subjected to sexual misconduct, including harassment, sexual assault or intimate partner violence, shall be provided written information about her/his right to:

1. notify law enforcement and receive assistance from campus authorities in making the notification; and,
2. obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
  - standing criminal protective orders;
  - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
  - temporary restraining orders or protective orders prohibiting the harassment of a witness;
  - relief from physical abuse by a family or household member or person in a dating relationship; and
  - family violence protective orders.

### **STUDENT CONDUCT PROCEDURES**

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual harassment, sexual assault and intimate partner violence.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for complainants and accused students.

Reported victims of such assault or violence shall have the opportunity to request that disciplinary proceedings begin promptly and such disciplinary proceedings shall be conducted by an official trained in issues relating to sexual assault and intimate partner violence and shall use the preponderance of the evidence standard in making a determination concerning the alleged assault or violence. Both the reported victim of such assault or violence and the accused are entitled to be accompanied to any meeting or proceeding relating to the allegation of such assault or violence by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled, and each shall have the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding. Both the reported victim and accused are entitled to be informed in writing of the results of any disciplinary proceeding not later than one business day after the conclusion of such proceeding. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity. To the extent permitted under state or federal law or as necessary for the disciplinary proceeding, the college or university shall not disclose the identity of the reporter or the accused.

### **DISSEMINATION OF THIS POLICY**

Upon adoption by the Board, all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This Policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The Policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

### **TERMS AND USAGE**

Sexual misconduct may include engaging in one of more behaviors:

(a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or

any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

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

(b) Sexual assault may include a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another. Sexual assault is further defined sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes.

(c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;

- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent cannot be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Intimate partner violence is any physical or sexual harm against an individual by a current or former spouse of or person in a dating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic violence as designated under section 46b-38h of the general statutes. The offenses that are designated as "domestic violence" are against family or household members or persons in dating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Stalking is one person's repetitive and willful following or lying in wait behavior towards another person that causes that other person to reasonably fear for his or her physical safety. Relationship violence may also include physical abuse, threat of abuse, and emotional abuse.

*(Adopted March 13, 2014)*

## INFORMATION TECHNOLOGY RESOURCES (ACCEPTABLE USE POLICY)

<http://www.ct.edu/it/policy-list>

Asnuntuck Community College operates in accordance with the Board Computing Policy (printed below) and the associated Acceptable Use Policies. These documents are incorporated by reference in this Policy. All computer resources and facilities of ACC shall be used solely for legitimate and authorized ACC academic and administrative purposes. The following guidelines represent an extension and clarification of the Acceptable Use Policy applicable to Asnuntuck Community College.

**Sanctions:** Violations of this Policy shall subject users to the regular disciplinary processes and procedures of the College for student, staff or faculty and may result in loss of computing privileges. Illegal acts involving College computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

**General Principles for Use:** The College reserves the right to inspect and examine any Asnuntuck owned or operated communication system, computer resource, and/or files or information contained therein at any time. It is prohibited for Systems or Network Administrators to read users' files unless required to react to or prevent actions by users that may violate this Acceptable Use Policy or may cause significantly detrimental effects on system or network operation.

**Unacceptable Uses:** The viewing, downloading, and/or printing of materials for purposes other than legitimate academic work is prohibited. The viewing, downloading or printing of sexually graphic or suggestive materials may additionally be considered grounds for further disciplinary action for sexual harassment. Storing of files and/or programs on the hard drives of the computers by students is prohibited. Installation of personal software on computers is prohibited.

**Additional Guidelines:** Software downloads or printouts of materials from the Internet are subject to limitation. No food or drink is allowed at any computer table. Cups and other containers must be left on the floor. Children must be supervised by parents at all times and are not allowed to use computers without specific authorization from College staff supervising Computer Resource areas, unless participating in College-sponsored activities.

## **ACCEPTABLE USE AND RESPONSIBLE USE OF INFORMATION TECHNOLOGY AND RESOURCES POLICY (BOARD POLICY IT-001)**

### **Introduction**

This Policy governs the Acceptable and Responsible Use of Information Technology and Resources of Connecticut State Colleges and Universities (CSCU). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of CSCU IT resources is a privilege dependent upon appropriate use. Users of CSCU IT resources are responsible for using IT resources in accordance with CSCU policies and the law. Individuals who violate CSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU disciplinary and/or legal action.

### **Purpose**

The purpose of this policy is to provide the CSCU community with common rules for the usage of IT resources.

The intent of this policy is to provide information concerning the appropriate and inappropriate use of CSCU IT systems to:

- Ensure CSCU IT resources are used for purposes consistent with CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU IT resources;
- Ensure CSCU community is informed of state and federal laws and CSCU IT policies governing the use of CSCU IT resources and;
- Ensure IT resources are used in a manner, which comply with such laws and policies.

### **Scope**

This Policy applies to:

- All IT resources owned or managed by the CSCU;
- All IT resources provided by the CSCU through contracts and other agreements with the CSCU; and
- All users and uses of CSCU IT resources.

### **Policy Authority**

This policy is issued by the Board of Regents for Higher Education for the Connecticut State Colleges & Universities.

### **Definitions**

Knowledge of the following definition is important to understanding this Policy:

- **IT Resources:** This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing, laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, usernames, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

### **Provisions**

To adhere to the Acceptable and Responsible Use Policy, users of CSCU IT resources must:

- Ensure that any personal use of CSCU IT resources be limited and have no detrimental impact on institution operations, job performance or CSCU IT resources;
- Protect their User ID and IT resources from unauthorized use. Users are responsible for all activities on their User ID or that originate from IT resources under their control.
- Access only information that is their own or is publicly available or to which authorized access has been given.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).



To adhere to the Acceptable and Responsible Use policy, users of CSCU IT resources must NOT:

- Use CSCU IT resources to violate any CSCU policy or state or federal law.
- Use another person's IT resource, User ID, password, files, or data.
- Have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.
- Engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- Make or use illegal copies of copyrighted materials or software, store such copies on CSCU IT resources, or transmit them over CSCU networks.
- Harass or intimidate others or interfere with the ability of others to conduct CSCU business.
- Directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CSCU authority as determined by the institution is given.
- Use CSCU IT resources for unauthorized purposes may include but are not limited to, the conduct of a private business enterprise, monetary gain, commercial, religious or political purposes.
- Engage in any other activity that does not comply with the general principles presented above.

### **No Expectation of Privacy**

All activities involving the use of CSCU IT systems are not personal or private. Therefore users should have no expectation of privacy in the use of these resources. Information stored, created, sent or received via CSCU IT systems is potentially accessible under the Freedom of Information Act.

Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut's "Electronic Monitoring Notice", the Board of Regents reserves the right to monitor and/or log all activities of all users using CSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

### **Assurance**

Each CSCU institution shall incorporate the Acceptable and Responsible Use Policy as part of the terms and conditions for issuing institution computer network accounts. Each CSCU institution shall have all full-time and part-time employees, including student employees, acknowledge that they have read and understand the Acceptable Use Policy. Each CSCU institution shall make the Acceptable Use Policy accessible to all em-

ployees and students.

### **Enforcement**

Violations of CSCU Acceptable and Responsible Use policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as CSCU Policies, general rules of conduct for all colleges and university employees, applicable collective bargaining agreements, and the CSCU student conduct codes.

For purposes of protecting the CSCU network and information technology resources, the BOR Information Security Program Office, in conjunction with college/university IT department, may temporarily remove or block any system, device, or person from the CSCU network that is reasonably suspected of violating CSCU information technology policy. These non-punitive measures will be taken to maintain business continuity and information security; users of the college/university information technology resources will be contacted for resolution.

### **Exception Process**

ConnSCU recognizes that some portions of the Acceptable and Responsible Use of Information Technology Resources Policy may have to be bypassed from time-to-time because of technical or business reasons.

Accordingly, exceptions may be made provided:

1. the need for the exception is legitimate and approved by the BOR CIO or designee
2. the exception does not disrupt or compromise other portions of the CSCU service delivery capability
3. the implementation of the exception is vetted through the Change Management Process
4. the BOR Information Security Program Office, in conjunction with college/university IT department, is able to establish a monitoring function to assess the operations of the implementation exception
5. the exception has a defined lifecycle, in that the "retirement" of the exception is scheduled (e.g., "when Release 4.9 is implemented," "at contract termination," etc.)

### **Exception Request**

To request an exception, please submit the Information Security Exception request to SecProg@ct.edu. The requestor and BOR Information Security Program Office will define the approved alternative configuration if different than the original proposal of the requestor.

The exception process is NOT an alternative to the Change Control Management process.

### **Review**

This policy will be reviewed every three years by the Board of Regents.

## **ELECTRONIC COMMUNICATIONS POLICY (BOARD POLICY IT-002)**

### **Introduction**

The Connecticut State Colleges and Universities (CSCU) encourages the use of electronic communications to share information and knowledge in support of CSCU mission and goals. To this end, CSCU provides and supports interactive, electronic communications resources and services.

### **Purpose**

The purpose of this Policy is to:

- Promote the use of electronic communication as an official means of communication within CSCU
- Ensure that CSCU electronic communications resources are used for purposes appropriate to the CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU electronic communications resources and services;
- Ensure that the CSCU community is aware that use of CSCU electronic communications resources is subject to state and federal laws and the CSCU policies; and
- Ensure that electronic communications resources are used in compliance with those laws and the CSCU policies.

### **Scope**

This Policy applies to:

- All electronic communications resources owned or managed by CSCU including the content of electronic communications, electronic attachments and transactional information associated with such communications;
- All electronic communications resources provided by CSCU through contracts and other agreements with CSCU;
- All users and uses of CSCU electronic communications resources; and
- All CSCU electronic communications records in the possession of CSCU employees or other users of electronic communications resources provided by CSCU.

### **Policy Authority**

This Policy is issued by the Board of Regents for Higher Education for the Connecticut State Colleges & Universities.

### **Definitions**

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

**Electronic Communication:** Any communication that is broadcast, created, sent, forwarded, replied to, trans-

mitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications services, including but not limited to email and telephone.

**Electronic Communications Records:** Electronic transmissions or messages created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications services. This definition of electronic communications records applies equally to the contents of such records, attachments to such records, and transactional information associated with such records.

**Electronic Communications Resources:** Any combination of telecommunications equipment, transmission devices, electronic video and audio equipment, encoding or decoding equipment, computers and computer time, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, and related computer records, programs, software, and documentation that supports electronic communications services.

**Electronic Communications Services:** Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes.

### **Provisions**

ConnSCU encourages the use of electronic communications resources for legitimate and authorized academic and administrative purposes and makes them widely available to the CSCU community. To insure the reliable operation of these resources, their use is subject to the following:

- Email is an official means for communication within CSCU unless otherwise prohibited by law. The colleges and universities reserve the right to send official communications to employees and students via email. In the event of an emergency, the colleges and universities shall utilize all available communication mechanisms including email to reach employees and students.
- All employees and students will be given official college/university email accounts. Official university communications shall be sent to official college/university email addresses. Employees and students are expected to check their official email accounts on a frequent and consistent basis in order

to stay current with campus related communications. Failure to receive or read official communications does not absolve the employee or student from knowing and complying with the content of such official communications.

- Employees are not allowed to conduct official CSCU business via private (unofficial) email accounts unless specifically authorized.
- Students, who choose to have their emails auto-forwarded to private (unofficial) email addresses, do so at their own risk. The college/university is not responsible for any difficulties that may occur in the transmission of the emails.
- Contents of all electronic communications shall conform to state and federal laws and CSCU policies regarding protection of privacy, intellectual property, copyright, patents and trademarks
- Using electronic communications resources for any purpose restricted or prohibited by state and federal laws, regulations or CSCU policies is prohibited.
- Using electronic communications resources for monetary gain or for commercial, religious, or political purposes that are not directly related to CSCU institutional missions or otherwise authorized by appropriate CSCU authority is prohibited.
- Usage that directly or indirectly causes strain on the electronic communications resources is prohibited.
- Capturing, opening, intercepting or obtaining access to electronic communications, except as otherwise permitted by the appropriate CSCU authority is prohibited.
- Using electronic communications to harass or intimidate others or to interfere with the ability of others to conduct CSCU business is prohibited.
- Users of electronic communications resources shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of CSCU unless authorized to do so.
- Directly or by implication, employing a false identity (the name or electronic identification of another), except under the following circumstances, is prohibited:

A supervisor may direct an employee to use the supervisor's identity to transact CSCU business for which the supervisor is responsible. In such cases, an employee's use of the supervisor's electronic identity does not constitute a false identity.

A user of the CSCU electronic communications services may not use a pseudonym (an alternative name or electronic identification for oneself) for privacy or other reasons, unless authorized by an appropriate CSCU authority for business reasons.

- Forging email headers or content (i.e., constructing an email so it appears to be from someone else) is prohibited.

- Unauthorized access to electronic communications or breach any security measure is prohibited.
- Interfering with the availability of electronic communications resources is prohibited, including but not limited to the following:
  - i. sending or forwarding email chain letters or their equivalents in other electronic communications services;
  - ii. "spamming," i.e., sending electronic junk mail or junk newsgroup postings;
  - iii. "letter-bombing," i.e., sending an extremely large message or sending multiple messages to one or more recipients to interfere with the recipient's use of electronic communications resources; or
  - iv. intentionally engaging in other practices such as "denial of service attacks," i.e., flooding the network with traffic.
- Distribution of an electronic mail to the entire or a substantial portion of a campus community must obtain prior approval as specified by the receiving institution.

#### **No Expectation of Privacy**

All activities involving the use of CSCU IT systems are not personal or private. Therefore users should have no expectation of privacy in the use of these resources. Information stored, created, sent or received via CSCU IT systems is potentially accessible under the Freedom of Information Act.

Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut's "Electronic Monitoring Notice", the Board of Regents reserves the right to monitor and/or log all activities of all users using CSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

#### **Assurance**

Each CSCU institution shall incorporate the Electronic Communication Policy as part of the terms and conditions for issuing institution computer network accounts. Each CSCU institution shall have all full-time and part-time employees, including student employees, acknowledge that they have read and understand the Electronic Communication Policy. Each CSCU institution shall make the Electronic Communication Policy accessible to all employees and students.

#### **Enforcement**

Violations of CSCU Electronic Communication Policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as CSCU Policies, general rules of conduct for all colleges and university employees, applicable collective bargaining agreements, and the CSCU student conduct codes.

For purposes of protecting the CSCU network and information technology resources, the BOR Information Security Program Office, in conjunction with college/university IT department, may temporarily remove or block any system, device, or person from the CSCU network that is reasonably suspected of violating CSCU information technology policy. These non-punitive measures will be taken to maintain business continuity and information security; users of the college/university information technology resources will be contacted for resolution.

#### **Exception Process**

ConnSCU recognizes that some portions of the Electronic Communication Policy may have to be bypassed from time-to-time because of technical or business reasons.

Accordingly, exceptions may be made provided:

1. the need for the exception is legitimate and approved by the BOR CIO or designee
2. the exception does not disrupt or compromise other portions of the CSCU service delivery capability
3. the implementation of the exception is vetted through the Change Management Process
4. the BOR Information Security Program Office, in conjunction with college/university IT department, is able to establish a monitoring function to assess the operations of the implementation exception
5. the exception has a defined lifecycle, in that the "retirement" of the exception is scheduled (e.g., "when Release 4.9 is implemented," "at contract termination," etc.)

#### **Exception Request**

To request an exception, please submit the Information Security Exception request to SecProg@ct.edu.

The requestor and BOR Information Security Program Office will define the approved alternative configuration if different than the original proposal of the requestor.

The exception process is NOT an alternative to the Change Control Management process.

#### **Review**

This policy will be reviewed every three years by the Board of Regents.

#### **Electronic Device Policy**

In order for students to receive uninterrupted quality instruction and services, all cell phones, beepers, pagers, and alarm watches should be turned to vibrating mode while students are in classrooms, labs, Library, Academic Support Center, and Computer Labs. Should a cell phone, beeper, or pager need to be answered during these times, the student should leave the area. Many instructors do not allow students to return to the

classroom if exams or presentations are in progress. Students should check instructors' individual policies on leaving the classroom to respond to one of the above-mentioned devices.

#### **4.23 Weapons on College Campuses**

The use or possession of weapons (as defined in Section 53-206 of the Connecticut General Statutes) is prohibited on college campuses or at college activities except as authorized by Board or college policies. Colleges are hereby authorized to develop policies which allow for specific exemptions to the extent permitted by law.

*(Adopted May 18, 1992)*

Sec. 53-206: "slung [sic] shot, air rifle, BB gun, black jack, sand bag, metal or brass knuckles, or any dirk knife, or any switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one half inches in length, or stiletto, or any knife the edged portion of which is four inches or over in length, or any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument" Sec. 53a-3(6): "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles."

## **STUDENT RECORDS AND CONFIDENTIALITY (FERPA)**

### **5.7 Notification of Rights Under the Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The

student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes, but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- to comply with a judicial order or a lawfully issued subpoena;
- to appropriate parties in a health or safety emergency;
- to officials of another school, upon request, in which the student seeks or intends to enroll;
- in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- to accrediting organizations to carry out their functions;
- to organizations conducting certain studies for or

on behalf of the College;

- the results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime; and
  - directory information as defined in the policy of the Board of Regents.
4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.
  5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by colleges to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

### ***Directory Information***

The Board of Regents for Higher Education has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors, major/program of study, and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, and level of education are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above.

*(Adopted March 20, 2006; amended March 15, 2010)*

## **4.15 DRUGS AND ALCOHOL POLICY**

***The following policy covering alcohol and drugs has been adopted by the Board of Regents for Higher Education:***

The Board of Regents of Higher Education endorses the Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, which is based on the following premise:

American Society is harmed in many ways by the abuse

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

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

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

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to the following conditions, as appropriate:
  - b. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
  - c. when a college permit has been obtained;
  - d. when students bring their own beverages; or
  - e. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.
3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development

of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.
5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

*(Adopted November 20, 1989)*

- (1.) Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

## SMOKING

Smoking is permitted only in the gazebos located in the back of the building. Smoking is not permitted in any entrance, sidewalk, deck, or grassy area around the building.

Definitions: Smoking is the burning, lighting or use of a tobacco product and any other smoking device or equipment that includes, but is not limited to, cigarettes, cigars, electronic cigarettes (e-cigarettes), vaporizers, hookahs, and pipes.

Change proposed by College Council on April 14, 2016  
Amended by Extended Cabinet on April 19, 2016  
Approved by Cabinet on May 3, 2016

## UNIFORM CAMPUS CRIME REPORT

In accordance with Connecticut Public Act 90-259, the Campus Safety Act, the college has prepared a Uniform Campus Crime Report consistent with the FBI's Uniform Crime Reporting System. This report reflects the crime statistics on the property of the institution for the preceding academic year. A copy of the report may be obtained by request from the Dean of Student Services.

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## System-Wide Certificates:

• College of Technology: Technology Studies:	
• Advanced Wastewater . . . . .	83
• Electrical . . . . .	83
• Lean Manufacturing . . . . .	84
• Supply Chain Management . . . . .	84
• Wastewater . . . . .	83

## Department Designations

ACC*	Accounting
ANT*	Anthropology
ART*	Art
AST*	Astronomy
BIO*	Biology
BBG*, BES*, BFN*, BMG*, BMK*	Business
CAD*	Computer Aided Drafting
CHE*	Chemistry
CJS*	Criminal Justice
COM*	Communications
CSA*, CSC*, CST*	Information Systems Technology
DAN*	Dance
DGA*	Digital Arts
ECE*	Early Childhood Education
ECN*	Economics
ENG*	English
ESL*	English as a Second Language
EVS*	Environmental Science
GRA*	Graphic Design
HDEV	Human Development
HIS*	History
HLT*	Health
HSE*	Human Services
HPE*	Physical Education
HUM*	Humanities
MAT*	Mathematics
MFG*	Manufacturing
MUS*	Music
OCE*	Oceanography
PHL*	Philosophy
PHY*	Physics
POL*	Political Science
PSY*	Psychology
QUA*	Quality Assurance
SGN*	Sign Language
SOC*	Sociology
SPA*	Spanish
THR*	Theatre

# ELECTIVE REQUIREMENTS

## Fine Arts Electives

ART\*      COM\* 166      DAN\*      DGA\* 111, 128  
ENG\* 206, 207, 213, 263, 264, 281, 282, 283, 285, 289  
MUS\*      THR\*

## Foreign Language Electives\*\*

GRA\*      SGN\*      SPA\*

\*\*WAIVER POLICY: In order to waive the foreign language requirement, a student must provide documentation indicating qualification based on one of the following criteria:

- Three sequential years of one language in high school, with a minimum C grade in the third year;
- Two sequential years of one language in high school and one second-level college language course in the same language, with a minimum C grade in the second-level language course; or
- Demonstration of equivalent competency of a language other than English.

An additional 6-8 Liberal Arts credits must be substituted for the foreign language electives in order to meet graduation requirements toward the degree.

## Humanities Electives

ART\*  
COM\* 101, 121, 152, 171, 173, 204  
ENG\* (101 or above)      FRE\*      HIS\*  
HUM\*      MUS\* 101, 103      PHL\*  
SPA\*      SGN\*      THR\*

## Liberal Arts Electives

ANT\*      ART\*      AST\*      BIO\*  
CHE\*      COM\* 101, 121, 173,      DAN\*  
DGA\*      ECN\*      ENG\*      ESL\*  
EVS\*      FRE\*      GRA\*      HIS\*  
HUM\*      MAT\*      MUS\*      OCE\*  
PHL\*      PHY\*      POL\*      PSY\*  
SGN\*      SOC\*      SPA\*      THR\*

## Math Electives

*All math courses numbered above 100 satisfy the math requirement unless otherwise noted within the degree program.*

## Science Electives

AST\*      BIO\*      CHE\*      EVS\*  
OCE\*      PHY\*

## Social and Behavioral Sciences Electives

ANT\*      ECN\*      HIS\*      POL\*  
PSY\*      SOC\*

## Open Electives

Any credit course numbered 100 or above.

NOTE: All courses for degree credit must be numbered 100 or above.

Students planning to transfer should refer to the requirements of the receiving transfer institution.

\*Course designation has been converted to common course numbering for the Community College System.

# CONNECTICUT STATE COLLEGES AND UNIVERSITIES (CSCU) TRANSFER TICKET DEGREES

CSCU's Transfer Ticket are new degree programs providing pathways for community college students to complete degree programs that transfer to Connecticut State Universities (Central, Eastern, Southern, and Western) and Charter Oak State College without losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. You will be able to transfer, apply to competitive majors, and complete your BA/BS degree in the same time with the same course requirements as students who start at CSU or COSC.

The Transfer Tickets taking effect in Fall 2016 are:

- Biology Studies
- Chemistry Studies
- Communication Studies
- Criminology Studies
- English Studies
- History Studies
- Mathematics Studies
- Psychology Studies
- Social Work Studies
- Sociology Studies

Please visit <http://www.ct.edu/transfer> OR <http://asnuntuck.edu/CSCUtransferticket> for details.



# Accounting (Associate in Science Degree)

The accounting program has four goals:

1. To prepare students to be accounting paraprofessionals. The accounting employee with an associate degree can fill positions in business, industry and government including cost-accounting technician, budget technician, general bookkeeper, and various positions in the federal government;
2. To provide students with an opportunity to take accounting courses in order to advance in their present job or to qualify for a promotion. These students may only require a few courses and may not wish to earn a degree;
3. To provide accounting courses to students earning degrees in related areas such as business administration; and
4. To allow the largest amount of credits to transfer to as many four-year colleges and universities as possible. We recommend that students be familiar with the requirements for the institution to which they will transfer. We encourage students to select their transfer college or university as early as possible. Students should see an advisor before choosing elective courses.

*NOTE: Accounting majors who wish to earn a certificate in a business or computer field while earning their associate degree in accounting need only select appropriate courses as their electives.*

## MAJOR REQUIREMENTS

(2.0 GPA required)

ACC* 115	Financial Accounting	4
+ ACC* 118	Managerial Accounting	4
+ ACC* 123	Accounting Software Applications	<b>OR</b>
+ CSA* 135	Spreadsheet Applications	3
+ ACC* 275	Principles of Intermediate Accounting I	4
+ ACC* 276	Principles of Intermediate Accounting II	4
+ ACC* 233	Principles of Cost Accounting	4
BMG* 202	Principles of Management	3
BBG* 234	Legal Environment of Business	3
Two courses from among ACC* (ACC* 108 or higher), BBG*, BES*, BFN*, BMG*, or a 3 credit CSA* course		6-8
Subtotal:		35-37

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

+ ENG* 101	Composition	3
(Minimum "C" grade required)		
BBG* 210	Business Communication	<b>OR</b>
HUM 185	Problem Solving & Decision Making	<b>OR</b>
SOC 190	Self&Others: Dynamics of Diversity	<b>OR</b>
COM* 173	Public Speaking	3
Humanities Elective		3

### FINE ARTS

Fine Arts Elective	3
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### MATH

+ MAT* 104 or higher	3
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Transfer students should consult transfer institutions for course recommendations.

### SCIENCE

+ Science Elective	3-4
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*For transfer students, a lab science is recommended.*

### SOCIAL AND BEHAVIORAL SCIENCES

ECN* 101	Principles of Macroeconomics	<b>OR</b>
ECN 102	Principles of Microeconomics	3

### ELECTIVES

Open Elective above 100	3-4
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## SUGGESTED SEMESTER SEQUENCE

### \*\*Semester 1

ACC* 115	Financial Accounting	4
+ ENG* 101	Composition	3
+ MAT* 104 or higher**		3
Fine Arts Elective		3-4
+ Science Elective**		3-4

Subtotal: 16-18

*\*\*For transfer students, a lab science is recommended.*

### \*\*Semester 2

BMG* 202	Principles of Management	3
COM* 173	Public Speaking	3
+ ACC* 118	Managerial Accounting	4
+ ACC* 123	Accounting Software Applications	<b>OR</b>
+ CSA* 135	Spreadsheet Applications	3
BBG* 210	Business Communication	<b>OR</b>
HUM 185	Problem Solving & Decision Making	3

Subtotal: 16

*\*\*Transfer students should consult transfer institutions for course recommendations.*

### \*\*Semester 3

+ ACC* 275	Principles of Intermediate Accounting I	4
+ ACC* 233	Principles of Cost Accounting	4
BBG* 234	Legal Environment of Business	3
ECN* 101	Principles of Macroeconomics	3
Select ONE course from among ACC* (ACC* 108 or higher), BBG*, BES*, BFN*, BMG*, BMK*, or a 3 credit CSA* course		3-4

Subtotal: 17-18

### \*\*Semester 4

+ ACC* 276	Principles of Intermediate Accounting II	4
Humanities Elective		3
Open Elective higher than 100		3-4
Select ONE course from among ACC* (ACC* 108 or higher), BBG*, BES*, BFN*, BMG*, BMK*, or a 3 credit CSA* course		3-4

Subtotal: 13-15

MINIMUM TOTAL: 60

*+ Prerequisite Required*

*\*\*Some courses are not offered every semester. Please see an advisor to assist you in your plan of study.*

# Business Administration (Associate in Science Degree)

The business administration degree and courses are designed to prepare students for work in either profit or not-for-profit organizations in the 21st century. Rapid changes in organizations are continuing to change the nature of work. This rapid pace of change will continue to provide many people in organizations with opportunities for challenging jobs. With reductions in the number of middle managers, many workers' jobs become more interesting as organizations provide opportunities for planning, working with others, developing new ideas, and implementing new concepts. Business courses are designed to prepare students for this exciting and challenging work environment.

Students completing the degree may choose to transfer to a four-year college, move immediately into work, or combine work with further education. Business faculty are available to discuss course and career planning and strongly encourage students to seek out this counsel.

## MAJOR REQUIREMENTS

(2.0 GPA required)

BMG* 202	Principles of Management	3
+ BMK* 201	Principles of Marketing	3
BBG* 234	Legal Environment of Business	3
ACC* 115	Financial Accounting	4
+ ACC* 118	Managerial Accounting	4
	Select TWO courses from among BBG*, BES*, BFN*, BMG*, or BMK*	6
+ A Computer Course (CSA*, CSC*, CST*)		3-4

Subtotal: 26-27

*Note: Students are strongly advised to select courses with the assistance of a faculty advisor, based upon the student's career interests and transfer institution requirements.*

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

+ ENG* 101	Composition (Minimum "C" grade required)	3
BBG* 210	Business Communication	<b>OR</b>
	One other English course above 100	<b>OR</b>
SOC 190	Self&Others: Dynamics of Diversity	<b>OR</b>
COM* 173	Public Speaking	3
+ HUM* 185	Problem Solving and Decision Making	3

*HUM\* 185 is a required course and is only offered in the spring semester.)*

### FINE ARTS

Fine Arts Elective	3-4
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### MATH

+ Two Math courses MAT* 104 or higher	6-8
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*Transfer students should consult transfer institutions for course recommendations.*

### OPEN ELECTIVES

Two courses higher than 100	7
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## SCIENCE

+ Science Elective	3-4
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*For transfer students, a lab science is recommended.*

## SOCIAL AND BEHAVIORAL SCIENCES

Two electives in this category	6
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*Note: Economics is strongly recommended.*

## SUGGESTED SEMESTER SEQUENCE:

### Semester 1

+ ENG* 101	Composition	3
	Social and Behavioral Sciences Elective	3
	Math Elective (MAT* 104 or higher**)	3-4
	Appropriate Business course (if BMG* 202 is taken, then BMK* 201 is recommended also)	3
	A course that fits a particular student's program requirements.	3-4

Subtotal: 15-17

*\*\* Transfer students should consult transfer institutions for course recommendations.*

### Semester 2

+ Math Elective (MAT* 104 or higher**)	3-4
Two Business courses (BMG* 202 and BMK* 201 if not already taken)	6
+ CSA*, CSC*, or CST* Course	3-4
A course that fits a particular student's program requirements.	3-4

Subtotal: 15-18

*\*\* Transfer students should consult transfer institutions for course recommendations.*

### Semester 3

ACC* 115	Financial Accounting	4
BBG* 234	Legal Environment of Business	3
	Open Elective - courses that fit a particular student's program requirements.	3-4
	Humanities Elective	3
+ Science Elective**	3-4	
	For transfer students, a lab science is recommended.	

Subtotal: 16-18

*\*\* For transfer students, a lab science is recommended.*

### Semester 4

+ ACC* 118	Managerial Accounting	4
+ HUM* 185	Problem Solving and Decision Making	3
	Open Elective - courses that fit a particular student's program requirements.	3-4
	Fine Arts Elective	3
	Social and Behavioral Sciences Elective	3

Subtotal: 16-17

MINIMUM TOTAL: 60

*NOTE: Because of the flexibility of the business degree, courses can be taken in various sequences. Listed above are only those courses that we highly recommend for specific semesters. Students should see a faculty member or counselor for personal course planning. Students who must take courses below English 101 are strongly urged not to take any business courses until they qualify for English 101.*

# Communications (Associate in Science Degree)

The Communications program is designed to provide a foundation of knowledge and skills needed in this rapidly changing industry. Students may choose the Communications A.S. degree, which provides a broad overview of communications, or they may specialize their studies with the Broadcasting or Journalism options. The Communications program emphasizes hands-on experience in the classroom, through internships, and in the Radio Practicum course. This program is intended for students wishing to transfer to four-year schools to further their studies and complete baccalaureate degrees.

## MAJOR REQUIREMENTS

(2.0 GPA required)

COM* 101	Introduction to Mass Communication	3
COM* 121	Journalism I	3
COM* 131	Audio Production	3
COM* 241	Television Production	3
+ COM* 295	Internship I	<b>OR</b>
+ COM* 191	Radio Practicum (1 credit)	<b>OR</b>
COM* Elective		1-3
+ CST* 150	Web Design and Development I	3
DGA* 128	Digital Photography	3
THR* 107	History of Film	3
A minimum of six credits from the following:		6
ART* 141	Photography I	
+ COM* 122	Sports Reporting	
COM* 166	Video Filmmaking	
COM* 200	Social Media Marketing	
+ COM* 232	Advanced Audio Production	
+ COM* 296	Internship II OR	
One course from:		
BBG*, BES*, BFN*, BMG*, BMK*, DGA*, GRA*, THR*		
Subtotal:		28-30

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

+ ENG* 101	Composition	3
(Minimum "C" grade required)		
+ ENG* 102	Literature & Composition	<b>OR</b>
+ ENG* 103	Composition II	3
COM* 173	Public Speaking	3
Humanities Elective		3

### FINE ARTS

Fine Arts Elective	3-4
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### MATH

+ Math Elective	3-4
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Transfer students should consult transfer institutions for course recommendations.

### SCIENCE

+ Science Elective	3-4
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For transfer students, a lab science is recommended.

## SOCIAL AND BEHAVIORAL SCIENCES

SOC* 190	Self and Others: Dynamics of Diversity	3
Two electives in this category		6

## OPEN ELECTIVES

Open Elective higher than 100	3-4
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## SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
COM* 101	Introduction to Mass Communication	3
COM* 131	Audio Production	3
SOC* 190	Self and Others: Dynamics of Diversity	3
Fine Arts Elective		3-4
Subtotal:		15-16

Semester 2		
COM* 121	Journalism I	3
COM* 241	Television Production	3
+ ENG* 102	Literature & Composition OR	3
+ ENG* 103	Composition II	
Math Elective **		3-4
Social and Behavioral Sciences Elective		3
Subtotal:		15-16

\*\*Transfer students should consult transfer institutions for course recommendations.

Semester 3		
COM* 173	Public Speaking	3
+ CST* 150	Web Design & Development I	3
DGA* 128	Digital Photography	3
Science Elective**		3-4
Humanities Elective		3
In addition, students must take 1-3 credits from the following:		
+ COM* 295	Internship I (3 credits)	
+ COM* 191	Radio Practicum (1 credit)	
COM* Elective (3 credits)		
Subtotal:		16-19

\*\*For transfer students, a lab science is recommended.

Semester 4		
THR* 107	History of Film	3
Social and Behavioral Sciences Elective		3-4
Open Elective		3-4
In addition students must take a minimum of six credits from the following:		
ART* 141	Photography I	
+ COM* 122	Sports Reporting	
COM* 166	Video Filmmaking	
COM* 200	Social Media Marketing	
+ COM* 232	Advanced Audio Production	
+ COM* 296	Internship II	
One course from BBG*, BES*, BFN*, BMG*, BMK*, DGA*, GRA*, THR*		

Subtotal: 15-17

MINIMUM TOTAL: 61

# Communications: Broadcasting Option (Associate in Science Degree)

Students choosing the Broadcasting Option focus their studies on media production. Classes include audio, video, and television production, as well as Web design. Broadcasting students are encouraged to enroll in the Radio Practicum class and pursue internships, as hands-on experience is highly valued in this aspect of the communications industry. The Broadcasting Option is designed for students wishing to transfer to four-year schools to pursue baccalaureate degrees.

## MAJOR REQUIREMENTS

(2.0 GPA required)

COM*101	Introduction to Mass Communication	3
COM*131	Audio Production	3
COM*166	Video Filmmaking	3
+ COM*232	Advanced Audio Production	3
COM*241	Television Production	3
+ COM*295	Internship I	<b>OR</b>
COM*	Elective	1-3
+ CST* 150	Web Design & Development I	3
+ THR* 110	Acting I	3
Minimum of six credits from the following:		6-7
ART* 141	Photography I	
COM*121	Journalism I	
+ COM* 122	Sports Reporting	
COM*200	Social Media Marketing	
+ COM*296	Internship II	
One course from BBG*, BES*, BFN*, BMG*, BMK*, DGA*, GRA*, or THR* designation.		
		Subtotal: 28-31

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

+ ENG* 101	Composition	3
(Minimum "C" grade required)		
+ ENG* 102	Literature & Composition	<b>OR</b>
+ ENG* 103	Composition II	3
COM*173	Public Speaking	3
	Humanities Elective	3

### FINE ARTS

Fine Arts Elective	3-4
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### MATH

+ Math Elective	3-4
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Transfer students should consult transfer institutions for course recommendations.

### SCIENCE

+ Science Elective	3-4
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For transfer students, a lab science is recommended.

### OPEN ELECTIVES

Open Elective higher than 100	3-4
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## SOCIAL AND BEHAVIORAL SCIENCES

SOC* 190	Self and Others: Dynamics of Diversity	3
Two electives in this category		6

## SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
COM*101	Introduction to Mass Communication	3
COM*131	Audio Production	3
SOC* 190	Self and Others: Dynamics of Diversity	3
	Fine Arts Elective	3-4
		Subtotal: 15-16

Semester 2		
COM*241	Television Production	3
+ COM*232	Advanced Audio Production	3
+ ENG* 102	Literature & Composition	<b>OR</b>
+ ENG* 103	Composition II	3
+ Math Elective**		3-4
	Social and Behavioral Sciences Elective	3
		Subtotal: 15-16

\*\* Transfer students should consult transfer institutions for course recommendations.

Semester 3		
COM*173	Public Speaking	3
+ CST* 150	Web Design & Development I	3
COM*166	Video Filmmaking	3
+ Science Elective**		3-4
	Humanities Elective	3
In addition, students must take 1-3 credits from the following:		
+ COM* 295	Internship I	1-3
	COM* Elective	
		Subtotal: 16-19

\*\* For transfer students, a lab science is recommended.

Semester 4		
THR* 110	Acting I	3
	Social and Behavioral Sciences Elective	3
	Open Elective higher than 100	3-4
In addition, students must take a minimum of six credits from the following:		
ART* 141	Photography I +	
COM*121	Journalism I +	
COM*122	Sports Reporting	
COM*200	Social Media Marketing +	
COM*296	Internship II	
One course from BBG*, BES*, BFN*, BMG*, BMK*, DGA*, GRA*, THR*		
		Subtotal: 15-16
MINIMUM TOTAL: 61		

**DEGREES**

## Communications: Journalism Option (Associate in Science Degree)

The Journalism Option is intended to give students a foundation of skills in both traditional and new media. Classes emphasize the practical application of interviewing, writing, and editing stories for print, broadcast, and online distribution. The Journalism Option is designed to prepare students to transfer to four-year schools and earn baccalaureate degrees.

### MAJOR REQUIREMENTS

(2.0 GPA required)

COM*101	Introduction to Mass Communication	3
COM*121	Journalism I	3
COM*131	Audio Production	3
COM*241	Television Production	3
+ COM*295	Internship I OR	1-3
+ COM*191	Radio Practicum (1 credit) OR	
COM* Elective		
+ CST* 150	Web Design & Development I	3
DGA* 128	Digital Photography	3
	Minimum of nine credits from the following:	9-10
ART* 141	Photography I	
+ COM*122	Sports Reporting	
COM* 166	Video Filmmaking	
COM*200	Social Media Marketing	
+ COM*232	Advanced Audio Production	
+ COM*296	Internship II OR	
	One course from BBG*, BES*, BFN*, BMG*, BMK*, DGA*, GRA*, THR* designation.	
	Subtotal:	28-31

### GENERAL EDUCATION REQUIREMENTS

#### HUMANITIES

+ ENG* 101	Composition	3
	(Minimum "C" grade required)	
+ ENG* 102	Literature & Composition OR	
+ ENG* 103	Composition II	3
COM*173	Public Speaking	3
	Humanities Elective	3

#### FINE ARTS

	Fine Arts Elective	3-4
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#### MATH

+ Math Elective		3-4
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Transfer students should consult transfer institutions for course recommendations.

#### SCIENCE

+ Science Elective		3-4
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For transfer students, a lab science is recommended.

#### SOCIAL AND BEHAVIORAL SCIENCES

SOC* 190	Self and Others: Dynamics of Diversity	3
	Two electives in this category	6

#### OPEN ELECTIVES

Open Elective higher than 100	3-4
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### SUGGESTED SEMESTER SEQUENCE

#### Semester 1

+ ENG* 101	Composition	3
COM*101	Introduction to Mass Communication	3
COM*131	Audio Production	3
SOC* 190	Self and Others: Dynamics of Diversity	3
	Fine Arts Elective	3-4

Subtotal: 15-16

#### Semester 2

COM*121	Journalism I	3
COM*241	Television Production	3
+ ENG* 102	Literature & Composition OR	
+ ENG* 103	Composition II	3
+ Math Elective**		3-4
	Social and Behavioral Sciences	3

Subtotal: 15-16

\*\*Transfer students should consult transfer institutions for course recommendations.

#### Semester 3

COM*173	Public Speaking	3
+ CST* 150	Web Design & Development I	3
DGA* 128	Digital Photography	3
	Science Elective**	3-4
	Humanities Elective	3
	In addition, students must take 1-3 credits from the following:	1-3
+ COM* 295	Internship I (3 credits)	
COM*191	Radio Practicum (1 credit)	
COM* Elective	(3 credits)	

Subtotal: 16-19

\*\* For transfer students, a lab science is recommended.

#### Semester 4

	Social and Behavioral Sciences Elective	3
	Open Elective higher than 100	3-4
	In addition, students must take a minimum of nine credits from the following:	9
ART* 141	Photography I +	
+ COM*122	Sports Reporting	
COM* 166	Video Filmmaking	
COM* 200	Social Media Marketing	
+ COM*232	Advanced Audio Production	
+ COM*296	Internship II	
	One course from BBG*, BES*, BFN*, BMG*, BMK*, DGA*, GRA*, THR*	

Subtotal: 15-16

MINIMUM TOTAL: 61

# Criminal Justice

## (Associate in Science Degree)

This program provides a broad overview of the field of criminal justice and will prepare students for careers in this field. Program graduates may be employed as law enforcement officers, correctional officers, case workers, and court advocates.

### MAJOR REQUIREMENTS

(2.0 GPA required)

CJS* 101	Introduction to Criminal Justice	3
CJS* 102	Introduction to Corrections	<b>OR</b>
CJS* 244	Community Based Corrections	3
CJS* 120	Police and the Community	3
+ CJS* 201	Criminology	<b>OR</b>
+ CJS* 202	Juvenile Delinquency	3
+ CJS* 211	Criminal Law I	3
+ CJS* 213	Evidence & Criminal Procedure	3
CJS* Elective		1
+ CJS* 290	Practicum in Criminal Justice	<b>OR</b>
CJS* Elective		3
		Subtotal: 22

### GENERAL EDUCATION REQUIREMENTS

#### HUMANITIES

+ ENG* 101	Composition	3
(Minimum "C" grade required)		
+ ENG* 103	Composition II (or higher with permission)	3
COM*173	Public Speaking	3
	Humanities Elective	3

#### FINE ARTS

	Fine Arts Elective	3-4
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#### MATH

+ MAT* 104	or higher	3-4
<i>Transfer students should consult transfer institutions for course recommendations.</i>		

#### SCIENCE

+ Science Elective		3-4
<i>For transfer students, a lab science is recommended.</i>		

#### SOCIAL AND BEHAVIORAL SCIENCES

POL* 111	American Government	<b>OR</b>
POL* 112	State and Local Government	3
PSY* Elective	(Any Psychology Course)	3
SOC* 101	Principles of Sociology	3
SOC* 190	Self and Others: Dynamics of Diversity	3

#### ELECTIVES

	Directed Elective (with permission from Coordinator)	3
	Open Elective higher than 100	3-4

### SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
PSY* Elective	(Any Psychology Course)	3
SOC* 190	Self and Others: Dynamics of Diversity	3
SOC* 101	Principles of Sociology	3
CJS* 101	Introduction to Criminal Justice	3
CJS* Elective		1
		Subtotal: 16

Semester 2		
+ ENG* 103	Composition II (or higher with permission)	3
COM*173	Public Speaking	3
CJS* 102	Introduction to Corrections	<b>OR</b>
CJS* 244	Community Based Corrections	3
POL* 111	American Government	OR 3
POL* 112	State and Local Government	
+ MAT* 104	or higher**	3
		Subtotal: 15-16

\*\* *Transfer students should consult transfer institutions for course recommendations.*

Semester 3		
CJS* 120	Police and the Community	3
+ CJS* 213	Evidence and Criminal Procedure	3
+ Science Elective**		3-4
	Humanities Elective	3
	Directed Elective (with permission of Coordinator)	3
		Subtotal: 15-16

\*\* *For transfer students, a lab science is recommended.*

Semester 4		
+ CJS* 201	Criminology	<b>OR</b>
+ CJS* 202	Juvenile Delinquency	3
+ CJS* 211	Criminal Law I	3
	Fine Arts Elective	3-4
	Open Elective higher than 100	3-4
	CJS* Elective	<b>OR</b>
+ CJS* 290	Practicum in Criminal Justice	3
		Subtotal: 15-17
MINIMUM TOTAL: 61		

## Early Childhood Education (Associate in Science Degree)

Students who earn the Early Childhood Education Associate in Science Degree obtain employment as teacher assistants, paraprofessionals, literacy aides, and teachers of young children, ages birth through second grade, in private and public care and education settings in both Connecticut and Massachusetts. (Students wishing to teach in third grade and higher are advised to complete the A.S. in Liberal Studies to increase their likelihood of credits transferring to a four-year college.)

Graduates of this program may also choose to transfer credits earned to a four-year college to continue on to earn the Bachelor's Degree in Early Childhood Education and certification for careers working in public school settings, day cares, preschools, family resource centers and after school programs.

Our courses meet the Connecticut Head Teacher requirements and Massachusetts EEC Levels I, II, and III Certification requirements. The Early Childhood Education Associate Degree is accredited by the National Association for the Education of Young Children (NAEYC) and upholds these standards in both our Early Childhood Education Certificate and Degree programs.

### MAJOR AREA REQUIREMENTS

(2.0 GPA required)

ECE* 101	Introduction to Early Childhood Education	3
ECE* 103	Creative Experiences/Children	3
+ ECE* 210	Observation, Participation and Seminar	3
ECE* 176	Health, Safety and Nutrition	3
+ ECE* 215	The Exceptional Learner	3
+ ECE* 231	Early Language and Literacy Development	3
+ ECE* 295	Student Teaching Practicum	6
		Subtotal: 24

### GENERAL EDUCATION REQUIREMENTS

#### HUMANITIES

+ ENG* 101	Composition	3
(Minimum "C" grade required)		
+ ENG* 102	Literature & Composition	3
ENG* 114	Children's Literature	3
COM* 173	Public Speaking OR	3
THR* 110	Acting I	

#### FINE ARTS

Fine Arts Elective	3-4
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#### MATH

+ MAT* 104 or higher	3-4
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Transfer students should consult transfer institutions for course recommendations.

#### SCIENCE

+ Science Elective	3-4
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For transfer students, a lab science is recommended.

#### SOCIAL AND BEHAVIORAL SCIENCES

PSY* 111	General Psychology I	3
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+ PSY* 203	Child Development	3
SOC* 101	Principles of Sociology	3
SOC* 190	Self & Others: Dynamics of Diversity	3

### ELECTIVES

Open Elective higher than 100 (For transfer students, HIS* recommended)	3-4
ECE* Elective <b>OR</b> SOC* Elective	3

### SUGGESTED SEMESTER SEQUENCE

#### Semester 1

+ ENG* 101	Composition	3
ECE* 101	Introduction to Early Childhood Education	3
ECE* 176	Health, Safety, & Nutrition	3
PSY* 111	General Psychology I	3
+ MAT* 104 or higher**		3

Subtotal: 15

\*\*Transfer students should consult transfer institutions for course recommendations.

#### Semester 2

ECE* 103	Creative Experiences/Children	3
ENG* 114	Children's Literature	3
+ ENG* 102	Literature & Composition	3
+ ECE* 215	The Exceptional Learner	3
SOC* 101	Principles of Sociology	3
SOC* 190	Self and Others: Dynamics of Diversity	3

Subtotal: 18

#### Semester 3

+ ECE* 210	Observation, Participation and Seminar	3
COM* 173	Public Speaking OR	3
THR* 110	Acting I	
+ PSY* 203	Child Development	3
ECE* Elective <b>OR</b> SOC* Elective		3
+ ECE* 231	Early Language & Literacy Development	3

Subtotal: 15

#### Semester 4

+ ECE* 295	Student Teaching Practicum	6
Open Elective higher than 100		3-4
+ Science Elective**		3-4
Fine Arts Elective		3-4

Subtotal: 15-18

MINIMUM TOTAL: 63

\*\*For transfer students, a lab science is recommended.

NOTE: For students who want to go directly to the workforce, recommended courses include ECE\* 141—Infant/Toddler Growth and Development, ECE\* 109—Science & Math for Children, ECE\* 182—Child Development, ECE\* 275—Child, Family and School Relationships, or ECE\* 225—Antibias Issues in Early Childhood Education.

# College of Technology: Engineering Science (Associate in Science Degree)

The Engineering Pathway program is offered system-wide. It consists of coursework in engineering, mathematics, and the sciences, and GENERAL EDUCATION requirements that provide a solid comprehensive background for continuation in a four-year engineering degree program. A grade average of "B" with no grade less than "C" is required for automatic continuation at the University of Connecticut's School of Engineering, University of Hartford's College of Engineering, or the University of New Haven. The curriculum is designed to serve as the first two years of the Bachelor of Science degree. Some courses in this program are not offered at Asnuntuck Community College but can be taken at other Connecticut community colleges.

## MAJOR REQUIREMENTS

(3.0 GPA required)

+ MAT* 268	Calculus III, Multivariable	4
+ MAT* 285	Differential Equations	3
+ ENGR XXX	Applied Mechanics I	3
+ ENGR XXX	Applied Mechanics II	3
+ PHY* 221	Calculus-Based Physics I	4
+ PHY* 222	Calculus-Based Physics II	4
+ CSC* 210	C Programming	3
Two Technical Electives OR		
Foreign Language Electives (2)		6
		Subtotal: 30

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

+ ENG* 101	Composition (Minimum "C" grade required)	3
+ ENG* 103	Composition II	3

### FINE ARTS

	Fine Arts Elective	3
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### SOCIAL AND BEHAVIORAL SCIENCES/HUMANITIES

SOC* 190	Self and Others: Dynamics of Diversity	3
Two Electives in this category: (History, Western Culture recommended)		6
		<b>OR</b>
Humanities: PHL* recommended		

### MATH

+ MAT* 254	Calculus I	4
+ MAT* 256	Calculus II	4

### SCIENCE

+ CHE* 121	General Chemistry I	4
+ CHE* 122	General Chemistry II	4
		Subtotal: 34

## SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
CHE* 121	General Chemistry I	4
+ MAT* 254	Calculus I	4
+ CSC* 210	C Programming	3
Fine Arts Elective		3
		Subtotal: 17

Semester 2		
+ ENG* 103	Composition II	3
+ CHE* 122	General Chemistry II	4
+ MAT* 256	Calculus II	4
Social and Behavioral Sciences Elective (History, Western Culture recommended)		3
		Subtotal: 14

Semester 3		
+ ENGR XXX	Applied Mechanics I	3
+ MAT* 268	Calculus III, Multivariable	4
+ PHY* 221	Calculus-Based Physics I	4
Technical or Foreign Language Elective		3
Social and Behavioral Sciences Elective OR Humanities (Philosophy recommended)		3
		Subtotal: 17

Semester 4		
+ ENGR XXX	Applied Mechanics II	3
+ MAT* 285	Differential Equations	3
+ PHY* 222	Calculus-Based Physics II	4
Technical or Foreign Language Elective		3
SOC* 190	Self and Others: Dynamics of Diversity	3
		Subtotal: 16
MINIMUM TOTAL: 64		

**DEGREES**



## General Studies (Associate in Science Degree)

This program is designed for students who wish to explore a broad range of subjects and interests. The General Studies program allows for maximum flexibility in the choice of courses. Students should regularly seek advising to align course selection with academic and career goals.

### REQUIREMENTS

#### HUMANITIES

+ ENG* 101	Composition (Minimum "C" grade required)	3
+ ENG* 102	Literature and Composition	3
COM* 173	Public Speaking	<b>OR</b>
THR* 110	Acting I	3

#### FINE ARTS

Fine Arts Elective	3-4
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#### HUMAN DEVELOPMENT

HDEV 101	First Year Experience	3
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#### SOCIAL AND BEHAVIORAL SCIENCES

SOC* 190	Self and Others: Dynamics of Diversity	3
Three Electives in this category		9

#### MATH

+ Math Elective	3-4
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*Transfer students should consult transfer institutions for course recommendations.*

#### SCIENCE

+ Science Elective	3-4
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*For transfer students, a lab science is recommended.*

#### ELECTIVES

Open Electives higher than 100	30-40
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### SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
COM* 173	Public Speaking OR	3
THR* 110	Acting I	
HDEV 101	First Year Experience	3
+ Math Elective**		3-4
Open Elective higher than 100		3-4

Subtotal: 15-17

*\*\* Transfer students should consult transfer institutions for course recommendations.*

Semester 2		
Fine Arts Elective		3-4
+ ENG* 102	Literature & Composition	3
SOC* 190	Self and Others: Dynamics of Diversity	3
+ Science Elective**		3-4
Open Elective higher than 100		3-4

Subtotal: 15-18

*\*\*For transfer students, a lab science is recommended.*

Semester 3		
Social and Behavioral Sciences Electives (Two courses)		6
Open Electives (Four courses)		12-16

Subtotal: 18-22

Semester 4		
Social and Behavioral Sciences Elective		3
Open Electives (Four courses)		12-16

Subtotal: 15-19

MINIMUM TOTAL: 63

# Human Services (Associate in Science Degree)

The field of Human Services is broadly defined, uniquely approaching the objective of meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is one which promotes improved service delivery systems by addressing not only the quality of direct services, but also by seeking to improve accessibility, accountability, and coordination among professionals and agencies in human service delivery. (National Organization for Human Services.)

Because the field of Human Services is so diverse, coursework at the A.S. level reflects this as well. Students are advised which electives to take based on career and educational goals that may focus on mental health, case work, gerontology, working with juvenile offenders and more. Course work culminates in two capstone courses: Human Services Agencies and Organizations and Field Work.

## MAJOR REQUIREMENTS

(2.0 GPA required)

### HUMAN SERVICES

HSE* 101	Introduction to Human Services	3
+HSE* 241	Human Services Agencies and Organizations	3
+HSE* 281	Human Services Field Work I	3
+PSY* 212	Health Psychology OR	3
HSE* 236	Legal Issues in Human Services	
		Subtotal: 12

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

+ ENG* 101	Composition (Minimum "C" grade required)	3
+ ENG* 102	or higher	3
COM* 173	Public Speaking	3

### FINE ARTS

Fine Arts Elective		3-4
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### SOCIAL AND BEHAVIORAL SCIENCES

POL* 111	American Government OR	3
POL* 112	State and Local Government	
PSY* 111	General Psychology I	3
+ PSY* 112	General Psychology II	OR
+ PSY* 143	Counseling Skills*	3
+ PSY* 201	Life Span Development	OR
+ PSY* 245	Abnormal Psychology	3
SOC* 101	Principles of Sociology	3
SOC* 190	Self and Others: Dynamics of Diversity	3

## MATH

+ MAT* 104 or higher		3-4
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*Transfer students should consult transfer institutions for course recommendations.*

## SCIENCE

+ Science Elective		3-4
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*For transfer students, a lab science is recommended.*

## ELECTIVES

Open Electives		12-16
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*\*It is highly recommended you take PSY\* 112 as one of your open electives, as this course is a pre-requisite for PSY\* 143.*

## SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
SOC* 190	Self and Others: Dynamics of Diversity	3
HSE* 101	Introduction to Human Services	3
PSY* 111	General Psychology I	3
+ MAT* 104 or higher **		3-4
		Subtotal: 15-16

*\*\*Transfer students should consult transfer institutions for course recommendations.*

Semester 2		
+ ENG* 102	or higher	3
+ PSY* 133	Peer Counseling Training	OR
+ PSY* 143	Counseling Skills	3
SOC* 101	Principles of Sociology	3
+ HSE* 241	Human Services Agencies and Organizations	3
COM* 173	Public Speaking	3
		Subtotal: 15

Semester 3		
Open Elective		3-4
+ PSY 201	Life Span Development	OR
+ PSY* 245	Abnormal Psychology	3
POL* 111	American Government	OR
POL* 112	State and Local Government	3
HSE* 236	Legal Issues in Human Services	OR
+ PSY* 212	Health Psychology	3
Fine Arts Elective		3-4
		Subtotal: 15-17

Semester 4		
+ HSE* 281	Human Services Field Work I	3
+ Science Elective**		3-4
Three Open Electives higher than 100		9-12
		Subtotal: 15-19
MINIMUM TOTAL: 60		

*\*\*For transfer students, a lab science is recommended.*

## Liberal Arts (Associate in Arts Degree)

This program provides a broad background in humanities, social sciences, natural sciences, and mathematics. The Liberal Arts program of study closely aligns with the general education and liberal arts coursework typically required by four-year colleges and universities. It is intended to provide maximum opportunity for transfer.

### MAJOR REQUIREMENTS

(2.0 GPA required)

#### HUMANITIES

+ ENG* 101	Composition (Minimum "C" grade required)	3
+ ENG* 102	Literature & Composition	3
COM* 173	Public Speaking OR	3
THR* 110	Acting I	
	Humanities Elective	3

#### FINE ARTS ELECTIVE

	Fine Arts Elective	3-4
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#### FOREIGN LANGUAGE

	Two sequential semesters of language	6
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#### HUMAN DEVELOPMENT

HDEV 101	First Year Experience	3
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#### SOCIAL AND BEHAVIORAL SCIENCES

SOC* 190	Self and Others: Dynamics of Diversity	3
	Choose one course from: ANT*, PSY*, SOC*	3
	Choose one course from: ECN*, POL*	3
	Choose one course from: HIS*	3

#### MATH

+ Math Elective	104 or higher	3-4
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*Transfer students should consult transfer institutions for course recommendations.*

#### SCIENCE

+ Science Elective		3-4
+ Lab Science Elective		4

*For transfer students, a lab science is recommended.*

#### LIBERAL ARTS ELECTIVES

	Four Electives in this category	12-16
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#### ELECTIVES

	Two Open Electives 100 or higher	6-8
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### SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
SOC* 190	Self and Others: Dynamics of Diversity	3
COM* 173	Public Speaking OR	3
THR* 110	Acting I	
+ Math Elective	MAT* 140 or higher	3-4
HDEV 101	First Year Experience	3
		Subtotal: 15-16

Semester 2		
+ ENG* 102	Literature & Composition	3
	Humanities Elective	3
	Science Elective (1 lab science required)	4
	Social and Behavioral Sciences Elective	3
	Liberal Arts Elective	3-4
		Subtotal: 16-17

Semester 3		
	Foreign Language	3
	Science Elective	3-4
	Fine Arts Elective	3-4
	Social and Behavioral Sciences Elective	3
	Liberal Arts Elective	3-4
		Subtotal: 15-18

Semester 4		
	Foreign Language	3
	Social and Behavioral Sciences Elective	3
	Liberal Arts Electives	6-8
	Open Electives	6-8
		Subtotal: 18-22
MINIMUM TOTAL: 64		

Students can be waived from the foreign language requirement with the following documented qualifications. If waived, students will need to substitute 6-8 Liberal Arts credits to replace the foreign language requirement. Note: these options reflect policy of Asnuntuck Community College only. Options may differ with other postsecondary institutions, including minimum grade restrictions.

1. Three sequential years of one language in high school, with a minimum C grade in the third year.
2. Two sequential years of one language in high school and one second-level college language course in the same language, with a minimum C grade in the second-level language course.
3. Demonstration of equivalent competency of a language other than English.

# Liberal Arts

## (Associate in Arts Degree)

### Plan of Study with The University of Connecticut Psychology Department as of October 21, 2008

This is a transfer agreement between Asnuntuck Community College and the University of Connecticut for students majoring in psychology. Courses must be completed within seven years of transfer with a grade of C or better. Contact Dr. Jean Egan at 860.253.3114 or [jegan@asnuntuck.edu](mailto:jegan@asnuntuck.edu) for details. Information is available on the Asnuntuck Community College website and the UCONN Transfer website.

#### SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
PSY* 111	General Psychology I	3
HDEV 101	First Year Experience	3
+ MAT* 137	Intermediate Algebra	3
	Humanities Elective (COM* 173 or THR* 110)	3
		Subtotal: 15

Semester 2		
+ ENG* 102	Literature & Composition	3
	Humanities Elective (PHL* 101, 111, 131 or 150)	3
	1st Semester of a Language OR	3
+ MAT* 146	Math for Liberal Arts	3
	Lab Science (BIO* 121 or BIO* 122)	4
PSY* 112	General Psychology II	3
		Subtotal: 16

Semester 3		
	Art Elective (ART* 100, 101, 102 or THR*101)	3
SOC* 190	Self & Others	3
	Social Science Elective (ECN* 101, 102 or POL* 103, 111)	3
	Science Elective (OCE* 101 or BIO* 115)	3-4
	2nd Semester of a Language	<b>OR</b>
	Liberal Arts Elective (ENG* 114, 211, or 213)	3
PSY* 203, 240, 243, or 245		3
		Subtotal: 18-19

Semester 4		
	Social Science (HIS* 101, 102, 201, or 202)	3
+ MAT* 167	Principles of Statistics	3
ANT* 101	Introduction to Anthropology	3
	PSY* 203, 240, 243, or 245	3
SOC* 101	Principles of Sociology	3
		Subtotal: 15
		MINIMUM TOTAL: 64

**RECOMMENDED ELECTIVES:** ART\*, BIO\* 121, 122, ENG\* 103, MAT\* 222, HIS\*, HIS\*101, 201, 202, HUM\*, PHL\* 101, 111, 131.

**LIBERAL ARTS/PERFORMING ARTS ELECTIVES:** ART\*, BIO\*, CHE\*, COM\*, ENG\*, THR\*, MAT\*, PHL\*, PHY\*

**SOCIAL SCIENCE ELECTIVES:** ANT\*, ECN\*, GEO\*, HIS\*, POL\*, SOC\*

**\*SUGGESTED PSYCHOLOGY ELECTIVES:** PSY\* 203, 240, 243, 245.

\*Psychology courses that have been articulated with UCONN. Only two of the 200-level psychology courses will transfer into the Psychology Major at UCONN. Students must earn a grade of C or better; courses must be completed within seven years prior to transfer to UCONN. Other courses may be used for credit toward graduation pending approval by UCONN.

Students can be waived from the foreign language requirement with the following documented qualifications. If waived, students will need to substitute 6-8 Liberal Arts credits to replace the foreign language requirement. Note: these options reflect policy of Asnuntuck Community College only. Options may differ with other postsecondary institutions, including minimum grade restrictions.

1. Three sequential years of one language in high school, with a minimum C grade in the third year.
2. Two sequential years of one language in high school and one second-level college language course in the same language, with a minimum C grade in the second-level language course.
3. Demonstration of equivalent competency of a language other than English.

If waived, ENG\* 114, 211, 213, 233, or MAT\*146 recommended.

DEGREES

# Liberal Arts – Fine Arts Option (Associate in Arts Degree)

This program provides a focus on the basic principles of element and design of a work of art as explored primarily through Design I, Color Theory, Drawing I, and Illustration. Courses in photography and other studio areas are also offered. The requirements of art history and other liberal arts courses support the student in acquiring a broad view of human experience. The program transfers well to a four-year institution. It is recommended that students confer with a transfer counselor early on in their experience at Asnuntuck.

## MAJOR REQUIREMENTS

(2.0 GPA required)

ART* 123	Design I	3
ART* 101	Art History I OR	3
ART* 102	Art History II	
	Choose TWO of the following:	6
	ART*, DGA*, GRA*, or THR* 107	
ART* 100	Humanities (Directed Elective)	3
	Art Appreciation	
ART* 111	Fine Arts (Directed Elective)	3
	Drawing I	
		Subtotal: 18

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

+ ENG* 101	Composition	3
(Minimum "C" grade required)		
+ ENG* 102	Literature & Composition OR	3
+ ENG* 103	Composition II	
COM* 173	Public Speaking OR	3
THR* 110	Acting I	

### HUMAN DEVELOPMENT

HDEV 101	First Year Experience	3
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### SOCIAL AND BEHAVIORAL SCIENCES & HUMANITIES

SOC* 190	Self and Others: Dynamics of Diversity	3
	Choose one course from: ANT*, PSY*, SOC*	3
	Choose one course from: ECN*, POL*	3
	Choose one course from: HIS*	3

### MATH

+ Math Elective 104 or higher	3-4
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*Transfer students should consult transfer institutions for course recommendations.*

### SCIENCE

+ Science Elective	3-4
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*For transfer students, a lab science is recommended.*

### FOREIGN LANGUAGE

Two sequential semesters of language	6
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## OPEN ELECTIVES

Open Elective 100 or higher	3-4
ART*, DGA*, GRA*, or THR* 107	
Open Elective 100 or higher	3-4

## SUGGESTED SEMESTER SEQUENCE

### Semester 1

HDEV 101	First Year Experience	3
ART* 111	Drawing I	3
+ ENG* 101	Composition	3
SOC* 190	Self and Others: Dynamics of Diversity	3
COM* 173	Public Speaking OR	3
THR* 110	Acting I	

Subtotal: 15

### Semester 2

Lab Science Elective	4	
ART* 100	Art Appreciation	3
+ ENG* 102	Literature & Composition OR	3
+ ENG* 103	Composition II	
+ Math Elective 104 or higher**	3-4	
Social and Behavioral Sciences/Humanities Elective	3	

Subtotal: 16-17

*\*\*Transfer students should consult transfer institutions for course recommendations.*

### Semester 3

+ Science Elective**	3-4	
Choose TWO (ART*, DGA*, GRA*, or THR* 107)	6	
ART* 101	Art History I	<b>OR</b>
ART* 102	Art History II	3
Foreign Language	3	

Subtotal: 15-16

*\*\*For transfer students, a lab science is recommended.*

### Semester 4

ART* 123	Design I	3
Social and Behavioral Sciences/Humanities Electives	6	
Open Elective (ART*, DGA*, GRA*, or THR* 107)	3-4	
Open Elective 100 or higher	3-4	
Foreign Language	3	

Subtotal: 18-20

MINIMUM TOTAL: 64

Students can be waived from the foreign language requirement with the following documented qualifications. If waived, students will need to substitute 6-8 Liberal Arts credits to replace the foreign language requirement. Note: these options reflect policy of Asnuntuck Community College only. Options may differ with other postsecondary institutions, including minimum grade restrictions.

1. Three sequential years of one language in high school, with a minimum C grade in the third year.
2. Two sequential years of one language in high school and one second-level college language course in the same language, with a minimum C grade in the second-level language course.
3. Demonstration of equivalent competency of a language other than English.

# Technology Studies: Machine Technology Option (Associate in Science Degree)

Pathway to entry into Central Connecticut State University's School of Technology  
(2.0 GPA required with no grade less than "C")

The Technology Studies—Machine Technology Option provides a solid, comprehensive GENERAL EDUCATION in engineering technology, industrial technology, mathematics, and sciences, as provided by the standard Technology Studies program, but with a concentrated focus on machining technology. Completion of the entire program with an average grade of "C" provides for automatic continuation at Central Connecticut State University's School of Technology or Charter Oak State College, where the student can earn a bachelor of science degree in engineering technology, industrial technology, or technology education.

## REQUIREMENTS

Not Counted Towards Degree

MFG* 050	Introduction to Manufacturing Math	3
MFG* 051	Manufacturing Math I	3
MFG* 071	Introduction to Blueprint Reading	1
MFG* 080	Manufacturing Graphics, Introduction to CAD/CAM	3
MFG* 091	Seminar Safety in World of Work	2
MFG* 092	Manufacturing Computers & Computer Systems	2
MFG* 093	Manufacturing Materials	2
Subtotal:		16

## MAJOR AREA REQUIREMENTS

+ MFG* 124	Blueprint Reading I	2
+ MFG* 151	Manufacturing Machinery - Drill Press & Saw	1
+ MFG* 152	Manufacturing Machinery - Grinding	2
+ MFG* 153	Manufacturing Machinery - Benchwork	2
+ MFG* 154	Manufacturing Machinery - Lathe I	2
+ MFG* 155	Manufacturing Machinery - Milling I	2
+ MFG* 156	Manufacturing Machinery - CNC I	2
CAD* 220	Solid Works	3
+ MFG* 105	Manufacturing Math II	3
+ MFG* 125	Blueprint Reading II	3
+ QUA* 114	Principles of Quality Control	3
+ MFG* 254	Manufacturing Machinery - Lathe II	3
+ MFG* 255	Manufacturing Machinery - Milling II	3
+ MFG* 256	Manufacturing Machinery - CNC II	3
Subtotal:		34

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

COM* 173	Public Speaking	3
+ ENG* 101	Composition (Minimum "C" grade required)	3
Humanities and/or Language Elective I		3
Humanities and/or Language Elective II		3

### FINE ARTS

A Fine Arts Elective		3-4
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### SOCIAL AND BEHAVIORAL SCIENCES

SOC* 190	Self and Others: Dynamics of Diversity	3
Two Electives (HIS* or ECN* recommended)		6

### MATH AND SCIENCE

+ MAT* 186	Precalculus	4
+ CHE* 111	Concepts of Chemistry	4
+ PHY* 110	Introductory Physics	4

## SUGGESTED SEMESTER SEQUENCE

<b>Semester 1</b>		
+ MFG* 124	Blueprint Reading I	2
+ MFG* 151	Manufacturing Machinery - Drill Press & Saw	1
+ MFG* 152	Manufacturing Machinery - Grinding	2
+ MFG* 153	Manufacturing Machinery - Benchwork	2
+ MFG* 154	Manufacturing Machinery - Lathe I	2
+ MFG* 155	Manufacturing Machinery - Milling I	2
+ MFG* 156	Manufacturing Machinery - CNC I	2
CAD* 220	Solid Works	3
Subtotal:		16

<b>Semester 2</b>		
+ MFG* 105	Manufacturing Math II	3
+ MFG* 125	Blueprint Reading II	3
+ QUA* 114	Principles of Quality Control	3
+ MFG* 254	Manufacturing Machinery - Lathe II	3
+ MFG* 255	Manufacturing Machinery - Milling II	3
+ MFG* 256	Manufacturing Machinery - CNC II	3
Subtotal:		18

<b>Semester 3</b>		
+ ENG* 101	Composition	3
Social and Behavioral Sciences Elective (History or Economics Recommended)		3
+ MAT* 186	Precalculus	4
+ CHE* 111	Concepts of Chemistry	4
Humanities and/or Language Elective I		3
Subtotal:		17

<b>Semester 4</b>		
COM* 173	Public Speaking	3
Fine Arts Elective		3-4
Social and Behavioral Sciences Elective (History or Economics Recommended)		3
+ PHY* 110	Introductory Physics	4
SOC* 190	Self and Others: Dynamics of Diversity	3
Humanities and/or Language Elective II		3
Subtotal:		19-20

MINIMUM TOTAL: 70

# Technology Studies: Manufacturing Electro- Mechanical Maintenance Technology Option (Associate in Science Degree)

This degree option provides comprehensive foundation course work in electro-mechanical industrial and engineering technologies, electronic controls, mathematics and physical sciences for continuation in a four-year technology degree program. A grade average of "C" is required for automatic continuation at Central Connecticut State University's School of Technology, where you can earn a Bachelor of Science degree in engineering technology, industrial technology, or technology education.

## MAJOR REQUIREMENTS

(2.0 GPA required)

### **ELECTRO-MECHANICAL MAINTENANCE TECHNOLOGY CERTIFICATE**

+ MFG* 158	Pneumatics & Hydraulics	3
+ MFG* 159	Industrial Maintenance	3
+ MFG* 162	CNC Maintenance & Repair I	3
+ MFG* 163	CNC Maintenance & Repair II	3
+ MFG* 164	Electro-Mechanical Seminar/Internship	4
		Certificate Total: 16

+ MFG* 133	Math for Electricity & Electronics	3
+ MFG* 137	Circuit Theory	3
+ MFG* 138	Digital Fundamentals	3
+ MFG* 139	Circuit Theory II	3

## GENERAL EDUCATION REQUIREMENTS

### **HUMANITIES**

COM* 173	Public Speaking	3
+ ENG* 101	Composition	3
		(Minimum "C" grade required)
+ ENG* 202	Technical Writing	3
Any PHL* (Philosophy) course		3

### **FINE ARTS**

A Fine Arts Elective		3-4
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### **SOCIAL AND BEHAVIORAL SCIENCES**

SOC* 190	Self and Others: Dynamics of Diversity	3
ECN* 101	Principles of Macroeconomics	3
Elective Social and Behavioral Sciences		3
		(HIS* or ECN* recommended)
Elective Social and Behavioral Sciences		3
		(POL* or HIS* recommended)

### **MATH AND SCIENCE**

+ MAT* 123	Elementary Statistics or higher	3
+ CHE* 111	Concepts of Chemistry	4
+ PHY* 110	Introductory Physics	4

## SUGGESTED SEMESTER SEQUENCE

### **Semester 1**

+ ENG* 101	Composition	3
ECN* 101	Principles of Macroeconomics	3
SOC* 190	Self and Others: Dynamics of Diversity	3
+ MFG* 133	Math for Electricity & Electronics	3
+ MFG* 137	Circuit Theory	3
Elective	Fine Arts Elective	3-4

Subtotal: 18-19

### **Semester 2**

+ ENG* 202	Technical Writing	3
COM* 173	Public Speaking	3
+ MFG* 138	Digital Fundamentals	3
+ MFG* 139	Circuit Theory II	3
+ MFG* 158	Pneumatics & Hydraulics	3
Elective Social and Behavioral Sciences		3
		(HIS* or ECN* Recommended)

Subtotal: 18

### **Semester 3**

+ MFG* 159	Industrial Maintenance	3
+ MFG* 162	CNC Maintenance & Repair I	3
+ MAT* 123	Elementary Statistics or higher	3
PHL* XXX	Any Philosophy Course	3
+ PHY* 110	Introductory Physics	4

Subtotal: 16

### **Semester 4**

+ MFG* 163	CNC Maintenance & Repair II	3
+ MFG* 164	Electro-Mechanical Seminar/Internship	4
+ CHE* 111	Concepts of Chemistry	4
Elective Social and Behavioral Sciences		3
		(POL* or HIS* Recommended)

Subtotal: 14

MINIMUM TOTAL: 66

# Technology Studies: Manufacturing Electronics & Controls Technology Option (Associate in Science Degree)

Pathway to entry into Central Connecticut State University School of Technology  
(2.0 GPA required with no grade less than "C")

The Technology Studies—Manufacturing Electronics & Controls Technology Option provides a solid comprehensive Manufacturing foundation in engineering technology, industrial technology, mathematics, and sciences, as provided by the standard Technology Studies program, but with a concentrated focus on manufacturing electronics and controls technology. The degree option includes a 15 semester hour core course sequence in Manufacturing Electronics Fundamentals followed by a 15 semester hour capstone course sequence specialization in Manufacturing Electronics Systems & Controllers. Completion of this program with an average grade "C" or higher provides for automatic continuation at Central Connecticut State University's School of Technology or Charter Oak State College, where the student can earn a bachelor of science degree in engineering technology, industrial technology, or technology education.

## MAJOR AREA REQUIREMENTS

### MANUFACTURING ELECTRONICS FUNDAMENTALS CERTIFICATE

+ MFG* 133	Mathematics for Electricity & Electronics	3
+ MFG* 137	Circuit Theory	3
+ MFG* 138	Digital Fundamentals	3
+ MFG* 139	Circuit Theory II	3
+ MFG* 140	Robotics	3

Certificate, Subtotal: 15

### MANUFACTURING ELECTRONICS SYSTEMS & CONTROLLERS CERTIFICATE

+ MFG* 142	Electronic Circuits & Devices	3
+ MFG* 143	Industrial Motor Controls	3
+ MFG* 145	Electronic Variable Speed Drive Systems	3
+ MFG* 146	Programmable Logic Controllers	3
+ MFG* 147	Microprocessor/Microcontroller	3

Certificate, Subtotal: 15

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

COM* 173	Public Speaking	3
+ ENG* 101	Composition (Minimum "C" grade required)	3
+ ENG* 202	Technical Writing	3
PHL* (Any Philosophy Course)		3

### FINE ARTS

A Fine Arts Elective		3-4
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## SOCIAL AND BEHAVIORAL SCIENCES/LIBERAL ARTS

SOC* 190	Self and Others: Dynamics of Diversity	3
ECN* 101	Principles of Macroeconomics	3
Elective Social and Behavioral Sciences (HIS* or ECN* Recommended)		3
Elective Social and Behavioral Sciences (POL* or HIS* Recommended) OR		3
Liberal Arts: GEO* recommended		

## MATH AND SCIENCE

+ MAT* 167	Principles of Statistics	3
+ CHE* 111	Concepts of Chemistry	4
+ PHY* 110	Introductory Physics	4

MINIMUM TOTAL: 68

## SUGGESTED SEMESTER SEQUENCE

The following is a suggested semester course sequence to complete the Manufacturing Electronics & Controls Technology option.

The Manufacturing Electronics Fundamentals Certificate provides a base Manufacturing Electronics skills set. This is followed by the Manufacturing Electronics Systems and Controllers Certificate.

### Semester 1

+ MFG* 133	Mathematics for Electricity & Electronics	3
+ MFG* 137	Circuit Theory	3
+ MFG* 138	Digital Fundamentals	3
+ MFG* 139	Circuit Theory II	3
+ MFG* 140	Robotics	3

Subtotal: 15

### Semester 2

+ MFG* 142	Electronic Circuits & Devices	3
+ MFG* 143	Industrial Motor Controls	3
+ MFG* 145	Electronic Variable Speed Drive Systems	3
+ MFG* 146	Programmable Logic Controllers	3
+ MFG* 147	Microprocessor/Microcontroller	3

Subtotal: 15

### Semester 3

+ CHE* 111	Concepts of Chemistry	4
COM* 173	Public Speaking	3
+ ENG* 101	Composition	3
+ MAT* 167	Principles of Statistics	3
SOC* 190	Self and Others: Dynamics of Diversity	3
Fine Arts Elective		3-4

Subtotal: 19-20

### Semester 4

ECN* 101	Principles of Macroeconomics	3
+ ENG* 202	Technical Writing	3
PHL* (Any Philosophy Course)		3
+ PHY* 110	Introductory Physics	4
Social and Behavioral Sciences/L.Arts Elective		3
Social and Behavioral Sciences/L.Arts Elective		3

Subtotal: 19

MINIMUM TOTAL: 68



# Technology Studies: Manufacturing Welding Technology Option (Associate in Science Degree)

Pathway to entry into Central Connecticut State University's School of Technology (2.0 GPA required with no grade less than "C")

The Technology Studies—Manufacturing Welding Technology Option provides a solid comprehensive knowledge of welding principles as applied to modern manufacturing processes and applications. The degree option includes a 20 semester hour core course sequence in Manufacturing Welding Technology Fundamentals followed by a 9 semester hour capstone course sequence specialization in either Advanced Manufacturing Welding Technology, or Manufacturing Welding Technology Applications. Completion of this program with an average grade "C" or higher provides for automatic continuation at Central Connecticut State University's School of Technology or Charter Oak State College, where the student can earn a bachelor of science degree in engineering technology, industrial technology, or technology education.

## MAJOR AREA REQUIREMENTS

### MANUFACTURING WELDING TECHNOLOGY FUNDAMENTALS CERTIFICATE

+ MFG* 105	Manufacturing Math II	3
+ MFG* 124	Blueprint Reading I	2
+ MFG* 128	Blueprint Reading for Welders	3
+ MFG* 157	Welding I	3
+ MFG* 257	Welding II	3
+ MFG* 265	Welding III	3
+ MFG* 266	Welding IV	3

Certificate, Subtotal: 20

### ADVANCED MANUFACTURING WELDING TECHNOLOGY CERTIFICATE

+ MFG* 267	Metallurgy	3
+ MFG* 268	Welding V	3
+ MFG* 269	Welding VI	3

Certificate, Subtotal: 9

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

COM* 173	Public Speaking	3
+ ENG* 101	Composition	3
	(Minimum "C" grade required)	
+ ENG* 202	Technical Writing	3
	Two Humanities Electives	6

### FINE ARTS

Fine Arts Elective	3-4
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## SOCIAL AND BEHAVIORAL SCIENCES

SOC* 190	Self and Others: Dynamics of Diversity	3
	Electives Social and Behavioral Sciences (History or Economics Recommended)	6

## MATH AND SCIENCE

+ MAT* 123	Elementary Statistics OR Higher Level Statistics Course	3
+ CHE* 111	Concepts of Chemistry	4
+ PHY* 110	Introductory Physics	4

## DIRECTED ELECTIVES

Choose one of the following:

PHL* OR	Fine Arts Elective	<b>OR</b>
+ ENG* 102	Literature & Composition	3-4

Subtotal: 41

## SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ MFG* 124	Blueprint Reading I	2
+ MFG* 157	Welding I	3
+ MFG* 257	Welding II	3
+ MFG* 265	Welding II	3
+ MFG* 267	Metallurgy	3
		Subtotal: 14

Semester 2: (Advanced Option)		
+ MFG* 105	Manufacturing Math II	3
+ MFG* 128	Blueprint Reading for Welders	3
+ MFG* 266	Welding IV	3
+ MFG* 268	Welding V	3
+ MFG* 269	Welding VI	3
		Subtotal: 15

Semester 3		
+ MAT* 123	Elementary Statistics	<b>OR</b>
+ MAT* Higher Level Statistics Course		3
+ CHE* 111	Concepts of Chemistry	4
+ ENG* 101	Composition	3
SOC* 190	Self and Others: Dynamics of Diversity	3
	Fine Arts Elective	3-4
	Social and Behavioral Sciences Elective	3
		Subtotal: 19-20

Semester 4		
+ PHY* 110	Introductory Physics	4
COM* 173	Public Speaking	3
	Philosophy or Fine Arts Elective	<b>OR</b>
+ ENG* 102	Literature & Composition	3-4
+ ENG* 202	Technical Writing	3
	Social and Behavioral Sciences Elective	3
	Two Humanities Electives	6
		Subtotal: 22-23
MINIMUM TOTAL: 70		

# Certificate Programs

## Accounting Assistant (Certificate)

The Accounting Assistant Certificate curriculum provides a beginning base of skills, information, and techniques for those students who have an interest in the area of accounting. Students who complete the certificate could be employed in entry-level accounting positions.

### FALL REQUIREMENTS

ACC* 115	Financial Accounting	4
BMG* 202	Principles of Management	3
**Elective		3-4
Subtotal:		10-11

### SPRING REQUIREMENTS

+ ACC* 123	Accounting Software Applications OR	3
+ CSA* 135	Spreadsheet Applications	
+ ACC* 118	Managerial Accounting	4
**Elective		3-4
Subtotal:		10-11
MINIMUM TOTAL:		20

\*\* 6-8 credits from among courses in Accounting (ACC\* 108 or higher), BBG\*, BES\*, BFN\*, BMG\*, BMK\*, or CSA\*. All courses must be 3 credits or more.

## Advanced Manufacturing Welding Technology (Certificate)

This certificate provides detailed knowledge of welding principles as applied to modern manufacturing processes and applications. It will provide the student requisite advanced skills necessary to welding in today's technological environment. Students will be able to demonstrate and apply basic metallurgy principles and guidelines in industrial applications and will understand and show manual dexterity/competence in performing code acceptable weldments on various metals

### REQUIRED COURSES

+ MFG* 267	Metallurgy	3
+ MFG* 268	Welding V	3
+ MFG* 269	Welding VI	3

MINIMUM TOTAL: 9

## Advanced Manufacturing Machine Technology (Certificate)

The objective of the certificate program is to provide a primary level of essential skills and knowledge to individuals seeking a background in the machine technology profession. A prerequisite for this certificate program is completion of Machine Technology Developmental courses MFG\* 050, MFG\* 051, MFG\* 071, MFG\* 080, MFG\* 091, MFG\* 092, and MFG\* 093 or consent of the program director. This certificate provides entry level skills to those seeking positions in machine technology environments.

### REQUIRED COURSES

CAD* 110	Introduction to AutoCAD OR	3
CAD* 220	Parametric Designs (Solidworks)	
+ MFG* 124	Blueprint Reading I	2
+ MFG* 151	Manufacturing Machinery - Drill Press and Saw	1
+ MFG* 152	Manufacturing Machinery - Grinding	2
+ MFG* 153	Manufacturing Machinery - Benchwork	2
+ MFG* 154	Manufacturing Machinery - Lathe I	2
+ MFG* 155	Manufacturing Machinery - Milling I	2
+ MFG* 156	Manufacturing Machinery - CNC I	2
+ MFG* 105	Manufacturing Math II	3
+ MFG* 125	Blueprint Reading II	3
QUA* 114	Principles of Quality Control	3
+ MFG* 254	Manufacturing Machinery - Lathe II	3
+ MFG* 255	Manufacturing Machinery - Milling II	3
+ MFG* 256	Manufacturing Machinery - CNC II	3

MINIMUM TOTAL: 34

## Business Administration (Certificate)

The courses in this certificate provide a solid background for either immediate job needs or eventual further studies in business. All courses will also apply to a business degree at ACC.

### REQUIREMENTS

BMG* 202	Principles of Management	3
+ BMK* 201	Principles of Marketing	3
+ ENG* 101	Composition	3
	(Minimum "C" grade required)	
+ CSA*, CSC*, or CST* Elective		3-4
Four courses selected from Business OR		12-16
Two courses from Business and two courses from Accounting		

MINIMUM TOTAL: 24

## Early Childhood Education (Certificate)

The Early Childhood Education Certificate is designed to provide students with the opportunity to complete a course of study which will prepare them to work in the field of early care and education. It is also designed for students who are already employed in an early care situation and desire to improve their knowledge and competency in working with young children. Students who complete this certificate may apply credits earned towards the Associate in Science degree and all students earning the A.S. degree also earn the Early Childhood Education Certificate.

### REQUIREMENTS

ECE* 101	Introduction to Early Childhood Education	3
ECE* 103	Creative Experiences/Children OR	3
ECE* 176	Health, Safety, & Nutrition	
+ ECE* 210	Observation, Participation & Seminar	3
+ ECE* 231	Early Language & Literacy Development	3
+ ECE* 215	The Exceptional Learner	3
**ECE*	Early Childhood Education Elective	3
+ ENG* 101	Composition (Minimum "C" grade required)	3
ENG* 114	Children's Literature	3
SOC* 190	Self and Others: Dynamics of Diversity	3
COM* 173	Public Speaking OR	3
THR* 110	Acting I	

MINIMUM TOTAL: 30

\*\*Early Childhood Education Electives: ECE\* 103, ECE\* 106, ECE\* 109, ECE\* 141, ECE\* 176, ECE\* 180, ECE\* 215, ECE\* 225, ECE\* 275.

## Early Childhood Administration (Certificate)

The Early Childhood Administration Certificate will acknowledge that professionals working in the field of early care and education and school age care have knowledge and competencies required of those who lead such programs. This certificate consists of five courses (15 credits) and is designed to give the students administration course work for the Connecticut Director's Credential (CDC) issued by Charter Oak State College. In addition, students are required to have an A.S. Degree in Early Childhood Education or a related field with 12 credits in Early Childhood Education to meet the initial level of the CDC Credential.

### REQUIREMENTS

+ ECE* 206	Administration. and Supervision of Early Childhood Programs	3
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*(This course is designed to meet the requirement for the CT Director's Credential at Charter Oak State College and as the comprehensive Introductory Administration and Supervision survey course AND meets the licensing 3 credit regulation for directors.)*

+ ECE* 212	Administrative Leadership in Early Childhood Programs	3
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*(Successful completion of ECE 206 is required to take ECE 212)*

+ECE* 275	Child, Family, and School Relationships	3
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*(This course meets the Child/Family/School requirement for the CT Director Credential)*

ACC* 100	Basic Accounting	<b>OR</b>
ACC* 103	Bookkeeping	3

*(This course meets the Budget/Fiscal requirement for the CT Director Credential)*

+ BMG* 220	Human Resources Management	3
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MINIMUM TOTAL: 15

*(BMG\* 220 meets the Leadership requirement for the CT Director Credential. )*

*(NOTE: The prerequisite for BMG\* 220 will be waived for students who already have an A.S. Degree in Early Childhood Education or a B.S. Degree in a related field.)*

## Entrepreneur (Certificate)

This certificate seeks to assist people in our region who wish to explore starting their own profit or not-for-profit organization, or work in an entrepreneurial department of a larger organization. This certificate intentionally contains elective courses for students in the arts, media, social services, education (or more traditional business fields) to develop their skills both in a field of choice and entrepreneurship.

### REQUIREMENTS

BMG* 202	Principles of Management	3
+ BMK* 201	Principles of Marketing	3
BES* 118	Small Business Management	OR
BES* 218	Entrepreneurship	3
+ BBG* 294	Business Internship	3
	One course in ACC*, or CSA*	3
	Three courses with approval of Department Chair	9-12
		MINIMUM TOTAL: 24

## Gerontology (Certificate)

Gerontology is the multidisciplinary study of the biological, psychological, and social aspects of aging. By completing the one-year certificate program, students may find immediate opportunity for employment in professional and paraprofessional entry-level positions at human service agencies, senior centers, residential communities, health care facilities, and other agencies that provide much needed services for the elderly. For others, this certificate will allow them to further enhance their knowledge of gerontology.

### REQUIREMENTS

+ ENG* 101	Composition	3
	Minimum "C" grade required)	
SOC* 190	Self and Others: Dynamics of Diversity	3
COM* 173	Public Speaking	OR
THR* 110	Acting I	3
HSE* 101	Introduction to Human Services	3
PSY* 111	General Psychology I	3
+ PSY* 210	Death and Dying	3
SOC* 101	Principles of Sociology	3
SOC* 114	Sociology of Aging	3
+ MAT* 137	Intermediate Algebra or higher	OR 3-4
+ MAT* 123	Elementary Statistics	
		MINIMUM TOTAL: 27

## Health Career Pathway (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 program requirements within Connecticut's Community College System. However, completion of this program does not guarantee an automatic acceptance into any health care program. Students are responsible for verifying specific requirements for their program of interest.

### REQUIRED COURSES

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

## Human Services Management (Certificate)

This certificate will provide students with the opportunity to expand their knowledge of management styles within human service agencies as well as the field of human resources. Students may pursue this certificate for professional development and/or as a means of formal training. All courses will apply to the human services degree at Asnuntuck.

### REQUIREMENTS

HSE* 101	Introduction to Human Services	3
+ HSE* 241	Human Services Agencies and Organizations	3
BMG* 202	Principles of Management	3
+ BMG* 220	Human Resources Management	OR
+ BMG* 210	Organizational Behavior	3
ACC*	Any 3-4 credit Accounting Course	3-4
+ ENG* 101	Composition	3
	(Minimum "C" grade required)	
PSY* 111	General Psychology I	OR
SOC* 101	Principles of Sociology	3
SOC* 190	Self and Others: Dynamics of Diversity	3
+ MAT*	Any Math Course above MAT*100	3-4
		MINIMUM TOTAL: 27

## Manufacturing Electronics Fundamentals (Certificate)

This certificate provides detailed knowledge of electrical and electronic principles as applied to the design and operation of modern, high-speed manufacturing and assembly equipment. Completing this certificate will provide the student requisite skills necessary to troubleshoot any electronic problems associated within the manufacturing environment.

### REQUIRED COURSES

+ MFG* 133	Mathematics for Electricity & Electronics	3
+ MFG* 137	Circuit Theory	3
+ MFG* 138	Digital Fundamentals	3
+ MFG* 139	Circuit Theory II	3
+ MFG* 140	Robotics	3

MINIMUM TOTAL: 15

## Manufacturing Electronics Systems & Controllers (Certificate)

This certificate provides detailed knowledge of electrical and electronic principles as applied to the design and operation of modern, high-speed manufacturing and assembly equipment. Completing this certificate will provide the student requisite skills necessary to troubleshoot any electronic problems associated within the manufacturing environment. Note: Completion of Manufacturing Electronic Fundamentals Certificate required, or consent of instructor.

### REQUIRED COURSES

+ MFG* 142	Electronic Circuits & Devices	3
+ MFG* 143	Industrial Motor Controls	3
+ MFG* 145	Electronic Variable Speed Drive Systems	3
+ MFG* 146	Programmable Logic Controllers	3
+ MFG* 147	Microprocessor/Microcontrollers	3

MINIMUM TOTAL: 15

## Manufacturing Electro-Mechanical Maintenance Technology (Certificate)

This certificate will provide the student with prerequisite skills necessary to several diverse fields such as manufacturing, health industry, distribution systems, machining industry and engineering. The technology of computer directed design, production, warehousing, distribution and wholesale and retailing requires the knowledge and skills inherent in the certificate program.

### REQUIRED COURSES

+ MFG* 158	Pneumatics & Hydraulics	3
+ MFG* 159	Industrial Maintenance	3
+ MFG* 162	CNC Maintenance & Repair I	3
+ MFG* 163	CNC Maintenance & Repair II	3
+ MFG* 164	Electro-Mechanical Seminar/Internship	4

MINIMUM TOTAL: 16

## Manufacturing Welding Technology Applications (Certificate)

This certificate provides detailed knowledge of welding principles as applied to modern manufacturing processes and applications. It will provide the student requisite advanced skills necessary to welding in today's technological environment. Students will be able to demonstrate a basic knowledge of semiautomatic, automatic, robotic, CNC, resistance welding, LBW, as well as other welding procedures and will demonstrate knowledge of what is required for weldments to meet specific standards to ensure product, building, or other structural safety. Completion of the Manufacturing Welding Technology Fundamentals Certificate is required, or the consent of instructor.

### REQUIRED COURSES

+ MFG* 270	Welding Automation and other Welding Processes	3
+ MFG* 273	Welding Codes, Testing, and Certifications	3
+ QUA* 114	Principles of Quality Control	3

MINIMUM TOTAL: 9

## Manufacturing Welding Technology Fundamentals (Certificate)

This certificate provides detailed knowledge of welding principles as applied to modern manufacturing processes and applications. It will provide the student requisite entry level skills necessary to welding in today's technological environment. Students will be able to demonstrate equipment knowledge and competence in the performance of various welding processes/techniques.

### REQUIRED COURSES

+ MFG* 105	Manufacturing Math II	3
+ MFG* 124	Blueprint Reading I	2
+ MFG* 128	Blueprint Reading for Welders	3
+ MFG* 157	Welding I	3
+ MFG* 257	Welding II	3
+ MFG* 265	Welding III	3
+ MFG* 266	Welding IV	3

MINIMUM TOTAL: 20

## Marketing (Certificate)

The marketing certificate program is designed to provide a focus on the marketing process as a strategic decision-making skill. The program will enhance career opportunities for those currently employed in marketing related positions or those seeking such positions who lack the necessary marketing concepts to make appropriate marketing decisions.

### REQUIREMENTS

+ ENG* 101	Composition (Minimum "C" grade required)	3
	BMG* 202 Principles of Management	3
+ BMK* 201	Principles of Marketing	3
	Select two BMK* courses (at least 6 credits)	6
	One additional course (3 credit minimum) from BBG*, BES*, BFN*, BMG*, CSA*	3
	One ACC* course (3 credit minimum)	3-4

MINIMUM TOTAL: 21

## Office User Specialist (Certificate)

The Office User Specialist Certificate is designed to prepare students to enter the workforce as computer professionals trained in a variety of software applications. This certificate is for students who want to use the computer as a tool of productivity. The specialized computer courses will emphasize the Office software suite for students looking to acquire current skills in preparation for entry into or advancement in today's workplace. Students may wish to enhance these opportunities by pursuing certifications available from various software vendors such as the Microsoft User Specialist.

### REQUIREMENTS

CSA* 105	Introduction to Software Applications	3
+ CSA* 135	Spreadsheet Applications	3
+ CSA* 145	Database Management	3
+ CST* 150	Web Design and Development I	3
+ CSA* 125	Exploring Word Processing and Desktop Publishing	4

MINIMUM TOTAL: 16

## Registered Medical Assistant (Certificate)

The Registered Medical Assistant certificate is designed to prepare students for entry-level positions in private medical offices, hospitals, home health care agencies, nursing homes, clinics and diagnostic centers or take it to the next level and become certified.

Successful completion of the program satisfies the eligibility requirements needed to sit for a voluntary national certification exam sponsored by the American Medical Technologists, a nationally recognized certification agency for allied health professionals.

### REQUIREMENTS

MED* 111	Medical Office Procedures	3
+ MED* 112	Medical Insurance and Coding	3
+ MED* 116	Anatomy & Physiology for Medical Asst.	4
MED* 125	Medical Terminology	3
+ MED* 133	Clinical Medical Assisting	4
+ MED* 142	Clinical Lab. Procedures and Practices I	4
MED* 170	Law and Ethics for Health Careers	3
MED* 240	Psychology and Communication in Healthcare for Medical Assisting	3
+ MED* 242	Clinical Lab. Procedures and Practices II	4
+ MED* 250	Principles of Pharmacology	3
+ MED* 280	Medical Assistant Externship	4

MINIMUM TOTAL: 38

## Team Leader Management Skills in Manufacturing (Certificate)

The courses in this certificate provide a solid background for either immediate job needs in a manufacturing area or eventual further studies. All courses will also apply to a Business Administration degree at Asnuntuck Community College.

### REQUIREMENTS

BMG* 202	Principles of Management	3	
+ ENG* 202	Technical Writing		<b>OR</b>
ENG*	Any English Course 100 or above	3	
ECN* 101	Principles of Macroeconomics		<b>OR</b>
ECN* 102	Principles of Microeconomics	3	
+ QUA* 114	Principles of Quality Control	3	
+ MFG* 225	Industrial Safety	3	
Choose one of the following courses:			
+ HUM* 185	Problem Solving & Decision Making		
HUM* 141	The Future & Organizations		
HUM* 145	Leadership in Society	3	
			MINIMUM TOTAL: 18

## Web Designer (Certificate)

This certificate program is designed for the individual who wants to design and maintain Web pages for a variety of settings including personal, professional and business use. This certificate will provide training which will enable students to improve job skills and gain immediate employment.

### REQUIREMENTS

CSA* 105	Introduction to Software Applications	OR	
CSC* 106	Structured Programming		3
+ CST* 150	Web Design & Development I		3
+ CST* 250	Web Design & Development II		3
+ CST* 258	Fundamentals of Internet Programming		4
DGA* 111	Introduction to Computer Graphics		3
+ BMK* 201	Principles of Marketing		3
			MINIMUM TOTAL: 19

## Team Leader Technical Skills in Manufacturing (Certificate)

The courses in this certificate provide a solid background for either immediate job needs in a manufacturing area or eventual further studies. All courses will also apply to a Business Administration degree at Asnuntuck Community College.

### REQUIREMENTS

+ ENG* 202	Technical Writing	3	
+ MFG* 105	Manufacturing Math II OR	3-4	
MAT* XXX	Any Math Course above 100		
+ MFG* 124	Blueprint Reading I	2	
+ MFG* 125	Blueprint Reading II	3	
+ MFG* 239	Geometric Dimension & Tolerancing	3	
With advisor approval, one course from among the 3 following: BBG*, BES*, BMG*, BMK*, BFN*, CSA*, CSC* or CST*			
			MINIMUM TOTAL: 17

# SYSTEM-WIDE DEGREES

## College of Technology: Technology Studies (Associate in Science Degree)

The College of Technology is a specialized curriculum that allows a student to begin technology or engineering technology studies at any of the state's twelve community colleges with the ultimate goal of achieving a four-year, baccalaureate degree in Technology at Central Connecticut State University or Charter Oak State College. The curriculum is designed to serve as the first two years of the Bachelor of Science degree. Some courses in this program are not offered at Asnuntuck Community College but can be taken at other Connecticut community colleges.

### MAJOR REQUIREMENTS

(2.0 GPA required)

+ CAD* 133	CAD Mechanical AUTOCAD	3
+ MAT* 167	Principles of Statistics	3
+ ENG* 202	Technical Writing	3
	Directed Elective I	3-4
	Directed Elective II	3-4
		Subtotal: 15-17

### GENERAL EDUCATION REQUIREMENTS

#### HUMANITIES

COM* 173	Public Speaking	3
+ ENG* 101	Composition	3
(Minimum "C" grade required)		

#### FINE ARTS

A Fine Arts Elective	3
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#### SOCIAL AND BEHAVIORAL SCIENCES/LIBERAL ARTS

SOC* 190	Self and Others: Dynamics of Diversity	3
ECN* 101	Principles of Macroeconomics	3
	Social and Behavioral Sciences Elective (HIS* or ECN* recommended)	3
	Social and Behavioral Sciences Elective (POL* or HIS* recommended) OR Liberal Arts: GEO* recommended	3

#### MATH

+ MAT* 186	Precalculus	4
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#### SCIENCE

+ CHE* 111	Concepts of Chemistry	4
+ PHY* 110	Introductory Physics	4

### TECHNICAL ELECTIVES

Technical Elective I	3-4
Technical Elective II	3-4
Technical Elective III	3-4
Technical Elective IV	3-4
Technical Elective V	3-4

### SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
COM* 173	Public Speaking	3
+ MAT* 167	Principles of Statistics	3
+ CHE* 111	Concepts of Chemistry	4
	Fine Arts Elective	3
		Subtotal: 16

Semester 2		
+ ENG* 202	Technical Writing	3
+ CAD* 133	CAD Mechanical AUTOCAD	3
+ MAT* 186	Precalculus	4
+ PHY* 110	Introductory Physics	4
	Social and Behavioral Sciences Elective (History or Economics Recommended)	3
		Subtotal: 17

Semester 3		
ECN* 101	Principles of Macroeconomics	3
PHL*	Any Philosophy Course	3
	Directed Elective I	3-4
	Technical Elective I	3-4
	Technical Elective II	3-4
	Social and Behavioral Sciences Elective (Political Science or History Recommended) OR Liberal Arts: GEO* recommended	3
		Subtotal: 18-21

Semester 4		
	Technical Elective III	3-4
	Technical Elective IV	3-4
	Technical Elective V	3-4
	SOC* 190 Self and Others: Dynamics of Diversity	3
	Directed Elective II	3-4
		Subtotal: 15-19
MINIMUM TOTAL: 66		

### DIRECTED AND TECHNICAL ELECTIVES:

Any group of related courses from the following areas: Computer and Information Systems (CSA\*, CSC\*, CST\*), Manufacturing (MFG\*), Mathematics (MAT\*), or Physics (PHY\*).



# College of Technology: Technology Studies Lean Manufacturing and Supply Chain Management Option (Associate in Science Degree)

The College of Technology is a specialized curriculum that allows a student to begin technology or engineering technology studies at any of the state's twelve community colleges with the ultimate goal of achieving a four-year, baccalaureate degree in Technology at Central Connecticut State University or Charter Oak State College. The curriculum is designed to serve as the first two years of the Bachelor of Science degree.

## MAJOR REQUIREMENTS

(2.0 GPA required)

### LEAN MANUFACTURING CERTIFICATE

MFG* 171	Introduction to Lean Manufacturing	3
+ MFG* 271	Advanced Lean Manufacturing	3
		Certificate Total: 6

### SUPPLY CHAIN MANAGEMENT CERTIFICATE

MFG* 172	Intro to Lean Supply Chain Management	3
+ MFG* 272	Implementing Lean Supply Chain Mgmt	3
		Certificate Total: 6

+ CAD* 133	CAD Mechanical AUTOCAD	3
	Directed Elective I	3-4
	Directed Elective II	3-4
		Subtotal: 21-23

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

COM* 173	Public Speaking	3
+ ENG* 101	Composition	3
	(Minimum "C" grade required)	
+ ENG* 202	Technical Writing	3
	Any PHL* (Philosophy) course	3

### FINE ARTS

	A Fine Arts Elective	3-4
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### SOCIAL AND BEHAVIORAL SCIENCES/LIBERAL ARTS

SOC* 190	Self and Others: Dynamics of Diversity	3
ECN* 101	Principles of Macroeconomics	3
	Elective Social and Behavioral Sciences (HIS* or ECN* recommended)	3
	Elective Social and Behavioral Sciences (POL* or HIS* recommended ) OR Liberal Arts: GEO* recommended	3

### MATH

+ MAT* 167	Principles of Statistics	3
+ MAT* 186	Precalculus	4

### SCIENCE

+ CHE* 111	Concepts of Chemistry	4
+ PHY* 110	Introductory Physics	4

## SUGGESTED SEMESTER SEQUENCE

### Semester 1

+ ENG* 101	Composition	3
COM* 173	Public Speaking	3
+ MAT* 167	Principles of Statistics	3
+ CHE* 111	Concepts of Chemistry	4
MFG* 171	Introduction to Lean Manufacturing	3
		Subtotal: 16

### Semester 2

+ ENG* 202	Technical Writing	3
+ MFG* 271	Advanced Lean Manufacturing	3
+ MAT* 186	Precalculus	4
+ PHY* 110	Introductory Physics	4
	Elective Social and Behavioral Sciences (HIS* or ECN* Recommended)	3
		Subtotal: 17

### Semester 3

ECN* 101	Principles of Macroeconomics	3
PHL* XXX	Any Philosophy Course	3
	Directed Elective I	3-4
+ CAD* 133	CAD Mechanical AUTOCAD	3
MFG* 172	Intro to Lean Supply Chain Management	3
		Subtotal: 15-16

### Semester 4

	Elective Social and Behavioral Sciences/LA (GEO*, POL* or HIS* Recommended)	3
	Elective Fine Arts Elective	3-4
+ MFG* 272	Implementing Lean Supply Mgmt.	3
SOC* 190	Self and Others: Dynamics of Diversity	3
	Elective Directed Elective II	3-4
		Subtotal: 15-17
		MINIMUM TOTAL: 63

### DIRECTED ELECTIVES:

Any group of related courses from the following areas: Computer and Information Systems (CSA\*, CSC\*, CST\*), Manufacturing (MFG\*), Mathematics (MAT\*), or Physics (PHY\*).

# Technology Studies: Manufacturing Electro- Mechanical Maintenance Technology Option (Associate in Science Degree)

This degree option provides comprehensive foundation course work in electro-mechanical industrial and engineering technologies, electronic controls, mathematics and physical sciences for continuation in a four-year technology degree program. A grade average of "C" is required for automatic continuation at Central Connecticut State University's School of Technology, where you can earn a Bachelor of Science degree in engineering technology, industrial technology, or technology education.

## MAJOR REQUIREMENTS

(2.0 GPA required)

### ELECTRO-MECHANICAL MAINTENANCE TECHNOLOGY CERTIFICATE

+ MFG* 158	Pneumatics & Hydraulics	3
+ MFG* 159	Industrial Maintenance	3
+ MFG* 162	CNC Maintenance & Repair I	3
+ MFG* 163	CNC Maintenance & Repair II	3
+ MFG* 164	Electro-Mechanical Seminar/Internship	4
		Certificate Total: 16

+ MFG* 133	Math for Electricity & Electronics	3
+ MFG* 137	Circuit Theory	3
+ MFG* 138	Digital Fundamentals	3
+ MFG* 139	Circuit Theory II	3
		Subtotal: 28

## GENERAL EDUCATION REQUIREMENTS

### HUMANITIES

COM* 173	Public Speaking	3
+ ENG* 101	Composition	3
		(Minimum "C" grade required)
+ ENG* 202	Technical Writing	3
PHL* (Any Philosophy Course)		3

### FINE ARTS

Fine Arts Elective		3-4
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### SOCIAL AND BEHAVIORAL SCIENCES

SOC* 190	Self and Others: Dynamics of Diversity	3
ECN* 101	Principles of Macroeconomics	3
Social and Behavioral Sciences Elective		3
		(HIS* or ECN* recommended)
Social and Behavioral Sciences Elective		3
		(POL* or HIS* recommended)

## MATH AND SCIENCE

+ MAT* 123	Elementary Statistics or higher	3
+ CHE* 111	Concepts of Chemistry	4
+ PHY* 110	Introductory Physics	4

## SUGGESTED SEMESTER SEQUENCE

Semester 1		
+ ENG* 101	Composition	3
ECN* 101	Principles of Macroeconomics	3
SOC* 190	Self and Others: Dynamics of Diversity	3
+ MFG* 133	Math for Electricity & Electronics	3
+ MFG* 137	Circuit Theory	3
Fine Arts Elective		3-4
		Subtotal: 18-19

Semester 2		
+ ENG* 202	Technical Writing	3
COM* 173	Public Speaking	3
+ MFG* 138	Digital Fundamentals	3
+ MFG* 139	Circuit Theory II	3
+ MFG* 158	Pneumatics & Hydraulics	3
Social and Behavioral Sciences Elective		3
		(HIS* or ECN* Recommended)
		Subtotal: 18

Semester 3		
+ MFG* 159	Industrial Maintenance	3
+ MFG* 162	CNC Maintenance & Repair I	3
+ MAT* 123	Elementary Statistics or higher	3
PHL* (Any Philosophy Course)		3
+ PHY* 110	Introductory Physics	4
		Subtotal: 16

Semester 4		
+ MFG* 163	CNC Maintenance & Repair II	3
+ MFG* 164	Electro-Mechanical Seminar/Internship	4
+ CHE* 111	Concepts of Chemistry	4
Social and Behavioral Sciences Elective		3
		(POL* or HIS* Recommended)
		Subtotal: 14
MINIMUM TOTAL: 66		

# SYSTEM-WIDE CERTIFICATES

## College of Technology: Technology Studies

### Wastewater (Certificate)

Offered at various community colleges system-wide.

The Wastewater Certificate is a multi-campus program that responds to Connecticut's environmental needs, that is consistent with established state environmental requirements and standards, and that uses available resources most efficiently and effectively.

The curriculum has been designed cooperatively with the Department of Environmental Protection so that the courses will best meet the needs of wastewater treatment plant operations in hiring new employees and in preparing current employees for class I and II wastewater certification examinations.

The certificate offers students an entry into the College of Technology Technological Studies Pathway degree program through which a student can earn the associate in science degree and transfer all courses to Central Connecticut State University's environmental technology baccalaureate program.

#### REQUIRED COURSES

BIO* 121	General Biology I	4
+ ENG* 101	Composition	3
(Minimum "C" grade required)		
+ CHE* 111	Concepts of Chemistry	4
CSC* 101	Introduction to Computers	3
+ MAT* 137	Intermediate Algebra	3
	Wastewater	3
	Wastewater II	3
	Wastewater III	3
	Wastewater IV	3

MINIMUM TOTAL: 29

## Advanced Wastewater (Certificate)

Offered at various community colleges system-wide.

The Advanced Wastewater Certificate will offer students a core of courses to prepare them for certification as Wastewater III and Wastewater IV Operators. The community colleges in collaboration with the Department of Environmental Protection developed the certificate program in response to legislation requiring certification.

#### REQUIRED COURSES

+ MAT* 186	Precalculus	4
PSY* 111	General Psychology I	3
	Fundamentals of Electricity	4
	Advanced Wastewater I	3
	Sanitary Engineering OR	3
	Environmental Engineering OR	
	Technical Elective	
	Environmental Law	3
	Advanced Wastewater II	3
	Directed Electives	6

MINIMUM TOTAL: 29

### Electrical (Certificate)

Offered at various community colleges system-wide.

This program was developed to serve individuals who have completed the electrical apprenticeship training available through the Independent Electrical Contractors of Connecticut. Students who complete the Electrical Certificate program will be able to continue their studies toward an associate's degree by applying those credits toward the College of Technology Program which will then transfer to Central Connecticut State University.

#### REQUIRED COURSES

+ MAT* 137	Intermediate Algebra	3
+ PHY* 121	General Physics I	4
CSC* 101	Introduction to Computers	3
+ ENG* 101	Composition	3
(Minimum "C" grade required)		
+ CHE* 111	Concepts of Chemistry	4
	Electricity I	3
	Electricity II	3
	Electricity III	3
	Electricity IV	3

MINIMUM TOTAL: 29

## Lean Manufacturing (Certificate)

The Lean Manufacturing and Supply Chain Management Certificates provide students with the skills that will increase their employability in the manufacturing field, as well as set them on a path that will enable them to further their education. The courses within the certificates were developed by members of the College of Technology in conjunction with industry partners. The courses in lean manufacturing are intended to ensure students have knowledge of current continuous process of improvement methodologies in use today within competitive manufacturing environments. The courses in supply chain management are intended to review the lean manufacturing principles needed to understand and maintain the supply chain and to cover the benefits and elements needed for implementing supply chain management.

### REQUIRED COURSES

MFG* 171	Introduction to Lean Manufacturing	3
+ MFG* 271	Advanced Lean Manufacturing	3
		MINIMUMTOTAL: 6

## Supply Chain Management (Certificate)

The Lean Manufacturing and Supply Chain Management Certificates provide students with the skills that will increase their employability in the manufacturing field, as well as set them on a path that will enable them to further their education. The courses within the certificates were developed by members of the College of Technology in conjunction with industry partners. The courses in lean manufacturing are intended to ensure students have knowledge of current continuous process of improvement methodologies in use today within competitive manufacturing environments. The courses in supply chain management are intended to review the lean manufacturing principles needed to understand and maintain the supply chain and to cover the benefits and elements needed for implementing supply chain management.

### REQUIRED COURSES

MFG* 172	Introduction to Lean Supply Chain Management	3
+ MFG* 272	Implementing Lean Supply Chain Management	3
		MINIMUMTOTAL: 6

# Course Descriptions

## ACCOUNTING

Prior to enrolling in an Accounting course, students must address any needs for developmental work in mathematics and English by taking MAT\* 075 and ENG\* 073.

Regular written homework is required in all Accounting courses. Students must achieve a "C-" or better in an Accounting course to continue to the next level.

The college offers instructional labs for Accounting students who wish to avail themselves of the opportunity to confirm homework, seek help with practice sets, or receive tutorial help in a difficult area of study. These labs are subject to available funding.

### **ACC\* 100: BASIC ACCOUNTING 3 CREDITS**

An introductory course for non-Accounting majors, and owners and managers of small businesses. Covers the basic structure, concepts, and principles of accounting, and correct use of accounting terminology. The practical aspect of accounting is emphasized through recording, classifying, and summarizing the financial information that flows within a business enterprise. The accounting cycle, including statement presentation, is examined along with such areas as sales, purchases, cash, receivables, and payroll. Supplemented with software applications. This course is not open to students who have completed ACC\* 115 or higher, with a grade of "C-" or better.

**Prerequisites:** None

**Offered:** Not regularly offered

### **ACC\* 108: PAYROLL ACCOUNTING 3 CREDITS**

This course will provide accounting students with an overview of the responsibilities of a payroll specialist and the importance of the payroll operations in a business. It will provide the student with an essential understanding of payroll accounting laws, regulations and methodology. Other topics covered are the need for timely and accurate payroll data as a key part of the management function, tax rules, tax rates and tax reports. In this course, students will have hands-on experience aided by technology that utilizes the latest payroll accounting software.

**Prerequisites:** ACC\* 100 or ACC\* 115

**Offered:** Not regularly offered

### **ACC\* 115: FINANCIAL ACCOUNTING 4 CREDITS**

Designed as an introduction to the accounting theory necessary to understand basic accounting practices; to read, analyze, and interpret financial statements; and to

make informed business and financial decisions.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

### **ACC\* 118: MANAGERIAL ACCOUNTING 4 CREDITS**

An introduction to the basic concepts needed to select and use accounting information necessary for managerial decision making. Students learn how managers plan for the operations of their business, assess how effectively their plans are being implemented, control operations, and use accounting data to make internal decisions. **Prerequisite:** ACC\* 115 with a grade of "C-" or better

**Offered:** Fall, Spring

### **ACC\* 123: ACCOUNTING SOFTWARE APPLICATIONS 3 CREDITS**

A hands-on course in accounting information management that demonstrates the accounting uses of spreadsheet software. Students learn the major components of spreadsheet software for accounting including macros, graphics, and database manipulation. Students build real-world accounting models in each of the three components utilizing print options, function commands, and file manipulation. Recommended prior to taking ACC\* 275.

**Prerequisites:** ACC\* 100 or ACC\* 115 with a grade of "C-" or better.

**Offered:** Spring

### **ACC\* 233: PRINCIPLES OF COST ACCOUNTING 4 CREDITS**

Presents the principles involved in determining the cost of manufacturing an article and covers job order cost, process cost, and standard cost accounting. Uses of cost accounting information in the determination of management decisions are studied through cost analysis. Joint costs, by-product costs, the nature of the master budget, direct and absorption costing, and break even analysis are examined.

**Prerequisites:** ACC\* 118 with a grade of "C-" or better

**Offered:** Fall

### **ACC\* 241: FEDERAL TAXES I 3 CREDITS**

This course is primarily concerned with the federal tax structure and the preparation of individual income tax returns and related schedules. Practice is supplied through problem solving. A class project may be assigned.

**Prerequisites:** None

**Offered:** Spring

**ACC\* 275: PRINCIPLES OF INTERMEDIATE ACCOUNTING I 4 CREDITS**

The primary concern in this course is the application of concepts and principles to financial statement analysis with emphasis on theory, classification, and evaluation of assets and liabilities. Current changes in the Generally Accepted Accounting Principles (GAAP) are studied where applicable. This course is supplemented by the use of spreadsheet software for problem solving.

**Prerequisites:** ACC\* 118 and either ACC\* 123 or CSA\* 135, all with a grade of "C-" or better

**Offered:** Fall

**ACC\* 276: PRINCIPLES OF INTERMEDIATE ACCOUNTING II 4 CREDITS**

The study of the theoretical aspects of liability and related expense recognition, shareholders' equity, and financial statement preparation and analysis. Major emphasis is placed on the analytical process, and the use of interpretation of financial data. Spreadsheet and accounting software are sometimes used for problem solving.

**Prerequisites:** ACC\* 275 with a grade of "C-" or better

**Offered:** Spring

**ACC\* 294: INTERNSHIP IN ACCOUNTING 3 CREDITS**

This course combines a classroom seminar with on-the-job work experience, to provide a vital link between classroom theories and ideas and the world of work. Assignments may be in private, public, or non-profit organizations in areas such as manufacturing, retailing, personnel, accounting, service or governmental organizations, or finance. This experience will enable students, under supervision, to integrate experience with theoretical knowledge. Each credit earned requires 40 hours of work placement. In addition, six classroom seminar periods are required during the semester, where students will establish learning goals for the work assignment, discuss work-related issues, and career development in their field. Students must complete their work assignment, attend the seminars, and complete their required course papers in order to receive credit for the course.

**Prerequisites:** Minimum of 21 credits completed in program and permission of instructor. Graded pass/fail.

**Offered:** Not regularly offered

## ANTHROPOLOGY

A grade of C- is the passing grade for prerequisites in this category unless otherwise noted.

**ANT\* 101: INTRODUCTION TO ANTHROPOLOGY 3 CREDITS**

This survey course is primarily devoted to cultural anthropology, emphasizing the study of culture and social

institutions through a comparative examination of non-literate peoples, early civilizations and modern societies. Less emphasized is the study of human evolution and the effects of cultural and biological factors in that evolution.

**Prerequisites:** None

**Offered:** Fall, Spring

**ANT\* 111: ANTHROPOLOGY OF WOMEN 3 CREDITS**

A historical, cross-cultural study of the role of women. The course examines women's social, political, and economic positions in both primitive and industrialized societies, and traces the evolution of the status of women from pre-history to modern times. The mythologies of primitive and ancient peoples are also examined for clues into the nature of the female's role.

**Prerequisites:** None

**Offered:** Spring

## ART

All ART\* courses satisfy the Fine Arts requirement.

**ART\* 100: ART APPRECIATION 3 CREDITS**

This course explores the constantly changing world of art, discovering how this form of expression is defined and the varied ways in which it can be appreciated. The study of the individual elements and principles that constitute a work of art is undertaken in this exploration of creativity. Visits to galleries, studios, and museums are an integral part of the course, as are artist videos and websites, class discussions and written assignments.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer, Winter

**ART\* 101: ART HISTORY I 3 CREDITS**

An examination of painting, sculpture, architecture, and graphics from pre-history to the Renaissance. Gaining an understanding of art from these periods and an awareness of its historical significance are emphasized. The study of art is approached through slide lectures, discussions, papers, and gallery/museum visits.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

**ART\* 102: ART HISTORY II 3 CREDITS**

An examination of painting, sculpture, architecture, and graphics from the Renaissance to the present. Gaining an understanding of art from these periods and an awareness of its historical significance are emphasized. The study of art is approached through slide lectures, discussions, papers, and gallery/museum visits.

**Prerequisites:** ART\* 101 is NOT required for this course

**Offered:** Fall, Spring, Summer

**ART\* 111: DRAWING I 3 CREDITS**

This studio course covers the basic elements, media and processes of drawing within a hands-on studio context. Composition, value and perspective are addressed.

Extensive drawing from still-life, landscapes and reproductions will emphasize development of students' manual and perceptual skills.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

### **ART\* 112: DRAWING II** **3 CREDITS**

This course will explore in a more complex manner the objects, principles, and media as presented in ART\* 111: Drawing I. Greater emphasis will be placed upon the development of personal drawing styles and the expression of individual feelings toward a variety of subjects and themes. (Note: This course was previously known as ART\* 215 - Illustration. Students can take either ART\* 112 or ART\* 215 for credit, but not both.)

**Prerequisite:** ART\* 111

**Offered:** Spring

### **ART\* 123: DESIGN I** **3 CREDITS**

The theory and practice of design principles within a hands-on studio context. Texture, figure and ground, value, color, perspective, movement, space, motion, and mass will be addressed. An understanding of, and an ability to control, these elements and principles of design will be emphasized.

**Prerequisites:** None

**Offered:** Fall

### **ART\* 131: SCULPTURE I** **3 CREDITS**

A studio course in the principles, techniques, and materials of sculpture. Processes include metal fabrication/welding, casting, plaster, wood, and found objects, among others. Students will concentrate on controlling sculptural media and examining the fundamentals of three-dimensional design.

**Prerequisites:** None

**Offered:** Fall, Spring

### **ART\* 151: PAINTING I** **3 CREDITS**

A studio course in the technical and aesthetic fundamentals of painting, covering the selection and use of materials, basic color theory, and realistic and expressive paint handling. Students will work in both traditional and experimental painting styles.

**Prerequisites:** None

**Offered:** Spring

### **ART\* 167: PRINTMAKING I** **3 CREDITS**

This studio course covers all phases of the printing process from the preparation of the screen, block or plate to the printing of an edition of works. The three basic approaches to printing: relief (raised surface), intaglio (recessed surface), and lithography (flat surface) are utilized in the creation of individual works of art.

**Prerequisites:** None

**Offered:** Fall, Spring

### **ART\* 250: DIGITAL PHOTOGRAPHY** **3 CREDITS**

A hands-on studio based introduction to digital photography as a fine art and a means of communication. Topics include camera handling and creative controls, image editing and manipulation using Adobe Photoshop, and photographic history and theory. Through lectures, readings, slide presentations, videos and assignments, students will be introduced to the basic vocabulary, concepts, tools and expressive possibilities of digital photography. It is recommended that students have their own camera. *This course satisfies the Fine Arts requirement.*

See also DGA\* 128.

**Prerequisite:** None

**Offered:** Fall, Spring

## **ASTRONOMY**

### **AST\* 101: PRINCIPLES OF ASTRONOMY** **3 CREDITS**

This course is an introduction to descriptive astronomy. Topics include understanding the earth and its motions; the moon; instrumentation used in astronomy; and the origin of the universe. Emphasis is on visual observation of celestial phenomena. Recent advances in astronomy are discussed.

**Prerequisite:** One year of high school mathematics

**Offered:** Fall, Spring

## **BIOLOGY**

A grade of C is the passing grade for prerequisites in this category unless otherwise noted.

Students interested in majoring in biology should consider the CSCU Transfer Ticket in Biology Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Michelle Coach (860-253-3141 or mcoach@asnuntuck.edu) for further details.

### **BIO\* 105: INTRODUCTION TO BIOLOGY** **4 CREDITS**

This one-semester lecture and laboratory course will provide the student with a background of the basic concepts of Biology. Topics will include chemistry, genetics, cells, evolution and ecology, biotechnology, the diversity of life, and the major systems of the human body.

**Prerequisites:** None

**Offered:** Fall, Spring

**BIO\* 111: INTRODUCTION TO NUTRITION**

**3 CREDITS**

This course is an introduction to the basic principles of nutrition with emphasis on the biological basis of human nutrition, nutrient metabolism and interaction. Topics include the structure and function of the carbohydrates, lipids, proteins, vitamins and minerals; the role these nutrients play in energy balance needs; human health; and degenerative diseases.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer, Winter

**BIO\* 115: HUMAN BIOLOGY**

**4 CREDITS**

This introductory course offers an overview of the human body and its processes emphasizing health and how the body maintains homeostasis in a changing environment. This course will cover cell biology, histology and the major systems of the body, including skeletal, muscular, cardiovascular, nervous and digestive. (3 hours lecture/3 hours lab). This course does NOT satisfy the prerequisite for BIO\* 211: Anatomy & Physiology I and BIO\* 235: Microbiology.

**Prerequisites:** None

**Offered:** Fall, Spring

**BIO\* 121: GENERAL BIOLOGY I**

**4 CREDITS**

This course investigates the concepts of scientific methodology and the studies of representative plant and animal cells. Topics include the study of molecular and plant biology; cell division; the basic principles of genetics; and the role of DNA and RNA in human inheritance. (BIO\* 121 or BIO\* 122 may be taken in either semester. BIO\*121 with a grade of C will satisfy the prerequisite for BIO\* 211 Anatomy & Physiology I and BIO\* 235 Microbiology. 3 hours lecture/3 hours lab.)

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

**BIO\* 122: GENERAL BIOLOGY II**

**4 CREDITS**

This course investigates the concept of taxonomy and the diversity of life forms. Topics include the comparative study of representative microorganisms; the anatomy and physiology of animal systems, with special emphasis on the human body; and the ecological and evolutionary relationship between plants, animals and their environment. (BIO\* 121 or BIO\* 122 may be taken in either semester. 3 hours lecture/3 hours lab.)

**Prerequisites:** None

**Offered:** Spring

**BIO\* 180: PRINCIPLES OF ENVIRONMENTAL SCIENCE**

**3 CREDITS**

This is a survey course of environmental science. Topics include ecology, biodiversity, human populations, water, soil, forests, and pollution, renewable and non-renewable energy, and legislation.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**BIO\* 211: ANATOMY AND PHYSIOLOGY I**

**4 CREDITS**

This course is a comprehensive study of the structure and function of the human body and the integration of body systems. Includes study of macroscopic and microscopic anatomy and the principles involved in the physiology of the following body systems: integumentary, lymph, muscular, skeletal, articular, and nervous. (3 hours lecture/3 hours lab)

**Prerequisite:** C or better in BIO\* 121

**Offered:** Fall, Spring, Summer

**BIO\* 212: ANATOMY AND PHYSIOLOGY II**

**4 CREDITS**

This course is a continuation of Anatomy and Physiology I. A detailed study of the structure and function of the following body systems: endocrine, circulatory, respiratory, digestive, excretory, and reproductive. (3 hours lecture/3 hours lab)

**Prerequisite:** C or better in BIO\* 211

**Offered:** Fall, Spring

**BIO\* 235: MICROBIOLOGY**

**4 CREDITS**

This course is a basic study of microorganisms with an emphasis on bacteria. It investigates host-parasite relationships, epidemiology, immunology, microscopy, microbial metabolism and growth, pathogenicity, microbial genetics, and microbial control. It also includes a survey of the microbiology of the major infectious diseases

**Prerequisite:** C or better in BIO\* 121

**Offered:** Fall, Spring, Summer

**BIO\* 260: PRINCIPLES OF GENETICS**

**3 CREDITS**

This is an introductory course in genetics. This course covers the basic principles of genetics from Mendel to recombinant DNA, with emphasis on human inheritance. Topics include an examination of the role genetics plays in cancer, aging, and behavior along with the concepts of eugenics (selective breeding), genetic diseases, and genetic engineering.

**Prerequisites:** None

**Offered:** Spring

## BUSINESS

**BBG\* 101: INTRODUCTION TO BUSINESS**

**3 CREDITS**

Provides a basic overview of the structure of business organizations, large and small. Reviews distinguishing features of sole proprietorships, partnerships, and corporations. Covers all aspects of organizing a business. An excellent course for someone wishing an overview of business, or for the person who has not worked extensively in a business and wishes to get some solid background. Highly recommended for all people without significant business experience.

**Prerequisites:** None

**Offered:** Fall, Spring



**BBG\* 115: BUSINESS SOFTWARE APPLICATIONS 3 CREDITS**

Using Microsoft Suite applications software, students in this hands-on course will learn to use each of the software packages as they relate to the business environment. A major emphasis is placed on Excel to build flexible spreadsheets used in business decision-making, supplemented with Word to produce professional looking documents, Access to select and analyze data to produce valid results, and PowerPoint to effectively present and communicate.

**BBG\* 117: INTRODUCTION TO QUICKBOOKS 1 CREDIT**

This course is an introduction to the business software known as QuickBooks, one of the more popular softwares in use for small businesses that may also be used to keep personal records. The course will be taught using a "hands-on" approach to help students learn the software's features. This course takes a user perspective by illustrating how accounting information is both created and used. The student will learn to investigate the underlying source documents that generate most financial statements. The course focus will be on generating financial statements. (See also ACC\* 121.)

**Prerequisites:** None

**Offered:** Not regularly offered

**BBG\* 125: THE FUTURE AND ORGANIZATIONS 3 CREDITS**

An introduction to the study of the future from an organizational perspective. Emphasis is on examination of the effect population has on the future; learning different methods of futures forecasting; development of future-oriented thinking; environmental scanning techniques; and networks to increase our capabilities to address and adapt to change. (See also HUM\* 141.)

**Prerequisites:** None

**Offered:** Not regularly offered

**BBG\* 210: BUSINESS COMMUNICATIONS 3 CREDITS**

This course introduces the fundamentals of communication for personal, business and professional use. Students will practice how to write letters, memos and reports, prepare graphics, and deliver oral presentations according to current writing styles and business conventions. Instruction will include reinforcement of English/grammar skills, team and small group communication, oral presentations, nonverbal communications, resume preparation and interviewing skills.

**Prerequisite:** ENG\* 043 or ENG\* 073 or ENG\* 096

**Offered:** Spring

**BBG\* 215: GLOBAL BUSINESS 3 CREDITS**

An introduction course designed to provide students with the foundations for conducting international busi-

ness and an understanding of the impact of the social, cultural, economic, political, religious, and legal environments in international trade. The course will focus on the importance of globalization, foreign investment, international marketing, international management, and operations of multinational corporations.

**Prerequisite:** BMG\* 202

**Offered:** Spring

**BBG\* 232: BUSINESS LAW II 3 CREDITS**

A continuation of the course, Business Law I. Special emphasis is given to the Uniform Commercial Code, partnerships, corporations, real property, and commercial paper.

**Prerequisite:** BBG\* 215

**Offered:** Not regularly offered

**BBG\* 234: LEGAL ENVIRONMENT OF BUSINESS 3 CREDITS**

The meaning of law and structure of the American legal system are studied with a view toward the impact of law upon the operation of American business. Ethics and social responsibility are examined through the lens of stakeholder analysis and other analytical tools. Students will explore ethical issues and their own ethics as major components of the course. Major aspects of government regulation of business such as products liability, securities regulation, worker protection, and intellectual property issues are also explored. The course also examines fiduciary duty and tort liability. May not be taken by students who have completed either Business Law I or Business Law II.

**Prerequisites:** None

**Offered:** Fall, Spring

**BBG\* 240: BUSINESS ETHICS 3 CREDITS**

This course is an introduction to Business Ethics. Students will explore the philosophical underpinnings of ethics, which will then be applied to the modern corporate environment. The macro and micro environment that impacts decision making, the context of the ever-increasing pressure for public and private corporations to increase profitability, and the social, moral and legal implications will be examined. The case method will be used to study actual corporate cases, as well as hypothetical cases designed to examine the philosophical, moral, sociological, and legal issues.

**Prerequisite:** BMG\* 101 or BMG\* 202 or permission of instructor

**Offered:** Not regularly offered

**BBG\* 294: BUSINESS INTERNSHIP 3 CREDITS**

Field work experience in business and accounting. Assignments may be in private, public, or non-profit organizations in areas such as manufacturing, retailing, personnel, accounting or finance. This experience will enable students, under supervision, to integrate experience with theoretical knowledge. Each credit earned requires 40 hours of work placement. In addition, six

one-hour classroom seminar periods will be required during the semester.

**Prerequisites:** Minimum of 21 credit hours completed in program core and permission of instructor. Graded pass/fail.

**Offered:** Spring, Summer

**BES\* 118: SMALL BUSINESS MANAGEMENT**

**3 CREDITS**

A basic course studying the problems involved in starting, managing, and operating a small business. Provides an overall approach to small business. Emphasis is on evaluating the problems, risks, and rewards of operating a small firm.

**Prerequisites:** None

**Offered:** Not regularly offered

**BES\* 218: ENTREPRENEURSHIP**

**3 CREDITS**

This is a basic course designed to help people identify the challenges and opportunities that people face who wish to create their own organizations. While the course will be aimed at starting a business, most of the concepts are easily transferable to the not-for-profit sector. Students with interests in either area are invited. In the 21st century, information technology, the widespread dispersion of talent across the world, and the speed of transportation all have combined to create an entrepreneurial opportunity that is unparalleled. It is now possible to create a new business that serves a particular market need dispersed throughout the world. No longer do small businesses have to 'act small.' Websites, email, and package delivery speed all mean that small businesses can compete with large ones as never before, even in the manufacturing arena. This course is about learning how to think like an entrepreneur, act like an entrepreneur, and how to be successful as an entrepreneur - creating an organization that works.

**Prerequisites:** None

**Offered:** Fall

**BFN\* 201: PRINCIPLES OF FINANCE**

**3 CREDITS**

The basic principles of finance, the functions and relationships of financial institutions, and operational procedures of the money markets, including sources of financing and management of financial assets. Applications of finance to the business firm, community, and family are investigated in light of the current economy.

**Prerequisites:** BMG\* 101 or BMG\* 202, MAT\* 121, or equivalent (Accounting I recommended).

**Offered:** Not regularly offered

**BMG\* 202: PRINCIPLES OF MANAGEMENT**

**3 CREDITS**

A beginning course in management emphasizing the development of problem identification, analysis, and problem-solving skills. Concentrates on the human side of management through coverage of such topics as motivation, planning, leadership, team development, decision making, communications, and organizing. Case studies are a major part of the course. This course

is not open to students who have completed BMG\* 101: Introduction to Management.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer, Winter

**BMG\* 210: ORGANIZATIONAL BEHAVIOR**

**3 CREDITS**

The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior. Extensive student participation. Orientation is toward development of personal effectiveness in dealing with others.

**Prerequisite:** BMG\* 101 or BMG\* 202

**Offered:** Fall

**BMG\* 220: HUMAN RESOURCES MANAGEMENT**

**3 CREDITS**

Mismanagement of human resources costs organizations millions of dollars yearly. This course emphasizes positive ways to select, train, motivate, and evaluate today's workers to provide maximum effectiveness. Organizational behavior findings provide the basis for the topics covered in the course.

**Prerequisite:** BMG\* 101 or BMG\* 202

**Offered:** Fall

**BMK\* 201: PRINCIPLES OF MARKETING**

**3 CREDITS**

This course covers marketing methods and institutions, including analysis and interrelationship of the marketing mix. Application of basic management and marketing strategy planning methods, and performance computations related to marketing efficiency are also covered. This course is not open to students who have completed BMK\* 101: Introduction to Marketing.

**Prerequisite:** Placement in ENG\* 101 or permission of instructor.

**Offered:** Fall, Spring, Summer

**BMK\* 207: CONSUMER BEHAVIOR**

**3 CREDITS**

This course builds a useful conceptual framework that both enhances understanding and permits practical application of consumer behavior principles to marketing strategy. Discussion focuses on the consumer as an individual, consumers in their social and cultural settings, the consumer decision-making process, and consumer behavior and society.

**Prerequisite:** Grade of C or better in BMK\* 101 or BMK\* 201

**Offered:** Fall, Spring

**BMK\* 208: SOCIAL MEDIA MARKETING**

**3 CREDITS**

Facebook, blogs, YouTube, Twitter, and other new technologies have changed and challenged the marketing landscape. By analyzing case studies and examining current uses of social media marketing, students will learn how to harness the power of user-generated con-

tent to create buzz, position products, and raise brand awareness. The course will emphasize strategies for measuring the effectiveness of social media marketing campaigns. (See also COM\* 200).

**Prerequisites:** None

**Offered:** Fall, Summer

**BMK\* 221: SALES MANAGEMENT 3 CREDITS**

Studies the persuasive techniques used in personal selling. Discussion focuses on the steps in the sales process, the management of that process, and the role of sales within the promotion element of the marketing mix.

**Prerequisite:** BMK\* 101 or BMK\* 201

**Offered:** Spring

**BMK\* 230: ADVERTISING & PROMOTION 3 CREDITS**

Concentrates on the communication aspects of marketing. Discussion focuses on the Promotion element of the marketing mix and its sub-elements of advertising, sales, public relations, and sales promotion. The importance of promotion in the strategic marketing planning process is analyzed.

**Prerequisite:** BMK\* 101 or BMK\* 201

**Offered:** Spring

## CHEMISTRY

A grade of C- is the passing grade for prerequisites in this category unless otherwise noted.

Students interested in majoring in chemistry should consider the CSCU Transfer Ticket in Chemistry Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Amely Cross (860-253-3119 or across@asnuntuck.edu) for further details.

**CHE\* 111: CONCEPTS OF CHEMISTRY 4 CREDITS**

This is a one-semester course for non-majors covering atomic structure and chemical bonding, followed by discussion of air, water, foods, drugs, plastics, and agricultural chemicals. Not a prerequisite for other chemistry courses, not a substitute for Chemistry 121-122. (3 hours lecture/3 hours lab)

**Prerequisite:** MAT\* 095

**Offered:** Fall, Spring

**CHE\* 121: GENERAL CHEMISTRY I 4 CREDITS**

The first semester is a study of the principles of chemistry, including basic concepts, atomic structure, energy, relationships, periodicity, bonding, gases, liquids, and solids. Laboratory is coordinated with lecture. (3 hours lecture/3 hours lab)

**Prerequisite:** MAT\* 137 (may be taken concurrently)

**Offered:** Fall, Spring, Summer

**CHE\* 122: GENERAL CHEMISTRY II 4 CREDITS**

This course is a continuation of General Chemistry I.

Topics included are thermodynamics, reaction rates, equilibria, electrochemistry, and an introduction to organic and biochemistry. Laboratory is coordinated with lecture. (3 hours lecture/3 hours lab)

**Prerequisite:** CHE\* 121

**Offered:** Every Other Spring

## COMMUNICATIONS

Students interested in majoring in communications should consider the CSCU Transfer Ticket in Communication Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Wendy Nelson (860-253-3124 or wnelson@asnuntuck.edu) for further details.

**COM\* 101: INTRODUCTION TO MASS COMMUNICATION 3 CREDITS**

Course is intended to foster the intelligent appraisal of print media, radio, film, television, and new media, and to track their historical development, structures, roles, and functions in our society and others throughout the world. The media are analyzed in terms of their manipulative powers and role in the development of our environment. Materials reviewed include newspaper reports, press releases, newscasts, advertising copy, films, television broadcasts, social media, and new media. Communications majors may explore specific areas of concern for employment and/or college transfer.

**Prerequisite:** Placement in ENG\* 101

**Offered:** Fall

**COM\* 121: JOURNALISM I 3 CREDITS**

The primary aim of the class is to teach the basics of print journalism. Toward that end, students will engage in a series of exercises and assignments as they learn how to report news. Additional areas of exploration may include newspaper history, investigative work, and feature and sports reporting. Internships with the college newspaper or newspapers in nearby towns are possibilities. We will also attempt to acquaint those interested in journalism as a career choice with workplace environment.

**Prerequisites:** None

**Offered:** Spring

**COM\* 122: SPORTS REPORTING 3 CREDITS**

Introduces students to the fundamentals of sports writing. Students will analyze sports reporting in print, broadcast, and online. Assignments emphasize practical skills grounded in journalism, including interviewing, writing, and editing. Students will produce both

written and recorded (audio/video) assignments to demonstrate course competencies.

**Prerequisite:** Placement in ENG\* 101

**Offered:** Fall

**COM\* 131: AUDIO PRODUCTION 3 CREDITS**

Introductory class designed to familiarize students with the basics of audio production and performance. Technical aspects of the class focus on the equipment, studio environment, and recording, mixing, and editing techniques used in radio production. Students will learn performance basics and practice these techniques while producing PSAs, promos, and commercials. While the class focuses primarily on radio production and performance, many of the skills developed over the course of the semester can be transferred to other applications, such as video and multi-media production.

**Prerequisites:** None

**Offered:** Fall

**COM\* 166: VIDEO FILMMAKING 3 CREDITS**

An introduction to basic video production concepts, ideas, and techniques. A hands-on course—students actively participate in video field production. Students work on their projects individually and/or in small groups as required. Class covers instruction in the use of all college video production equipment, including cameras, VTRs, switchers, editors, and post-production equipment; an analytical survey of production styles and formats, such as ENG and EFP production, documentary, performance (music, theater, film), training, advertising and sports; and fundamental instructional design, production outlining, scriptwriting, narrative structures, and post-production techniques. By the course's end, each student should be able to produce one finished program of about ten minutes in length using a variety of production techniques.

**Prerequisites:** None

**Offered:** Fall

**COM\* 173: PUBLIC SPEAKING 3 CREDITS**

Objective is to develop student capabilities in oral communication before an audience. Focuses on observation, analysis, and practice in various types of public speaking. Special attention is given to the organization of ideas, proper English language usage, platform presence, control of voice, and confidence building. Students may also participate in group activities including debates, panel discussions and forums, and general reporting.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

**COM\* 191: RADIO PRACTICUM 1 CREDIT**

Students enrolled in the practicum gain hands-on experience at WACC, Asnuntuck's radio station. Each student is assigned a weekly, three-hour air shift. Students will learn how to operate station equipment, follow a format clock, and adhere to FCC rules and regulations

as well as WACC policies. This class is graded on a pass/fail basis. Course may be repeated for up to three credits.

**Prerequisites:** COM\* 131 with a grade of C- or better, or permission of the Communications Program Coordinator after review of a demo recording of on-air work.

**Offered:** Fall, Spring

**COM\* 200: SOCIAL MEDIA MARKETING 3 CREDITS**

Facebook, blogs, YouTube, Twitter, and other new technologies have changed and challenged the marketing landscape. By analyzing case studies and examining current uses of social media marketing, students will learn how to harness the power of user-generated content to create buzz, position products, and raise brand awareness. The course will emphasize strategies for measuring the effectiveness of social media marketing campaigns. (See also BMK\* 208)

**Prerequisite:** None

**Offered:** Fall, Summer

**COM\* 232: ADVANCED AUDIO PRODUCTION 3 CREDITS**

The course introduces students to advanced digital production techniques for radio, video, and multimedia. Through lectures, demonstrations, and production assignments, students gain valuable knowledge of the theory and practices of audio art as a recognized form of artistic expression using advanced techniques of audio manipulation on digital audio workstations. Topics include digitizing, formats, synthesis, filtering, and effects via digital techniques. Particular emphasis is placed on audio for radio and video. The course provides students with intensive practice and skill development in audio production techniques, while preparing them to work directly with video and radio program producers.

**Prerequisite:** COM\* 131

**Offered:** Spring

**COM\* 241: TELEVISION PRODUCTION 3 CREDITS**

Designed to familiarize students with video production concepts, ideas, and techniques beyond the elementary understanding of the process. This is a hands-on course; each student or team produces a variety of finished programs. The focus is on live studio production with limited post-production. Students work in teams. Includes review of instruction in the use of all college video production equipment, including cameras, and recording, switching, editing and post-production equipment; instructional design, production outlining, scriptwriting, narrative structures and news, and post-production techniques; introduction to Video Toaster and graphic design; and extensive experience producing studio-based programs. Intended for students having a working knowledge of TV equipment.

**Prerequisites:** None

**Offered:** Spring

**COM\* 295: INTERNSHIP I 3 CREDITS**

Supervised experience working in a professional communications environment. The internship is a program designed to provide the student with hands-on, practical experience in the information or communications professions. In collaboration with the Program Coordinator, the student will design a program of study and work to identify an appropriate placement (e.g. radio or television station, newspaper, Web design company, photography studio, art design firm, etc.). Students will serve their internship under the supervision of a full-time faculty member, adjunct instructor, and/or a practicing member of the profession. Evaluation of the internship experience is shared between the Communications Program Coordinator and on-site supervisor.

**Prerequisite:** Approval of Communications Program Coordinator

**Offered:** Fall, Spring, Summer

**COMPUTER AIDED DRAFTING****CAD\* 220: PARAMETRIC DESIGN 3 CREDITS**

Introduction to computer-based design using Solidworks parametric 3D CAD software. The course focuses on Parametric Modeling and topics including: Design Intent and Process, Sketching Techniques, Model Development Techniques, Process-Specific Modeling, Design Changes, Editing Models, Patterning and Assembly Techniques. Students will participate in mostly individual and some group design projects as appropriate.

**Prerequisites:** None

**INFORMATION SYSTEMS TECHNOLOGY****CSA\* 105: INTRODUCTION TO SOFTWARE APPLICATIONS 3 CREDITS**

This course teaches the use of computers as an office productivity tool rather than how computers work. It offers instruction and practice on the use of personal computers and a variety of application software. Emphasis in this course is on developing practical applications for business and personal productivity. Currently, the Microsoft Office software products Word, Excel, PowerPoint and Access are being taught. This course also covers file-management using the Microsoft Windows operating system, computer science topics, and other skills, to the extent that they support the applications approach. This course is available online and on ground. Basic computer touch-typing skills required.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

**CSA\* 125: EXPLORING WORD PROCESSING AND DESKTOP PUBLISHING 4 CREDITS**

This course is designed to prepare students for the contemporary business environment in which they are expected to complete a variety of projects using computer hardware technology and application software. The complexity of an office project often dictates the software to use. This course introduces the concepts of word processing and includes an overview of desktop publishing. Students will learn to create and format a document, organize the content and customize the office software to facilitate communication. Applications include preparing personal documents (arranging paragraphs, manipulating text, tables, formatting graphics including tables, graphs and charts), letterhead, business cards, newsletters, brochures, specialty promotional documents, charts, presentation materials, reports, flyers, and booklets. (This course is intended for the business office professional and not the graphic artist.)

**Prerequisites:** Strong Windows skills and typing skills

**Offered:** Fall, Spring

**CSA\* 135: SPREADSHEET APPLICATIONS 3 CREDITS**

This course will introduce students to Microsoft Excel and demonstrate how this popular spreadsheet program can be utilized for business applications. Through a series of critical thinking exercises and problem solving approach, students will gain a deep understanding of the functionality of Excel by: demonstrating a solid working knowledge of the fundamental aspects of spreadsheet design, consolidating workbooks; linking information among worksheets; simulating "what if" scenarios; utilizing spreadsheet functions to solve problems; creating and analyzing graphs and charts; utilizing a spreadsheet to analyze data; creating macros to complete repetitive tasks; and integrating spreadsheet data among other Office products.

**Prerequisites:** Touch typing and working with Windows or equivalent

**Offered:** Fall, Spring, Summer

**CSA\* 145: DATABASE MANAGEMENT 3 CREDITS**

This course will introduce students to Microsoft Access and to the fundamental concepts and principles associated with designing, managing and administering a database system. Through a series of problem solving exercises, students will learn to create and build a database structure using Access and to edit and use the tools for data retrieval such as queries, forms, reports and labels. Further study topics include: data maintenance, principles of table relationships, advanced custom form and report design, integrating data with other applications including Excel, filtering records, creating a macro switchboard interface, and viewing SQL statements in queries.

**Prerequisites:** Typing and Windows or equivalent OS

**Offered:** Spring

**CSA\* 294: INTERNSHIP IN COMPUTER AND INFORMATION SYSTEMS 3 CREDITS**

This course combines a classroom seminar with on-the-job work experience to provide a vital link between classroom theories and ideas and the world of work. Assignments may be in private, public, or non-profit organizations in areas such as manufacturing, retailing, personnel, accounting, service or governmental organizations, or finance. This experience will enable students, under supervision, to integrate experience with theoretical knowledge. Each credit earned requires 40 hours of work placement. In addition, six classroom seminar periods are required during the semester, where students will establish learning goals for the work assignment and discuss work-related issues and career development in their field. Students must complete their work assignment, attend the seminars, and complete their required course papers in order to receive credit for the course.

**Prerequisite:** Minimum of 21 credits completed in program and permission of instructor. Graded pass/fail.  
**Offered:** Not regularly offered

**CSC\* 101: INTRODUCTION TO COMPUTERS 3 CREDITS**

This course is designed for the individual who wants to become computer literate and learn how to effectively use the Windows based microcomputer as a tool at home, school or on the job. General hardware and software concepts are covered. The student will be exposed to operating system concepts and application software through lecture and hands-on activities. Email communication skills will be developed, as will the use of the Internet as a communication and research tool. This course is not acceptable as fulfilling the computer requirement in Business, Computer & Information Systems, and Business Office Technology degree and certificate programs.

**Prerequisite:** None  
**Offered:** Fall, Spring

**CSC\* 106: STRUCTURED PROGRAMMING 3 CREDITS**

An introduction to the art and science of programming a computer. Emphasis will be placed on problem solving and the translation of solutions into a programming language. Topics include object-oriented program design with event driven programming techniques, graphical user interface design, data types, input/output control structures, loop structures, and program modularity. It also includes an introduction to the array and file data structures. (The current language is Visual Basic.)

**Prerequisite:** None  
**Offered:** Fall, Spring, Summer

**CSC\* 205: VISUAL BASIC I 3 CREDITS**

An introduction to the principles and fundamental concepts of the programming language, Visual Basic, a relatively new language included in a category of computer programming languages known as object-oriented, event-driven, Windows-oriented. Provides a vital foundation for those students intending career growth in computer programming and especially those students interested in Windows applications.

**Prerequisite:** CSC\* 106 with a grade of "C" or better, or equivalent or permission of instructor.  
**Offered:** Not regularly offered

**CSC\* 218: C# PROGRAMMING 4 CREDITS**

The C# programming language is the next phase in the evolution of C and C++. It is a part of Microsoft Visual Studio.NET programming environment. This course describes how to use C# as a general-purpose programming language as well as how to develop a variety of applications. Topics include object-oriented programming design techniques and programming practices, multithreading and introduction to ASP.NET.

**Prerequisite:** CSC\* 106 or permission of instructor  
**Offered:** Fall

**CSC\* 220: OBJECT ORIENTED PROGRAMMING USING JAVA 3 CREDITS**

This course moves from simple material covering the basics of programming and object-oriented software to relatively advanced material on graphical user interfaces and applets. Topics include programming structures, methods, objects, classes, inheritance, AWT, applets, exception handling, multithreading, I/O, and databases.

**Prerequisite:** CSC\* 106  
**Offered:** Spring

**CSC\* 231: DATABASE DESIGN I 3 CREDITS**

This course will teach students the fundamentals of enterprise level database systems. Topics covered include relational database design, table and other objects creation, SQL programming, stored procedures, and data integration. More advanced topics may include interfacing the database with other programming languages, security, error handling, data access object modeling and reporting. Students will also learn to use the database management tools for managing database objects.

**Prerequisite:** None  
**Offered:** Fall, Spring

**CST\* 150: WEB DESIGN AND DEVELOPMENT I 3 CREDITS**

This course introduces students to the principles and concepts of designing a website for the Internet. Students will study the underlying structure of a Web page. Students will learn the basics of HTML (Hypertext Markup Language) to create a home page that incorporates text and graphics. This course covers addi-

tional features including Cascading Style Sheets (CSS), working with image maps, and a short introduction to Javascript. Each student will design a home page as a course requirement. The present and future advancements of the Internet will be discussed. There are one and a half hours of classroom instruction and one and a half hours of laboratory.

**Prerequisite:** Proficiency in Windows

**Offered:** Fall, Spring, Summer

***CST\* 201: INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS*** **3 CREDITS**

This course provides the background necessary for understanding the role of information systems in organizations and combines business management skills with modern computer technologies required for business operations. Topics include organizational and technical foundations of information systems, theory of design of information for business operations, database, and network systems, e-commerce and supply chain systems, and information network security management.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

***CST\* 215: SOFT SKILLS FOR A DIGITAL WORKPLACE*** **3 CREDITS**

This course is designed to help students develop the "people skills" essential in a professional working environment. Proper etiquette and protocol skills are a key ingredient for creating and presenting yourself professionally. Understanding the skills required will better prepare a student for a role in the workplace or community. Students will explore topics including project and process flow, human relations, professional presence, team building, ethics, interpersonal skills, information security, and office systems. Individual and group activities utilizing case study approaches with emphasis on scenarios, backgrounds, approaches, concepts and resolutions will allow the student to understand how to manage interpersonal relationships while providing direct support in the IT field. Understanding key tasks, objectives, time management, assignment of responsibilities, tracking progress and obtaining updates in a timely professional manner are closely examined.

**Prerequisite:** Any 1 course in CSA\*, CSC\*, CST\* or permission of instructor

**Offered:** Spring

***CST\* 250: WEB DESIGN AND DEVELOPMENT II*** **3 CREDITS**

This course is designed for students who have a solid background in HTML and CSS and who want to learn to create dynamic websites using advanced design concepts and client-side programming technologies such as Java-script, advanced CSS, and DHTML. Students will explore: the development life cycle, user interoperability, and website management standards to create

professional and appealing websites. Students will gain an understanding of what is involved in building and maintaining interactive, commercial websites on various browser platforms. The specific software used in this course may change from semester to semester based on industry demand.

**Co-requisite:** CST\* 150 or permission of instructor

**Prerequisite:** None

**Offered:** Fall, Spring

***CST\* 258: FUNDAMENTALS OF INTERNET PROGRAMMING*** **4 CREDITS**

A comprehensive introduction to the programming languages and techniques used to create dynamic websites using client-side and server-side programming. Topics included but not limited to client-side programming technologies such as JavaScript and Dynamic HTML as well as server-side programming technologies using PHP. Web database technologies will also be covered using the MySQL database. Course content is continually updated to reflect the current state of the art in Internet computing. The course requires substantial hands-on use of computers in a computerized classroom environment.

**Prerequisite:** CST\* 150

**Offered:** Spring

## CRIMINAL JUSTICE

Students interested in majoring in criminology should consider the CSCU Transfer Ticket in Criminology Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Don Boyd (860-253-3033 or dboyd@asnuntuck.edu) for further details.

***CJS\* 101: INTRODUCTION TO CRIMINAL JUSTICE*** **3 CREDITS**

This course material presents an overview of the criminal justice system, surveying the basic elements of law enforcement, the courts, and corrections. Students will develop a working knowledge of the language of the criminal justice system and discuss problems and improvements of the system.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

***CJS\* 102: INTRODUCTION TO CORRECTIONS*** **3 CREDITS**

This course is an overview of the historical development of corrections in the U.S. and the present-day workings of the correctional system. Students will consider the integral position of corrections in the criminal

justice system and explore the dynamics of corrections in relationship to changing socioeconomic, political, and cultural conditions.

**Prerequisites:** None

**Offered:** Spring

**CJS\* 120: POLICE AND THE COMMUNITY 3 CREDITS**

This course covers the study, analysis and recommendations for reducing the severity of the major tension points between police and the community. The course presents an overview of the various aspects of Community Policing, which involves partnerships among the police, the community and other government agencies as a method of responding to citizen demand for service. Students are taught the evolution of policing ranging from the political to the professional era.

**Prerequisite:** None

**Offered:** Fall, Spring

**CJS\* 126: GANGS AND "FAMILIES" 1 CREDIT**

This course will provide the student with an overview of the psychology and sociology behind various gangs around the country. In-depth coverage will be given to local gangs' symbolism including their graffiti, styles, tattoos, patches and other markings. Additionally, this course will cover assorted proactive strategies for the police and community in their attempt to control gang violence and crime.

**Prerequisite:** None

**Offered:** Spring

**CJS\* 137: TEST PREPARATION FOR POLICE CANDIDATES 1 CREDIT**

This course will prepare the students for the application and testing phases of the hiring process in law enforcement, as well as other related criminal justice fields. Students will receive instruction on how to develop contacts for job-related internships. In addition, students will learn about employer expectations and requirements when they are applying for entry-level law enforcement or corrections careers.

**Prerequisite:** None

**Offered:** Fall

**CJS\* 201: CRIMINOLOGY 3 CREDITS**

Students in this course develop an understanding of crime by reading and discussing the leading theories related to the phenomenon of criminal behavior. Students will examine the influence of criminological theory on public policy and the administration of justice in the United States. Upon completion of the course, the student will be able to apply the various theories in an explanation of the occurrence, prevention and reaction to crime in society. (See also SOC\* 240.)

**Prerequisite:** CJS\* 101

**Offered:** Fall, Summer

**CJS\* 202: JUVENILE DELINQUENCY 3 CREDITS**

This course examines the multifaceted concepts of juvenile delinquency. Students will explore the relationship between social attitudes and definitions of youthful law violations. Popular causal factors of juvenile delinquency will be reviewed in this course.

**Prerequisite:** CJS\* 101. (See also SOC\* 241.)

**Offered:** Spring

**CJS\* 210: CONSTITUTIONAL LAW 3 CREDITS**

This course presents an introduction to individual rights guaranteed by the U.S. Constitution, the workings of the U.S. Supreme Court, the Bill of Rights and their application to individual states. Students will review the significance of constitutional law, and how judges' interpretation of the Constitution transforms society.

**Prerequisite:** CJS\* 101. (See also POL\* 212.)

**Offered:** Summer

**CJS\* 211: CRIMINAL LAW I 3 CREDITS**

This course is an exploration of the purposes of criminal law, the problems of crime in a free society, elements of a crime, criminal liability and responsibility, defenses available to the criminal defendant, and punishments for criminal acts. The substance of the eight Part I UCR crimes is discussed in detail.

**Prerequisite:** CJS\* 101, and placement in ENG\* 101

**Offered:** Spring

**CJS\* 213: EVIDENCE & CRIMINAL PROCEDURE 3 CREDITS**

This course provides an in-depth study of criminal procedure and due process as they are applied to policing and correctional management. Students will study diverse topics of concern to criminal justice professionals such as search and seizure rules, rights of the accused before and during the trial process, and the rights of prisoners. This course will emphasize problem solving skills through an understanding of case and civil law.

**Prerequisite:** CJS\* 101

**Offered:** Fall

**CJS\* 220: CRIMINAL INVESTIGATION 3 CREDITS**

This course will introduce the student to the science of criminal investigation. Students will learn about searching the crime scene, interviewing witnesses, interrogating suspects, methods of surveillance and the special techniques employed in particular kinds of criminal investigations.

**Prerequisite:** None

**Offered:** Spring

**CJS\* 244: COMMUNITY BASED CORRECTIONS 3 CREDITS**

Students who take this course receive in-depth instruction in the areas of probation, parole, pre- and post-incarceration offender supervision, and alternatives to



traditional incarceration. Students will become familiar with the role of jails, local court systems, and the community diversion programs as important elements in the correction process. By the end of the course, students will be able to identify the foundational principles of community oriented corrections, identify nationally recognized examples of successful local offender treatment, and understand the methods for evaluating the success of offender supervision.

**Prerequisite:** None

**Offered:** Fall

**CJS\* 290: PRACTICUM IN  
CRIMINAL JUSTICE 3 CREDITS**

This course provides students with hands-on experience in the daily functions of a publicly funded or non-profit organization that operates within some parameter of the criminal justice system. Provides students with an opportunity to translate classroom theory into practical applications.

**Prerequisite:** Written permission of Criminal Justice Program Coordinator. Graded pass/fail.

**Offered:** Fall, Spring, Summer

## DANCE

All DAN\* courses satisfy the Fine Arts requirement.

**DAN\* 121: DANCE I 3 CREDITS**

This course is an exploration of the basic techniques, styles, concepts, and composition of dance and movement. No previous training is required or assumed. The course introduces and explores dance movements in the 20th century through historical analysis and movement. Students will participate in numerous dance exercises during the class.

**Prerequisite:** None

**Offered:** Fall, Spring

**DAN\* 122: DANCE II 3 CREDITS**

Dance II will serve as an introduction to the anatomical principles, foundations and fundamentals of dance. The class will stress body alignment, flexibility, coordination, and rhythmic awareness. Emphasis will be on movement analysis and developing a dance vocabulary through technical exercises and dance phrases. This course will facilitate a greater appreciation of dance as a performing art as well as a means of personal expression.

**Prerequisite:** DAN\* 121 or permission of instructor

**Offered:** Spring

## DIGITAL ARTS

**DGA\* 111: INTRODUCTION TO  
COMPUTER GRAPHICS 3 CREDITS**

An introduction to creating images using the computer. Students will learn basic imaging skills through the

use of industry standard Adobe software programs (Photoshop, Illustrator and InDesign). Assignments will stress specific criteria related to the software programs and incorporate design objectives that will enhance the understanding of the programs. Students will produce original art work on the computer. *This course satisfies the Fine Arts requirement.*

**Prerequisite:** None

**Offered:** Fall, Spring

**DGA\* 128: DIGITAL PHOTOGRAPHY 3 CREDITS**

A hands-on studio based introduction to digital photography as a fine art and a means of communication. Topics include camera handling and creative controls, image editing and manipulation using Adobe Photoshop, and photographic history and theory. Through lectures, readings, slide presentations, videos and assignments, students will be introduced to the basic vocabulary, concepts, tools and expressive possibilities of digital photography. It is recommended that students have their own camera. See also ART\* 250. *This course satisfies the Fine Arts requirement.*

**Prerequisite:** None

**Offered:** Fall, Spring

## EARLY CHILDHOOD EDUCATION

**ECE\* 101: INTRODUCTION TO EARLY  
CHILDHOOD EDUCATION 3 CREDITS**

This course is designed to acquaint students with the field of early childhood education. The importance of the years from birth to five years of age and the part that preschool education can play in a child's development are emphasized. The course acquaints students with historical perspectives of early childhood education along with modern trends and developments. This course requires 10 hours of observation at an approved NAEYC accredited site.

**Prerequisite:** None

**Offered:** Fall

**ECE\* 103: CREATIVE  
EXPERIENCES/CHILDREN 3 CREDITS**

Students explore a wide variety of creative media suitable for use with young children. This includes experimentation with and the use of various media, techniques and methods. Emphasis is given to creative experiences as they impact the development of young children.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**ECE\* 106: MUSIC AND MOVEMENT  
FOR CHILDREN 3 CREDITS**

The role that music and movement play in the young child's life will be learned and experienced in this highly interactive course. Students will understand the

importance of music in all domains of development and will create and implement appropriate lesson plans to include music and movement in their curriculum.

**Prerequisite:** None

**Offered:** Fall

***ECE\* 109: SCIENCE & MATH  
FOR CHILDREN*** **3 CREDITS**

This course is designed to familiarize students with math and science activities and materials appropriate for young children. Students explore the environment as a vehicle to understand science as both a body of knowledge and also a way of learning through daily events and objects that relate to the fields of mathematics and science.

**Prerequisite:** ECE\* 101

**Offered:** Spring

***ECE\* 141: INFANT/TODDLER  
GROWTH AND DEVELOPMENT*** **3 CREDITS**

This course is developed specifically for those who are already providing care for infants and toddlers in daycare or home settings or plan to work with this age group in the future. The course emphasizes developmentally appropriate caregiving by focusing on the emotional, social, cognitive and physical development of infants and toddlers. Other areas covered include nutrition and its impact on infant and toddler development, information and techniques necessary for long-term planning, routines, safety, first aid and the effective use and management of physical space. This course is also appropriate for those involved in the training and supervising of infant and toddler caregivers. Student observations of infant/toddler care are required. This course is required for CDA candidates seeking the infant/toddler credential.

**Prerequisite:** None

**Offered:** Spring, Summer

***ECE\* 176: HEALTH, SAFETY  
& NUTRITION*** **3 CREDITS**

Examines the relationship between health, safety, nutrition, and child development. Emphasis will be placed on strategies needed to develop a safe, healthy, nutritionally sound program. Course content will also focus on the concept of preventive health care. Students will have an opportunity to learn about the Infant/Child CPR Certificate.

**Prerequisite:** None

**Offered:** Fall

***ECE\* 180: CDA CREDENTIAL  
PREPARATION*** **3 CREDITS**

This course is designed for child care providers who wish to obtain a Child Development Associate Credential (CDA) through the Council for Early Childhood Professional Recognition under the direct assessment system. Students examine and review the CDA compe-

tencies and functional areas and their integration with early childhood education theory and practice. Most of the coursework assists students in the development of their professional resource file and the completion of other necessary preparation and documentation needed to obtain the credential.

**Prerequisite:** ECE\* 101

**Offered:** Fall, Spring

***ECE\* 182: CHILD DEVELOPMENT*** **3 CREDITS**

This course is concerned with human development from prenatal through elementary education with particular emphasis on the preschool child. The physical, socio-emotional, and cognitive benchmarks through successive stages of development will be studied in depth. This course requires ten hours of observation (in an NAEYC accredited program or an instructor-approved program) in order to complete the course.

**Prerequisite:** None

**Offered:** Not regularly offered

***ECE\* 206: ADMINISTRATION AND SUPERVISION  
OF EARLY CHILDHOOD PROGRAMS*** **3 CREDITS**

This course examines the multi-dimensional role of the early childhood program director/administrator. Topics covered are: the responsibilities and skills involved in management, supervision and leadership of preschool programs. Emphasis is placed on the duties and responsibilities of an administrator; the recruitment, orientation, supervision and evaluation of staff members; program development; the budgeting process and fiscal management; food and health services; laws and regulations concerning state child care licensing; and parent involvement.

**Prerequisite:** Students who attend this class need to have either a CDA or nine credits in early childhood education or the permission of the coordinator of the early childhood education program.

**Offered:** Summer

***ECE\* 210: OBSERVATION, PARTICIPATION  
& SEMINAR*** **3 CREDITS**

This course is designed to increase objectivity in observing and interpreting children's behavior, to observe developmentally characteristics, and to increase the awareness of normal patterns of behavior. Observation and participation placements are provided for the study of young children in an approved NAEYC accredited early childhood setting. For eleven weeks, the student will observe and participate in a center for 66 hours. There is a weekly seminar.

**Prerequisite:** ECE\* 101

**Offered:** Fall, Spring

***ECE\* 212: ADMINISTRATIVE LEADERSHIP  
IN EARLY CHILDHOOD PROGRAMS*** **3 CREDITS**

This course is designed to examine the multi-dimensional roles of the early childhood program administra-

tor. Emphasis will be on effective leadership and the impact of communication and interpersonal skills; decision making and participatory management tools; how to conduct effective meetings; formation of partnerships with families; child welfare advocacy; and strategic approaches to initiating and implementing change.

**Prerequisite:** ECE\* 101, ENG\* 101

**Offered:** Not regularly offered

***ECE\* 215: THE EXCEPTIONAL LEARNER*** **3 CREDITS**

This course examines the history of treatment of children with disabilities. Course content includes legislative milestones relating to the handicapped, identification of children with special needs, and understanding the screening, assessment and evaluation process. Students also become aware of strategies for effective instruction as well as the impact on the family of a child with disabilities.

**Prerequisite:** ECE\* 101

**Offered:** Spring

***ECE\* 225: ANTIBIAS ISSUES IN EARLY CHILDHOOD EDUCATION*** **3 CREDITS**

This course provides students with a multicultural perspective in teaching children. Topics include diversity in the classroom and in the community. Students will explore various ethnic, religious, family, cultural, racial, and generational perspectives. Emphasis will be placed on expanding the view of diversity among students who will be taught in the 21st century.

**Prerequisite:** ECE\* 101

**Offered:** Fall

***ECE\* 231: EARLY LANGUAGE AND LITERACY DEVELOPMENT*** **3 CREDITS**

This course is an introduction to language and literacy in the young child. Students will explore the early childhood language arts curriculum including speaking, listening, writing and reading skills. Emphasis will be placed on how a child's cultural background and experiences influence emerging literacy development. The teacher's role in creating and fostering a literacy-rich environment that engages children in developmentally appropriate language arts experiences will be covered.

**Prerequisite:** ECE\* 101

**Offered:** Spring

***ECE\* 275: CHILD, FAMILY AND SCHOOL RELATIONSHIPS*** **3 CREDITS**

This course examines the environment in which a child develops, the relationships of people in the environment and the interactions that take place in various settings. Course content includes the development of the child as a social being, communication between parents and teachers and the ways in which teachers can encourage parent involvement.

**Prerequisite:** ECE\* 101

**Offered:** Not regularly offered

***ECE\* 295: STUDENT TEACHING PRACTICUM*** **6 CREDITS**

This capstone course provides twelve weeks of supervised student teaching in an approved NAEYC accredited center or kindergarten. The purpose of student teaching is to apply child development theory to a learning environment and to work with children under close supervision. Student teachers will plan, organize, implement and evaluate classroom learning experiences. Students will complete 220 hours of student teaching and attend a weekly seminar class devoted to issues in Early Childhood Education and their student teaching experience. It is recommended that students take this class the semester of their anticipated graduation.

**Prerequisite:** Permission of Program Coordinator and a grade of C- or better in the following ECE courses: ECE\* 101, ECE\* 103, ECE\* 176, ECE\* 210, ECE\* 215, and ECE\* 231

**Offered:** Spring

## ECONOMICS

***ECN\* 101: PRINCIPLES OF MACROECONOMICS*** **3 CREDITS**

An introduction to contemporary macroeconomic thought and practices. Major concepts and tools of economic analysis covered include: unemployment, inflation, national income accounting, business cycles, growth theory, monetary policy, and investment and conception. Format is lecture/discussion, exams and/or papers. Course is required in most four-year business programs.

**Prerequisite:** None

**Offered:** Fall, Summer

***ECN\* 102: PRINCIPLES OF MICROECONOMICS*** **3 CREDITS**

An introduction to contemporary microeconomic thought and practices. Major concepts and tools of economic analysis covered include: market allocation of resources, prices and income distribution, prices and profits, and the labor theory of value. Course is required in most four-year business programs.

**Prerequisites:** None

**Offered:** Spring, Summer

## ENGLISH

Students interested in majoring in English should consider the CSCU Transfer Ticket in English Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact John Sheirer (860-253-3138 or jsheirer@asnuntuck.edu) for further details.

**ENG\* 096: INTRODUCTION TO COLLEGE ENGLISH 6 SEMESTER HOURS**

Prepares students for the reading and writing demands in Composition and other college-level writing courses by integrating reading writing, and critical thinking.

Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students learn and practice specific college-level skills through critical reading and writing, class discussions, lectures, group presentations, or workshops.

*This course does not satisfy a credit requirement or an elective in any degree program, nor do its credits count toward graduation.*

**Prerequisite:** *Placement criteria - Accuplacer: Reading Comprehension less than 83 AND Sentence Skills less than 88.*

**Offered:** Fall, Spring

**ENG\* 101: COMPOSITION 3 CREDITS**

Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources, and crafting logical arguments.

**Prerequisite:** *Approved placement criteria. Students placing into ENG\*043, ENG\*073, and/or ENG\*096 need a grade of "C" or better to enroll in ENG\*101.*

**Offered:** Fall, Spring, Summer

**ENG\* 101S: COMPOSITION WITH EMBEDDED SUPPORT 6 CREDITS**

Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources, and crafting logical arguments. Composition with Embedded Support meets the same outcomes as ENG101, but offers students additional support through supplemental instruction, increased time on task, focused workshops, and tutoring.

**Prerequisites:** *Placement criteria - Accuplacer: Reading Comprehension less than 83 OR Sentence Skills less than 88 (one or the other, but not both).*

**Offered:** Fall, Spring

**ENG\* 102: LITERATURE & COMPOSITION 3 CREDITS**

This course introduces students to the primary forms of literature: poetry, fiction, and drama. Focus is on a detailed examination of the elements of each form of literature, and reflective and critical writing in response to literature. Students read, discuss, and write about literary works representing a rich diversity of authors' voices and backgrounds. Serves as a prerequisite for all higher-level literature courses.

**Prerequisites:** "C-" or better in ENG\* 101 or ENG\* 101S

**Offered:** Fall, Spring, Summer

**ENG\* 103: COMPOSITION II 3 CREDITS**

The focus of this course is on critical writing and reading of various types of essays: reflection, research, analysis, evaluation, argument. Building on work begun in English 101, students are instructed in the process of writing through activities such as brainstorming, drafting, organizing, revising, and peer collaboration. Students are also instructed in strategies for critical reading of essays representing a rich diversity of authors' voices and backgrounds.

**Prerequisite:** "C-" or better in ENG\* 101 or ENG\* 101S

**Offered:** Fall, Spring

**ENG\* 114: CHILDREN'S LITERATURE 3 CREDITS**

This course examines the best literature available to children including works by major writers and forms such as fable, folk tale, fairy tale, nursery rhyme, and short story. The course presents an overview of children's literature including picture books, traditional literature and contemporary children's fiction. Topics include critical analysis, the relationship of illustration and text and oral interpretation of children's literature.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**ENG\* 172: SPORTS REPORTING 3 CREDITS**

This course introduces students to the fundamentals of sports reporting. Students will analyze sports reporting in print, broadcast, and online. Assignments emphasize practical skills grounded in journalism, including interviewing, writing and editing. Students will produce both written and recorded (audio/video) assignments to demonstrate course competencies.

**Prerequisite:** Placement in ENG\* 101 or ENG 101S

**Offered:** Fall

**ENG\* 202: TECHNICAL WRITING 3 CREDITS**

This course examines the writing tasks most often required in the professional world, including memos, letters, job-search correspondence, electronic correspondence, reports, technical descriptions, instructions, proposals, integrating text with graphics, and technical editing. Students will write as a recursive process that includes prewriting, drafting, workshoping, revising, and editing.

**Prerequisite:** Grade of "C-" or better in ENG\* 101 or ENG\* 101S

**Offered:** Spring

*Note: The hands-on courses, Literary Magazine Production I and II, will produce Asnuntuck's literary magazine, Freshwater, and organize the annual Freshwater Poetry Festival that celebrates the magazine's publication. Since each course will involve different aspects of producing the magazine and working on the festival, students are not required to take both courses nor to take them in sequence if they choose to take both courses.*

**ENG\* 206: LITERARY MAGAZINE PRODUCTION I****3 CREDITS**

This course focuses on developing and using literary and professional skills to plan and produce the college's annual professional literary magazine, ongoing college events related to creative writing, and the annual spring literary festival. Students serve on the editorial board of the literary magazine and on the planning board for college creative writing activities and the literary festival. ENG 206 is offered in the fall semester and focuses on preliminary work for the magazine and the literary festival: soliciting, reading, and evaluating magazine submissions; researching magazine publishing and marketing options; planning the student writing contest; selecting and inviting professional writers for the festival; and planning the festival program. In addition, students will work on their own creative writing in a small-group workshop setting, producing a final portfolio of original poetry, fiction, and/or creative nonfiction. Note: ENG 206: Literary Magazine Production I and ENG 207: Literary Magazine Production II are distinct courses. Each course involves different aspects of producing the magazine and the festival, as well as writing new creative works for each course. Students do not have to take ENG 206 before ENG 207, so students may take both courses or take either one individually in any order. This course satisfies the Fine Arts requirement. Prerequisite: Grade of "B" or better in ENG\* 101 and permission of instructor.

**Prerequisite:** Grade of "B" in ENG\* 101 or ENG\* 101S and permission of instructor

**Offered:** Fall

**ENG\* 207: LITERARY MAGAZINE PRODUCTION II****3 CREDITS**

This course focuses on developing and using literary and professional skills to plan and produce the college's annual professional literary magazine, ongoing college events related to creative writing, and the annual spring literary festival. Students serve on the editorial board of the literary magazine and on the planning board for college creative writing activities and the literary festival. ENG 207 is offered in the spring semester and focuses on completing production of the magazine and the literary festival: making final selections of submitted work for the magazine; carrying out magazine publishing and marketing plans; completing the student writing contest; coordinating professional writers for the festival; finalizing the festival program; and overseeing festival operations. In addition, students will work on their own creative writing projects in a small-group workshop setting, producing a final portfolio of original poetry, fiction, and/or creative nonfiction. Note: ENG 206: Literary Magazine Production I and ENG 207: Literary Magazine Production II are distinct courses. Each course involves different aspects of producing the magazine and the festival, as well as writing new creative works for each course. Students do not have to take ENG 206 before

ENG 207, so students may take both courses or take either one individually in any order. *This course satisfies the Fine Arts requirement.*

**Prerequisite:** Grade of "B" in ENG\* 101 or ENG\* 101S and permission of instructor

**Offered:** Spring

**ENG\* 210: FICTION****3 CREDITS**

This course examines fiction from different time periods, genres, and cultures, examining intersections between fiction and variety of topics such as critical theory, popular culture, history, mythology, etc. Students will read, analyze, discuss, and practice critical writing about multiple forms of fiction such as the novel, novella, the short story, and others.

**Prerequisite:** Grade of "C-" or better in ENG\* 102

**Offered:** Spring

**ENG\* 211: SHORT STORY****3 CREDITS**

This course examines the short story as a distinct literary form. Students will practice critical reading, discussion, and analysis of short stories from a range of historical periods, cultural traditions, and literacy genres, and will explore how authors have attempted to interpret, comment on, and construct the human experience through and within the limitations of the short story form. Writing assignments ask students to support original theses about assigned stories using textual analysis.

**Prerequisite:** Grade of "C-" or better in ENG\* 102

**Offered:** Fall

**ENG\* 213: POETRY****3 CREDITS**

The nature and variety of poetry, some reasonable means for reading it with appreciative understanding, and ideas of how to evaluate it. Deals with such elements as imagery, the use of figurative language—metaphor, symbol, allegory, paradox and irony, for example—and the use of rhythm and meter. Focus is on how understanding these elements adds to the delight of reading and understanding poetry, as well as giving students the confidence to approach more advanced levels of reading literature, whether formally or informally.

**Prerequisite:** Grade of "C-" or better in ENG\* 102

**Offered:** Not regularly offered

**ENG\* 214: DRAMA****3 CREDITS**

This course focuses on the study of dramatic plays as a literary form that has, since the time of ancient Greeks, staged stories that entertain audiences while asking them to question themselves, their place within culture and history, and notions of reality. Students will learn the theatrical conventions that playwrights employ to manipulate an audience's experience with dramatic material, and how some writers have bent and broken such conventions in order to create new meaning.

**Prerequisite:** Grade of "C-" or better in ENG\* 102

**Offered:** Not regularly offered

**ENG\* 220: STUDIES IN AMERICAN LITERATURE**

**3 CREDITS**

This course offers students an introduction to American literature, and surveys American literary works from colonial times to the present. It examines America's literary traditions, the development of a national identity through literature, and the ways in which different voices have explored what it means to be American.

**Prerequisite:** C- or better in ENG\* 102

**Offered:** Spring

**ENG\* 233: SHAKESPEARE**

**3 CREDITS**

An introduction to Shakespeare's plays and the fundamentals of the genres. Students study at least one Shakespearean play intensively in addition to those covered by the class as a whole. Students explore a number of critical approaches to the study of Shakespeare.

**Prerequisite:** Grade of "C-" or better in ENG\* 102

**Offered:** Spring

**ENG\* 263: WOMEN IN POETRY**

**3 CREDITS**

An exploration—through reading, discussing and writing +poetry—of poetry and women's lives. Explores the ways in which women's poetry of the last three decades reflects what Carolyn Heilbrun calls "the narratives that have been controlling women's lives" and the ways in which many women have come to understand the need to "dismantle" the past and "reinvent" the future. Focuses on poets such as Denise Levertov, Carolyn Kizer, Maxine Kumin, Anne Sexton, Adrienne Rich, Sylvia Plath, and Audre Lorde, as well as a selection of contemporary women poets.

**Prerequisite:** Grade of "C-" or better in ENG\* 101 or ENG\* 101S. This course satisfies the Fine Arts requirement.

**Offered:** Not regularly offered

**ENG\* 264: POETRY AND WOMEN'S LIVES**

**3 CREDITS**

This is a course in exploration—through reading, discussion, and writing—of women, spirituality, and the ways in which women express their inner lives in their poetry. According to Marilyn Sewell, who edited Claiming the Spirit Within: A Sourcebook of Women's Poetry, much of women's contemporary poetry explores the need to reject the dominant values of our culture and "find a different way," to turn away from "our personal and cultural malaise" and explore our inner lives in order to heal ourselves and the world. In this class, we will use this idea for our exploration of women's poetry, reading and writing poetry about the spiritual and temporal lives of women and the essential ways they interconnect. Students will read the poems in Claiming the Spirit Within, keeping a reading journal as a basis for class discussion of these poems, as well as an inspiration for the poems they will write in response to the topics explored in the book. Student poems will be dis-

cussed in small groups, and students will rewrite their poems, submitting a portfolio of original and rewritten poems at the end of semester. We will also produce a book of poems written by students in the class.

**Prerequisite:** Grade of "C-" or better in ENG\* 101 or ENG\* 101S. This course satisfies the Fine Arts requirement.

**Offered:** Spring

**ENG\* 281: CREATIVE WRITING**

**3 CREDITS**

Students may work in poetry, fiction, drama, or a combination of these genres. Work in progress is presented each week to the class for critique and response. Readings are assigned on an individual basis. There is no limit as to the number of times a student may take this course, but a maximum of six credits will be allowed toward graduation.

**Prerequisites:** Grade of "C-" or better in ENG\* 101 or ENG\* 101S. This course satisfies the Fine Arts requirement.

**Offered:** Fall

**ENG\* 282: CREATIVE WRITING - POETRY**

**3 CREDITS**

Students read and write poetry in a variety of forms, including the sonnet, the villanelle, terza rima, rimas disolutas, syllabics, and the sestina. Learn to use meter, rhyme, imagery, metaphor and other tools of writing poetry, but most of all the delight and paradoxical freedom of writing in form.

**Prerequisite:** "Grade of C-" or better in ENG\* 101 or ENG\* 101S. This course satisfies the Fine Arts requirement.

**Offered:** Spring

**ENG\* 283: CREATIVE WRITING - FICTION**

**3 CREDITS**

This course will focus on fiction, both to learn about the elements of fiction and to write with the techniques of fiction. Instruction will guide writing practice, and drafts of works in progress will be presented to classmates and the instructor for feedback to shape revision. Reading assignments in fiction will be assigned and self-selected with the approval of the instructor.

**Prerequisite:** Grade of "C-" or better in ENG\* 101 or ENG\* 101S. This course satisfies the Fine Arts requirement.

**Offered:** Spring

**ENG\* 285: MEMOIR WRITING**

**3 CREDITS**

Memoir is an increasingly popular form of writing that draws on personal history and memory as inspiration for writing about life experience. The primary focus of this class will be writing several memoir essays over the course of the semester. Students will share, discuss, revise, and explore opportunities for publishing their memoir essays. Students will also read a range of published memoir and study one author of their choosing in depth for the purpose of examining the qualities and characteristics of memoir.

**Prerequisite:** Grade of "C-" in ENG\* 101 or ENG\* 101S or permission of instructor. This course satisfies the Fine Arts requirement.

**Offered:** Summer

**ENG\* 289: POETRY AND POLITICS:  
WRITING TO MAKE CHANGE 3 CREDITS**

Poets have always written in passionate response to suffering and inequality, calling attention to the need for change, insisting that we pay attention not only to what is right and beautiful but also to what is wrong and terrible in the world. In this course, we will examine a number of questions, beginning with working toward a clear definition of politics, so that we can understand the complexity of that concept and thus comprehend the effect that politics in the broadest definition has on our lives. The other two questions we will examine are "What is political poetry?" and "What makes a good political poem?"—exploring the challenge of writing poetry that tries to make a point without sliding into preaching. Student poems will be read and discussed in class, and students will produce a final portfolio of poems, rewritten in response to that class discussion. At the end of the semester, students will give a public reading of their work in the Asnuntuck Coffee House, and we will also put together a collection of work written for the course. We will be learning from one another. The instructor welcomes suggestions, and encourages students to bring in additional published poems to enhance the assigned reading, so that we can broaden the scope of our exploration. You will need to provide copies for the class of any poems you bring in.

**Prerequisite:** Grade of "C-" or better in ENG\* 101 or ENG\* 101S. This course satisfies the Fine Arts requirement.

**Offered:** Spring

## GRAPHIC DESIGN

**GRA\* 153\*: GRAPHIC DESIGN I 3 CREDITS**

An introduction to visual communication design and basic studio skills with an emphasis on developing the ability to convert creative concepts into a visual medium. The course covers design layout, typography, the development of graphic identity, portfolio development and mechanical preparation.

**Prerequisite:** ART\* 123

**Offered:** Spring

## HEALTH

**HLT\* 153: HEALTH &  
WELLNESS TODAY 3 CREDITS**

This course is designed to provide students with a basic knowledge of current personal health concepts and applications such as health and wellness, stress management, substance use and abuse, and human sexuality. Empha-

sis is on decision-making skills and self-responsibility in personal health.

**Prerequisite:** None

**Offered:** Not regularly offered

**HLT\* 154: WELLNESS PRACTICES 3 CREDITS**

This course expands on the principles and theories of Psychology 103, Introduction to Holistic Wellness, focusing their premise in a practical applications format. A weekly regimen of meditation exercises, seasonal therapies, and lifestyle changes widely known to reduce stress and promote health and well-being will shape class discussion and journal-portfolio assignments. Guest speakers currently practicing in the field of complementary medicine will round out the course content.

**Prerequisite:** None

**Offered:** Not regularly offered

**HLT\* 175: WOMEN'S HEALTH ISSUES 3 CREDITS**

This course examines health topics of special interest and applicability to women, such as women's cycles, addictions, lifestyle choices, and self-concept. Part of the focus is on the role of self-understanding and self-help in promoting health and well-being. (See also PSY\* 175.)

**Prerequisite:** None

**Offered:** Not regularly offered

## HISTORY

A grade of C- is the passing grade for pre-requisites in this category unless otherwise noted.

Students interested in majoring in history should consider the CSCU Transfer Ticket in History Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Lisa (Elle) Van Dermark (860-253-3148 or lvandermark@asnuntuck.edu) for further details.

**HIS\* 101: WESTERN CIVILIZATION I 3 CREDITS**

A survey of ancient civilization through classical Greece, Rome, and Medieval Europe to the formation of modern nation states, emphasizing the political, economic, and social development of institutions and ideas.

**Prerequisite:** None

**Offered:** Fall, Spring

**HIS\* 102: WESTERN CIVILIZATION II 3 CREDITS**

A survey of modern civilization in the era of the Enlightenment, the resulting social, political, and economic changes and revolutions, and the development of governments based on popular participation.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**HIS\* 201: U.S. HISTORY I** **3 CREDITS**

This course examines the political, economic, social and cultural development of the United States from the pre-European period through Reconstruction. Major emphasis is on the Colonial Era, national growth, sectionalism and the Civil War.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**HIS\* 202: U.S. HISTORY II** **3 CREDITS**

This course focuses on the growth of the United States from Reconstruction to the present with special emphasis on underlying political, economic and social trends and movements that have influenced American development and values.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**HIS\* 213: THE U.S. SINCE  
WORLD WAR II** **3 CREDITS**

This course deals with both domestic and foreign affairs beginning with the Cold War through the present. The course will include the Civil Rights Movement, as well as the Vietnam War, the rise of conservatism, and the dominant concern of national security.

**Prerequisite:** None

**Offered:** Fall

**HIS\* 215: HISTORY OF  
WOMEN IN THE U.S.** **3 CREDITS**

This course is a survey of the history of women and their experiences in the U.S. from the Colonial Era to the present with a special emphasis on the diversity of women's lives and contributions.

**Prerequisite:** None

**Offered:** Spring

**HIS\* 222: INTRODUCTION TO  
AMERICAN LABOR HISTORY** **3 CREDITS**

An introduction to the history of labor in the United States, beginning with the Industrial Revolution. Emphasis is on the development and operation of unions and the changing role of governments in this process.

**Prerequisite:** None

**Offered:** Fall

**HIS\* 224: THE AMERICAN INDIAN** **3 CREDITS**

An introduction to American Indian culture generally, and to four tribes in particular. Examines the condition of tribes before the coming of the Europeans, continuing to the present day, looking at the American Indian in contemporary society.

**Prerequisite:** None

**Offered:** Spring

## HUMAN DEVELOPMENT

**HDEV 101: FIRST YEAR EXPERIENCE** **3 CREDITS**

First Year Experience is a required course for the General Studies and Liberal Arts degree programs. The purpose of this class is to introduce students to higher education practices, effective academic strategies and the resources of Asnuntuck Community College. The learning activities in this class prepare students for college coursework through practice in key academic abilities: information literacy, study skills, using academic sources, critical thinking, formulating academic-based responses, metacognition, online learning platforms and time management. Academic planning, transfer preparation and career exploration are also emphasized. The course incorporates reading, writing and speaking assignments as well as enrichment and online assignments.

**Prerequisite:** None

**Offered:** Fall, Spring

**HDEV 110: PERSONAL FINANCE** **3 CREDITS**

An introduction to personal financial planning. Includes development of financial goals and implementing plans to achieve these goals. Course topics will include the financial planning process, economic environment, time value of money, legal environment, and financial analysis. This course is useful to all students. May not be taken by students who have completed BFN\* 110: Personal Finance.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**HDEV 125: CAREER DEVELOPMENT** **3 CREDITS**

Career-entry strategies and resources are explored to prepare students for a successful job search and to develop effective methods for career advancement. Activities include self-evaluation, goal setting, company research, personal marketing plans, resume and cover letter preparation, and interviewing practice. Mid-career planning strategies and resources are also examined to maximize advancement potential and long-term professional growth. Through practical applications, students develop product knowledge, research and planning skills, and ways to execute their job search and career-advancement strategies. Each student assembles a final portfolio to be used for career-development opportunities and needs.

**Prerequisite:** None

**Offered:** Spring



## HUMAN SERVICES

A grade of "C-" is the passing grade for prerequisites in this category unless otherwise noted.

### **HSE\* 101: INTRODUCTION TO HUMAN SERVICES** **3 CREDITS**

This course covers the basic concepts, philosophy, and historical development of national, social, and rehabilitative service. Includes professionalism, ethics, confidentiality, and rights of human services consumers. Examines the psychological, sociological, economic, and political factors which influence policy formulation in public and private social organizations.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

### **HSE\* 175: HEALTH AND AGING** **3 CREDITS**

This course will give a student an overview of the physical aging process of humans in order to provide knowledge of the age-related changes and dysfunctions which are commonly encountered within the elderly population. In addition, the health impact of those changes on the social and psychological functioning of the individual will also be examined.

**Prerequisite:** SOC\* 114: Sociology of Aging

**Offered:** Not regularly offered

### **HSE\* 178: COMMUNITY SERVICES FOR THE AGING** **3 CREDITS**

This course will give the student an overview of the community services which are available for the elderly and the caregivers. The course will cover the philosophy, development and implementation of selected programs. Topics covered will include Medicaid, Medicare, home care programs, extended day care facilities, and the evolving role of nursing homes (both for-profit and non-profit). In addition, students will gain an overview of community-based senior centers, politically based senior organizations, and the developing role of respite programs.

**Prerequisite:** One Sociology, Psychology, or Human Services course, or permission of instructor

**Offered:** Not regularly offered

### **HSE\* 236: LEGAL ISSUES IN HUMAN SERVICES** **3 CREDITS**

An overview of the law as it affects the social service worker. Addresses such topics as guardianship, involuntary commitment, informed consent to medical treatment, confidentiality and the social work privilege, the rights of the client, the family and the right to privacy, social work malpractice, licensing, and the criminal justice system.

**Prerequisite:** None

**Offered:** Fall

### **HSE\* 237: MEDICAL ASPECTS OF HUMAN SERVICES** **3 CREDITS**

Many components of human services interface with medical and/or medically related facilities. Human service workers need a working knowledge of health and illness and how they impact the service recipient. Course examines limitations resulting from selected disabilities and dynamics of a number of medical conditions human service workers encounter. Students have an opportunity to explore in depth a medical topic of their choice.

**Prerequisite:** HSE\* 101

**Offered:** Not regularly offered

### **HSE\* 241: HUMAN SERVICES AGENCIES AND ORGANIZATIONS** **3 CREDITS**

This course covers the study of community organizations and their method of practice. The objective is to analyze the practice of planning and implementation of social services programs directed toward some component of community change. The skills, methods and organizational functions of community service workers are explored and integrated into the other skills and methods of social service practice that are a part of a student's overall learning experience in the human services program.

**Prerequisite:** HSE\* 101

**Offered:** Spring

### **HSE\* 244: MANAGING HUMAN SERVICES** **3 CREDITS**

An introduction and overview of the emerging and ever-changing field of human services management. New developments and knowledge in this area will be assessed with specific examples of how this information can be used in practical, day-to-day situations. Designed for any professional or student who is interested in management in human service organizations and agencies.

**Prerequisite:** HSE\* 101 and BMG\* 101 or BMG\* 202

**Offered:** Not regularly offered

### **HSE\* 281: HUMAN SERVICES FIELD WORK I** **3 CREDITS**

Provides students interested in working in human services with an opportunity to learn experientially at a human services agency in the community. Focus is on students learning how an agency functions as an organization. Students are allowed to participate in activities of the agency under the joint supervision of personnel in the assigned organization and the human service instructor.

**Prerequisites:** HSE\* 101 and PSY\* 111

**Offered:** Fall, Spring

## **HSE\* 282: HUMAN SERVICES**

### **FIELD WORK II**

**3 CREDITS**

A continuation of Human Services Field Work I. Focus is on problems and procedures of human services work and the related agencies. Organizational structures, supervisory techniques, decision-making practice, and staff "burnout" will be examined.

**Prerequisite:** Grade of "C" or better in Human Services Field Work I

**Offered:** Fall, Spring, Summer

## **HUMANITIES**

A grade of "C-" is the passing grade for prerequisites in this category unless otherwise noted.

### **HUM\* 141: THE FUTURE AND ORGANIZATIONS**

**3 CREDITS**

An introduction to the study of the future from an organizational perspective. Emphasis is on examination of the effect population has on the future, learning different methods of futures forecasting, development of future-oriented thinking, environmental scanning techniques, and networks to increase our capabilities to address and adapt to change. (See also BBG\* 125.)

**Prerequisite:** None

**Offered:** Not regularly offered

### **HUM\* 185: PROBLEM SOLVING AND DECISION MAKING**

**3 CREDITS**

Develops problem-solving skills necessary to successful independent careers. Students explore different types of problems, learn various thinking skills, and develop communications abilities. Most classwork is done in small groups to enhance group problem-solving skills. Innovative thinking techniques are woven into the course. Problems and problem analysis are presented from an organizational perspective. Extensive writing required.

**Prerequisite:** Completion of 24 credits of college work. Required course for an A.S. in Business Administration

**Offered:** Spring

## **MANUFACTURING**

### **MFG\* 100: INTRODUCTION TO ADVANCED MANUFACTURING**

**3 CREDITS**

Introduction to Advanced Manufacturing is designed to provide the community college student the opportunity to survey the major advanced manufacturing methodologies, technical skills requirements, and various career opportunities in the 21st century Manufacturing sector. This hands-on, team based, course is designed to provide students with instruction and skills through rotations in three key content areas: machining, welding, and electronics. Each of the three content areas is

broken down into modules where a theory overview is presented in a classroom environment and demonstrations and hands-on applications are performed in a laboratory environment. In each area, advanced manufacturing equipment, processes, and techniques are introduced. Students will be able to identify the terminology of each area, and examine each career skill requirements, and gain a fundamental understanding of each area. A strong sense of personal effectiveness and responsibility, team work, communication, and respect is emphasized. The role and importance of shop floor etiquette, workplace cleanliness, and safe work practices will be emphasized. Practical cases and real-world examples are investigated and discussed.

**Prerequisite:** None

### **MFG\* 105: MANUFACTURING MATH II**

**3 CREDITS**

Second course in manufacturing mathematics. A further study of arithmetic and trigonometric operations applied to manufacturing circumstances. The following geometric entities are studied in detail: the circle, regular and irregular polygons, the right triangle and oblique triangles. The application of angular arithmetic including the study of: angle decimal conversion, the Pythagorean theorem, Sin, Cos, and Tan functions, and the Law of Sines and Law of Cosines.

**Prerequisite:** Completion of Machine Technology Level I Certificate, or with consent of instructor, MFG\* 051: Manufacturing Math I.

### **MFG\* 124: BLUEPRINT READING I**

**2 CREDITS**

First course in blueprint reading. The study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways, diameters and radii. Also, geometric tolerancing and dimensioning is covered.

**Prerequisite:** None

### **MFG\* 125: BLUEPRINT READING II**

**3 CREDITS**

Second course in blueprint reading. A further study of simple and complex drawings for machining or assembly purposes. Topics include the application and meaning of geometric characteristics and controls, the metric system, weldment, forging and casting drawings and procedures, communication with freehand sketches, blueprint terms and abbreviations.

**Prerequisite:** Completion of Machine Technology Level I Certificate, or with consent of instructor, MFG\* 124: Blueprint Reading I.

### **MFG\* 128: BLUEPRINT READING FOR WELDERS**

**3 CREDITS**

A second course in blueprint reading, the focus of which is on interpreting drawings related to the welding field. Topics include various weld and joint type symbols that are used in welding blueprints. Supplemental symbols are also covered, including size, shape, loca-

tion and finish requirements of the various weldments. Interpretation of testing requirements on simple and complex blueprints is introduced.

**Prerequisite:** MFG\* 124

**MFG\* 133: MATH FOR ELECTRICITY AND ELECTRONICS 3 CREDITS**

This course is intended for the student who needs in-depth knowledge of the mathematics of electronics and electricity. It will review several areas that the student may be familiar with and move into advanced areas that are necessary for the understanding of electronics functions and analysis of complex circuits. The completion of this course will enable the student to move more quickly through future courses that require the use of complex math.

**Prerequisite:** MAT\* 095

**MFG\* 137: CIRCUIT THEORY 3 CREDITS**

Circuit Theory is an introduction to direct current (DC) circuits. Circuit Theory will introduce the student to electrical/electronic components; the nature of electricity (voltage, current, and resistance); Ohm's Law of measurement; the concept of energy and power; types of circuits (series, parallel, and series-parallel); Thevenin's and Norton's Theorems of circuit simplification, and magnetism and electro-magnetism.

**Prerequisite:** MAT\* 095

**MFG\* 138: DIGITAL FUNDAMENTALS 3 CREDITS**

Digital circuitry is the foundation of computers and automated control equipment in our industries. Digital circuitry is the basis for many of our appliances, alarm systems and heating systems. Our newer automobiles utilize digital circuits and devices to make them safer and more energy efficient. Consequently, a basic understanding of the elemental nature, design, theory, and operation of digital circuits is a must for any electronics student. This course provides the basic foundation necessary for the understanding of digital logic. The student is introduced to the concepts of digital vs. analog wave forms, digital and other numbering systems, digital codes, and Boolean algebra. The student is then introduced to the various logic gates that are incorporated into all logic systems from that of a computer to a microprocessor in a household appliance. This course explores the combinational circuits, data control devices, sequential logic (flip-flop and counters) circuits and shift registers, and finishes with an interface with the world of analog. (Formerly offered for four credits.)

**Prerequisite:** MFG\* 133, MFG\* 135

**MFG\* 139: CIRCUIT THEORY II 3 CREDITS**

Circuit Theory II completes an introduction to the fundamental building block for all electrical and electronic devices: the circuit. Circuit Theory II completes the review of basic circuits by guiding the student through a thorough review of alternating current circuits includ-

ing the RC, RL, and RLC circuits. The student will also be introduced to several electrical devices including capacitors, inductors, and transformers. (Formerly offered for four credits.) **Prerequisite:** MFG\* 137

**MFG\* 140: ROBOTICS 3 CREDITS**

Robotics provides the student with a brief history of the application of Robotics to the manufacturing process to date and a vision of future applications of Robotics. Robotics provides an overview of the Robotic hardware, software, and programming necessary to specific applications. Robotics reviews the following: electromechanical systems, fluid power systems, sensing systems, end-of-arm tooling, PLC's, digital electronics, programming, and industrial applications.

**Prerequisite:** MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139

**MFG\* 142: ELECTRONIC CIRCUITS & DEVICES 3 CREDITS**

Electronic circuits and devices are commonplace in the industrial manufacturing process; consequently, a complete understanding of control circuits and devices is necessary for anyone who intends to have a career in manufacturing control, maintenance, or engineering. Electronic Circuits & Devices provides an introduction to electronic materials, components, circuits, devices and their applications. The course will provide an overview of semiconductors, diodes, transistors (bi-polar, field-effect and unijunction), applications of SCR and Triac to circuits, and application of components to rectifiers, amplifiers, and relays.

**Prerequisite:** MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139

**MFG\* 143: INDUSTRIAL MOTOR CONTROLS 3 CREDITS**

The process of motor control is integral to the flow of the product from raw material to finished product. Industrial Motor Controls will familiarize you with the following: principles of solid-state control devices and their components (such as: semiconductors, PN junction, Zenor diodes, and the transistors); AC and DC motor controls; motor drives; control circuits; motor starters and pilot devices.

**Prerequisite:** MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139, MFG\* 142

**MFG\* 145: ELECTRONIC VARIABLE SPEED DRIVE SYSTEMS 3 CREDITS**

The flow of product in the manufacturing process can be as simple as an on/off motor control switch or as complex as a variable speed drive that incorporates a feedback system. Most large and small companies utilize the more technologically advanced systems, hence they incorporate one or more variable speed drive(s) in their production process. Electronic Variable Speed Drive Systems will introduce the student to AC and DC

drive fundamentals, switching amplifier field current controllers, SCR armature voltage controllers, brushless DC motor controllers, chopper circuits, voltage inverters, and flux vector drives. **Prerequisites:** MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139, MFG\* 143

**MFG\* 146: PROGRAMMABLE LOGIC CONTROLLERS** **3 CREDITS**

The incorporation of the PLC is one of the fastest growing sectors in the field of electronics as the PLC replaces electromechanical control system, such as electromagnetic relays and programmable logic devices (PLD's). Programmable Logic Controllers provides you with an overview of the PLC, its hardware, numbering systems and codes, logic fundamentals, programming timers and counters, program control and data manipulation instructions, math instructions, sequencers and shift register instructions, and PLC installation, editing and troubleshooting. (Formerly offered for four credits.)

**Prerequisites:** MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139

**MFG\* 147: MICROPROCESSOR/MICROCONTROLLER** **3 CREDITS**

This course is designed to give the student an overview of the microprocessor and microcontroller by reviewing the fundamentals of 8085A architecture, software, and interface applications; and by reviewing the architecture, software, and interface applications of the 8051 microcontroller.

**Prerequisites:** MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139

**MFG\* 151: MANUFACTURING MACHINERY - DRILL PRESS & SAW** **1 CREDIT**

Course on sawing and drilling machines. Topics covered include use of cutoff saws, use of drill presses, using the vertical band saw, drilling tools, countersinking, reaming and counterboring.

**Prerequisite:** None

**MFG\* 152: MANUFACTURING MACHINERY - GRINDING** **2 CREDITS**

Course on the use of various grinding machines. Topics covered include selection and identification of grinding wheels, truing, dressing and balancing wheels, grinding fluids, using the horizontal spindle reciprocating table surface grinder, using the cylindrical grinder, and using the tool and cutter grinder.

**Prerequisite:** None

**MFG\* 153: MANUFACTURING MACHINERY - BENCHWORK** **2 CREDITS**

A basic course in the fundamentals, principles, practices, and tools used in semi-precision and precision layout and in the various tools, methods, and procedures for common machine shop benchwork. Topics will include measurement systems, layout principles, hand tools, and power tools.

**Prerequisite:** None

**MFG\* 154: MANUFACTURING MACHINERY - LATHE I** **2 CREDITS**

First course in the use of the lathe. Topics include identification of major components of the lathe, tool holders and tool holding, cutting tools, operating the controls, facing and center drilling.

**Prerequisite:** None

**MFG\* 155: MANUFACTURING MACHINERY - MILLING I** **2 CREDITS**

First course on the vertical and horizontal milling machines. Topics to include cutting tools and holders, setups, spindles and arbors, and work holding methods.

**Prerequisite:** None

**MFG\* 156: MANUFACTURING MACHINERY - CNC I** **2 CREDITS**

First course in CNC machinery and programming. Topics include Cartesian coordinates, safe use of CNC equipment, setup and operate a two axis CNC lathe and a three axis CNC machining center, programming and runoff of parts.

**Prerequisite:** None

**MFG\* 157: WELDING I** **3 CREDITS**

Introduction to theory and lab activities in welding areas of Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Gas Metal Arc Welding and Oxyfuel Welding processes. Safety issues, equipment knowledge and demonstration of various welding processes/techniques will be explored. **Prerequisite:** MAT\* 095.

**MFG\* 158: PNEUMATICS AND HYDRAULICS** **3 CREDITS**

Fluid power is on the increase in the process of manufacturing due to its simplicity and to cost effectiveness. Hence, any person who wishes to be involved in the manufacturing process in a repair, control or engineering role should be familiar with the fundamentals of pneumatics and hydraulics. This introductory course is a study of the principles, concepts and equipment used in the field of pneumatics and hydraulics. Course emphasis is placed upon systems design, applications, and maintenance and repair. The following concepts are reviewed in this course: fluid power principles, fluid power cylinders, control valves (3 & 4 and 4 & 5 way), fluid power pumps, and other fluid power components.

**Prerequisites:** Consent of instructor and permission of the Director of Manufacturing Technology

**MFG\* 159: INDUSTRIAL MAINTENANCE** **3 CREDITS**

The Industrial Maintenance course is designed to give the student an overview of the electro-mechanical nature of industry. Even though electronic devices have made great inroads in industry, the mechanical nature of production remains nearly unchanged over the years. The expression "the wheels of industry" remains as true today as it did yesterday. This course will provide the

skills necessary to install and to maintain the electronic and mechanical parts and machines that provide the ability of manufacturers to produce products, e.g. automobiles, appliances, etc. The course covers the following areas: safety, tools, fasteners, industrial print reading, belts and sheaves, chains and sprockets, gears and gear boxes, bearings, shafts, lubrication, seals and packing, pumps and compressors, fluid power, piping systems, and preventive maintenance.

**Prerequisites:** *Consent of instructor and permission of the Director of Manufacturing Technology*

### **MFG\* 162: CNC MAINTENANCE AND REPAIR I** **3 CREDITS**

CNC Maintenance and Repair I is the first course of a two-semester course sequence that provides the student with an introduction to Computer Numeric Control (CNC) machinery including the CNC miller and CNC lathe. Topics include: CNC safety, basic CNC components, basic operations of a CNC, overview of the control unit and operator's unit, CNC part programming, CNC operation and interfacing (PMC system), measurement devices, and troubleshooting techniques. This course is designed to give the student an in-depth overview of the design, programming, and operation of CNC machinery, thereby providing the foundation for CNC maintenance and repair. **Prerequisites:** *MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139, MFG\* 140, MFG\* 142, MFG\* 143, MFG\* 145, MFG\* 146, MFG\* 147 or consent of instructor and successful completion of Manufacturing Electronics Fundamentals and Manufacturing Electronics Systems & Controllers or by permission of the Director of Manufacturing Technology*

### **MFG\* 163: CNC MAINTENANCE AND REPAIR II** **3 CREDITS**

CNC Maintenance and Repair II is the second course of a two-semester course sequence and provides the student basic troubleshooting strategies, explores all major CNC systems needing maintenance and repair, reviews troubleshooting techniques used to identify components in need of repair, and provides insights into making the necessary repairs. Topics include: Troubleshooting plan of action (strategy); troubleshooting power supplies, troubleshooting the interlock system and operator controls; troubleshooting the servo drive, interface, parameter, and I/O (input/output) systems; and troubleshooting the hydraulic and pneumatics, lubrication and mechanical systems. The course provides the rationale for establishing and utilizing a regular maintenance plan.

**Prerequisites:** *MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139, MFG\* 140, MFG\* 142, MFG\* 143, MFG\* 145, MFG\* 146, MFG\* 147, MFG\* 162 or consent of instructor and successful completion of Manufacturing Electronics Fundamentals and Manufacturing Electronics Systems & Controllers or by permission of the Director of Manufacturing Technology*

### **MFG\* 164: ELECTRO-MECHANICAL SEMINAR/INTERNSHIP** **4 CREDITS**

The Electro-Mechanical Internship is designed to be a capstone activity. The student is required to have completed successfully both electronic certificate programs, Manufacturing Electronics Fundamentals and Manufacturing Electronics Systems & Controllers, and to be in the latter stage of his or her Mechanical Certificate Program. The internship will commence within the last four (4) weeks of the Mechanical Certificate semester and will require sixty (60) hours of electro-mechanical industrial maintenance and repair supervised activity. Regional manufacturers will provide the student with on-site laboratory activities in regular maintenance and in repair. The student will be required to troubleshoot CNC mill, lathe and other electronically driven equipment in need of repair under the direct supervision of qualified company staff. Time will be provided in Pneumatics and Hydraulics, Industrial Maintenance, and CNC Maintenance and Repair to discuss, to review, and to reinforce the troubleshooting and maintenance experiences learned at the work site.

**Prerequisites:** *MFG\* 133, MFG\* 135, MFG\* 137, MFG\* 138, MFG\* 139, MFG\* 140, MFG\* 142, MFG\* 143, MFG\* 145, MFG\* 146, MFG\* 147 or consent of instructor and successful completion of Manufacturing Electronics Fundamentals and Manufacturing Electronics Systems & Controllers or by permission of the Director of Manufacturing Technology.*

**Co-requisites:** *MFG\* 158, MFG\* 159, MFG\* 162, MFG\* 163*

### **MFG\* 171: INTRODUCTION TO LEAN MANUFACTURING** **3 CREDITS**

The purpose of this course is to provide the student with the fundamental knowledge of current continuous process improvement methodologies in use today within competitive manufacturing environments. This introductory course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean-six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects.

**Prerequisite:** None

### **MFG\* 172: INTRODUCTION TO LEAN SUPPLY CHAIN MANAGEMENT** **3 CREDITS**

This course is an introduction to the basic principles of methodologies of Supply Chain Management. The course reviews the lean manufacturing principles needed to understand and maintain the supply chain. Key concepts are covered such as Value Stream Mapping, customer/supplier roles, supplier types, metrics, quality systems, quality audits, communication, and information flow. Class activities, group assignments, and case studies are emphasized for real-world learning experiences.

**Prerequisite:** None

**MFG\* 225: INDUSTRIAL SAFETY 3 CREDITS**

This course studies industrial accident prevention and industrial hygiene covering such topics as management's responsibilities and functions in accident prevention. Topics include: OSHA regulations, machine guarding techniques and personal protective equipment, fire prevention and control, electrical and hand tool hazards, employee training and communications, injury data, hazards, accident analysis and hygiene problems caused by industrial environments.

**Prerequisite:** None

**MFG\* 230: STATISTICAL PROCESS CONTROL 3 CREDITS**

An introduction to the concepts of manufacturing statistical process control. Topics include: measures of central tendency, measures of variation, normal distribution theory, process run charts, process control charts for variable and attributable data, normal probability plots, Pareto diagrams and cause-and-effect diagrams.

**Prerequisite:** Grade of "C" or better in MAT\* 137

**MFG\* 239: GEOMETRIC DIMENSION AND TOLERANCING 3 CREDITS**

An intermediate course in the interpretation of engineering drawings, beginning with the basics of dimensional tolerances and tolerance systems. Topics include: the mathematics of interpreting and specifying tolerances on dimensions, the system and rules of geometric tolerancing, and the basic nomenclature and standard symbols conforming to ANSI/ASMEY14.5M 1994 standards.

**Prerequisite:** MFG\* 125: Blueprint Reading II

**MFG\* 254: MANUFACTURING MACHINERY - LATHE II 3 CREDITS**

Second course on lathe setup, operation and practices. Topics covered include alignment, turning between centers, and other operations. The student will cut 60 degree external threads, internal threads, tapers, and other thread forms. Use of steady rests and follower rests.

**Prerequisite:** Completion of Machine Technology Level I Certificate, or with consent of instructor, MFG\* 154: Manufacturing Machinery - Lathe I

**MFG\* 255: MANUFACTURING MACHINERY - MILLING II 3 CREDITS**

Second course on milling setup, operation, and practices. Topics covered include use of Offset Boring Head, side milling cutters, face milling cutters on the horizontal mill, setup and operation of index heads, simple and direct angular indexing, and inspection of gears.

**Prerequisite:** Completion of Machine Technology Level I Certificate, or with consent of instructor, MFG\* 155: Manufacturing Machinery - Milling I

**MFG\* 256: MANUFACTURING MACHINERY - CNC II 3 CREDITS**

Second course in Computer Numerical Controlled

programming. A further study of CNC programming for the Lathe and Vertical Machining Center. Topics include setup and tooling, programming simple parts, canned drilling cycles, circular interpolation, special milling cycles, cutter compensation, looping and macros, and special features. **Prerequisite:** Completion of Machine Technology Level I Certificate, or with consent of instructor, MFG\* 156: Manufacturing Machinery - CNC

**MFG\* 257: WELDING II 3 CREDITS**

Theory and advanced lab activities in welding areas of Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Gas Metal Arc Welding and Oxyfuel processes. Safety issues, advanced equipment knowledge and proficiency in various welding processes/techniques will be developed further in preparation for Welding III.

**Prerequisite:** MAT\* 095, MFG\* 124, and MFG\* 157

**MFG\* 265: WELDING III 3 CREDITS**

Advanced theory and lab activities that prepare the student to make code acceptable weldments in Shielded Metal Arc Welding (SMAW) and in Gas Metal Arc Welding (GMAW) in various positions and upon various metals.

**Prerequisite:** MAT\* 095, MFG\* 125, and MFG\* 257.

**MFG\* 266: WELDING IV 3 CREDITS**

This is an advanced course that includes theory and lab activities that prepare the student to make Gas Tungsten Arc Welding (GTAW) code acceptable weldments in plate and pipe in all positions.

**Prerequisite:** MAT\* 095, MFG\* 125, and MFG\* 265

**MFG\* 267: METALLURGY 3 CREDITS**

This is an introductory course that reviews the basic principles of metallurgy. This course will describe their uses in industrial applications and explain why certain material properties are desired and how these properties are attained.

**Prerequisite:** MAT\* 095 and MFG\* 265

**MFG\* 268: WELDING V 3 CREDITS**

This advanced welding course includes theory and lab activities that prepare students to make GTAW code acceptable weldments upon specialty metals such as aluminum, magnesium, copper and steel alloys, stainless steel, and titanium. Lab activities will include code acceptable weldments.

**Prerequisites:** MAT\* 095, MFG\* 124, MFG\* 125, MFG\* 157, MFG\* 257, MFG\* 265, MFG\* 266

**MFG\* 269: WELDING VI 3 CREDITS**

This advanced welding course includes theory and lab activities that prepare students to make GMAW and FCAW (Gas Metal Arc Welding and Flux Cored Arc Welding) code acceptable weldments on various metals.

**Prerequisite:** MAT\* 095, MFG\* 124, MFG\* 125, MFG\* 157, MFG\* 257, MFG\* 265, MFG\* 266, MFG\* 268

**MFG\* 271: ADVANCED LEAN  
MANUFACTURING 3 CREDITS**

The purpose of this course is to provide the student with the knowledge to implement lean improvements within the production environment using a systematic approach. This course will follow an improvement project (from the student's current employer or case study) through the five stages of the DMAIC problem solving methodology. At the completion of the course, the student will be competent to effectively lead a lean implementation project within a company.

**Prerequisite:** MFG\* 171

**MFG\* 272: IMPLEMENTING LEAN  
SUPPLY CHAIN MANAGEMENT 3 CREDITS**

The course covers the benefits and elements needed for implementing supply chain management. Team building and communication skills are shown as crucial factors in supply chain management. Topics emphasized in the course are measuring the velocity of the supply chain, developing partnerships, logistics, software tools, hardware, and continuous improvement. Class activities, group assignments and case studies are emphasized for real-world learning experiences.

**Prerequisite:** MFG\* 172

**MFG\* 296: MANUFACTURING  
INTERNSHIP 0 CREDITS**

The manufacturing internship represents the capstone of the machine technology program. This course provides students with the opportunity to apply classroom theory, laboratory and school shop experiences in an actual work setting related to their program of study. Thirty (30) hours of manufacturing work are provided at affiliated sites under the guidance of the program director.

**Prerequisite:** MFG\* 124, MFG\* 151, MFG\* 152, MFG\* 153, MFG\* 154, MFG\* 155, MFG\* 156, or consent of instructor

**MATHEMATICS**

A grade of C is the passing grade for prerequisites in this category unless otherwise noted.

Students interested in majoring in mathematics should consider the CSCU Transfer Ticket in Mathematics Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Dr. Teresa Foley (860-253-3138 or tfoley@asnuntuck.edu) for further details.

**MAT\* 085: PREALGEBRA & ELEMENTARY  
ALGEBRA 6 SEMESTER HOURS**

This course provides a concentrated review of beginning algebra concepts and basic arithmetic skills. In-

cludes basic computation, integers, fractions, decimals, ratio and proportion, and percents. The course also includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and applications in geometry and algebra. AT1-83 or TI-84 calculator is required for this course. *Note: This course is not open to student who successfully completed MAT\*075 with a "C" or better.*

**Prerequisite:** None

**Offered:** Fall, Spring

**MAT\* 095: ELEMENTARY ALGEBRA  
FOUNDATIONS 3 SEMESTER HOURS**

This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and applications in geometry and algebra. AT1-83 or TI-84 calculator is required for this course.

**Prerequisite:** Grade of "C" or better in MAT\* 075 or Mathematics Assessment Test

**Offered:** Fall, Spring, Summer

**MAT\* 104: QUANTITATIVE REASONING 3 CREDITS**

A survey course to develop the abilities to interpret and reason with information that involves mathematical ideas or numbers. This course will prepare students for the mathematics they will encounter in other college courses and in their career, as well as help develop critical thinking and problem solving skills needed in all areas of life. Topics include: principles of reasoning, problem solving techniques, basic statistics, every day mathematical models, and the mathematics involved in personal finance, the arts, careers, and society in general. AT1-83 or TI-84 graphing calculator is required for this course.

**Prerequisite:** A grade of "C" or higher in MAT\* 085 or MAT\* 095, or Mathematics Assessment Test

**Offered:** Fall, Spring

**MAT\* 137S: INTERMEDIATE ALGEBRA EMBEDDED  
WITH ELEMENTARY ALGEBRA 4 CREDITS**

This course provides a concentrated review of elementary algebra concepts embedded within an intermediate algebra course. The course is a further study of algebra and mathematical modeling of functions and relations represented by tables, graphs, words, and symbols. Polynomial functions and expressions with special attention to linear, quadratic, exponential, rational, and radical functions are studied. There is an emphasis on modeling and applications for all topics. AT1-83 or TI-84 is required for this course. This course meets the same outcomes as MAT\*137: Intermediate Algebra.

**Prerequisite:** Grade of "C-" or better in MAT\* 085, MAT\* 095 or Mathematics Assessment Test

**Offered:** Fall, Spring

**MAT\* 137: INTERMEDIATE ALGEBRA 3 CREDITS**

This course is a further study of algebra and mathematical modeling of functions and relations represented by tables, graphs, words, and symbols. Polynomial functions and expressions with special attention to linear, quadratic, exponential, rational, and radical functions are studied. There is an emphasis on modeling and applications for all topics. A TI-83 or TI-84 calculator is required for this course.

**Prerequisite:** Grade of "C" or better in MAT\* 085, MAT\* 095 or Mathematics Assessment Test

**Offered:** Fall, Spring, Summer

**MAT\* 146: MATHEMATICS FOR THE LIBERAL ARTS 3 CREDITS**

A survey course for students whose major field of study requires no specific mathematical preparations, such as in liberal arts and general studies. It is designed to convey the nature and diversity of mathematics and its role in society through applications to a variety of disciplines. Mathematics topics include voting theory, financial mathematics, and additional topics such as the following: graph theory, patterns and symmetry, linear and exponential applications, introduction to probability, linear programming, cryptography, the performance arts, and history of mathematics. A TI-83 or TI-84 recommended.

**Prerequisite:** Grade of "C" or better in MAT\* 137S, MAT\* 137, or Mathematics Assessment Test.

**Offered:** Fall, Spring

**MAT\* 152: FINITE MATHEMATICS 3 CREDITS**

A survey of the use of mathematics in the social sciences. Includes a study of set theory, logic, combinatorial analysis, probability, statistics, math of finance and geometric linear programming. Emphasis will be on the construction and interpretation of mathematical models. Graphing calculator required; TI-83 or TI-84 recommended.

**Prerequisite:** Grade of "C" or better in MAT\* 137S, MAT\* 137, or Mathematics Assessment Test

**Offered:** Not regularly offered

**MAT\* 167: PRINCIPLES OF STATISTICS 3 CREDITS**

The purpose of this course is to enable students to organize, present, and analyze data by applying descriptive and inferential statistical methods and processes. Topics include exploratory data analysis, graphing techniques, measures of central tendency and variability, the normal distribution, correlation and regression, basic sampling theory, mean and proportion sampling distributions, confidence intervals, statistical inference, elements of hypothesis testing, one and two

sample tests for means and proportions, and analysis of variance. Graphing calculator required; TI-84 recommended.

**Prerequisite:** Grade of "C" or better in MAT\* 137S, MAT\* 137, or Mathematics Assessment Test

**Offered:** Fall, Spring, Summer

**MAT\* 186: PRECALCULUS 4 CREDITS**

An introduction to analysis skills necessary for success in the study of calculus. Includes study of inequalities, absolute value function, algebraic relations and algebraic functions, logarithmic and exponential functions, trigonometry, and analytic geometry. Extensive use is made of the programmable-graphing calculator and mathematical software. A TI-83 or TI-84 calculator is required for this course.

**Prerequisite:** Grade of "C" or better in MAT\* 137 or Mathematics Assessment Test

**Offered:** Fall, Spring, Summer

**MAT\* 254: CALCULUS I 4 CREDITS**

Includes a study of functions, limits, continuity, differentiation of algebraic and trigonometric functions, applications of derivatives, definite integrals, approximate integration, and applications of the definite integral. Mathematical software and programmable-graphing calculators are used extensively. A TI-83 or TI-84 calculator is required for this course.

**Prerequisite:** Grade of "C" or better in MAT\* 186 or Mathematics Assessment Test

**Offered:** Fall, Spring

**MAT\* 256: CALCULUS II 4 CREDITS**

Includes a further study of differentiation of trigonometric, exponential, and logarithmic functions as well as an exploration of the techniques of integration, improper integrals, indeterminate forms, and infinite series. Mathematical software and programmable-graphing calculators are used extensively. A TI-83 or TI-84 calculator is required for this course.

**Prerequisite:** Grade of "C" or better in MAT\* 254

**Offered:** Spring

**MAT\* 268: CALCULUS III: MULTIVARIABLE 4 CREDITS**

Includes vectors in three dimensions, curves and parametric equations in three dimensions, geometry of surfaces, differential calculus of functions of more than one variable with applications, multiple integrals and their applications, and the differential and integral calculus of vector fields. Mathematical software and use of programmable-graphing calculators to solve problems included. A TI-83 or TI-84 calculator is required for this course.

**Prerequisite:** Grade of "C" or better in MAT\* 256

**Offered:** Fall



**MAT\* 285: DIFFERENTIAL EQUATIONS 3 CREDITS**  
Introduction to ordinary differential equations and their applications, linear differential equations, systems of first order linear equations, numerical methods. AT1-83 or TI-84 calculator is required for this course.  
**Prerequisite:** Grade of "C" or better in MAT\* 256  
**Offered:** Spring

## MEDICAL ASSISTING

**MED\* 111: MEDICAL OFFICE PROCEDURES 3 CREDITS**  
The course presents the students with a basic overview of front office procedures in a medical facility. Emphasis is on the daily office procedures, financial management, insurance, and computer literacy needed for the health care industry today.  
**Prerequisite:** None  
**Offered:** Fall

**MED\* 112: MEDICAL INSURANCE AND CODING 3 CREDITS**  
This course gives an overview of developments of health insurance in this country, managed care, the life cycle of an insurance claim, legal and regulatory issues, and the process of generating an insurance claim. Students will learn the procedures for ICD-10-CM and CPT coding. Federal and commercial insurance plans will be discussed.  
**Prerequisite:** MED\* 125  
**Offered:** Fall, Spring

**MED\* 116: ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS 4 CREDITS**  
This course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The anatomy and physiology of the integumentary system will be discussed. The skeletal system and the muscular system will be covered in detail. Blood, cardiovascular system, lymph system, and the digestive system will also be discussed. Disorders and medical treatments particular to each system will be highlighted.  
**Co-requisite:** MED\* 125  
**Offered:** Fall

**MED\* 125: MEDICAL TERMINOLOGY 3 CREDITS**  
The goal of this course is acquire basic medical terminology for students who will be entering into a medical profession. Standard roots, suffixes, and prefixes will be covered. Terms associated with each body system as well as common diseases to each body system will be covered. Anatomy and Physiology will be covered in order to make learning more interesting and the terms associated with each body system more easily understood. Correct spelling will be emphasized.  
**Prerequisite:** None  
**Offered:** Fall

**MED\* 133: CLINICAL MEDICAL ASSISTING 4 CREDITS**  
Skills that will be covered in this course include taking vital signs and measurements, documenting medical histories, charting pertinent findings, and assisting during routine and specialty medical exams and treatments. Medical asepsis is stressed. Through the use of lectures, discussions, role-playing, and hands-on practice, the student will develop competency in these skill areas.  
**Prerequisite:** MED\* 125\*  
**Offered:** Fall

**MED\* 142: CLINICAL LABORATORY PROCEDURES AND PRACTICES I 4 CREDITS**  
Through lectures, discussion, role playing and practice sessions this course demonstrates the concepts of urinalysis, pharmacology, medication administration, the use of the PDR, procedures for performing EKGs. Students will also become familiar with preparing and assisting in radiologic procedures..  
**Prerequisite:** MED\* 125\*  
**Offered:** Fall

**MED\* 170: LAW AND ETHICS FOR HEALTH CAREERS 3 CREDITS**  
The legalities and ethical behavior associated with the medical practice or facility are discussed with emphasis on the legal and ethical responsibilities of health care practitioners. Federal regulations and guidelines pertinent to medical practices are reviewed. Students will develop an understanding of dealing with patients within a professional code of ethics. Basic concepts of human resource management are covered.  
**Prerequisite:** None  
**Offered:** Fall

**MED\* 240: PSYCHOLOGY AND COMMUNICATION IN HEALTHCARE FOR MEDICAL ASSISTING 3 CREDITS**  
This course is an overview of the history of the medical practice and an insight of aspects impacting the medical profession, patients, and medical practice in today's health care profession. It introduces the professional and personal aspects of medical assisting. Therapeutic communications skills are stressed. Particular focus is on specific skills needed to appropriately communicate with a variety of patient profiles. The underlying psychology of specific patient populations is examined.  
**Prerequisite:** None  
**Offered:** Fall

**MED\* 242: CLINICAL LABORATORY PROCEDURES AND PRACTICES II 4 CREDITS**  
Students role-play and practice skills needed in a medical office. They learn the purpose of laboratory testing, types of tests, laboratory request forms, specimen collection, and storage procedures are covered. Students

learn blood collection methods and general hematology tests performed in a medical office. Medical asepsis and sterilization procedures are stressed. Students will learn to set up sterile fields for surgery and learn the different types of sutures most commonly used in a physician's office. Basic microbiology is discussed and the safe handling of microbiological specimens is stressed

**Prerequisite:** MED\* 141

**Offered:** Fall

**MED\* 250: PRINCIPLES OF PHARMACOLOGY**

**3 CREDITS**

This course presents the need for patient education concerning pharmaceuticals including dosages and administration. Emphasis on drug classifications and legal issues surrounding them. In addition the legislation and ethical considerations will be discussed.

**Prerequisite:** MED\* 125

**Offered:** Fall

**MED\* 280: MEDICAL ASSISTANT EXTERNSHIP**

**3 CREDITS**

This course requires the student, in the controlled environment of an approved medical assisting externship site, to experience the hands-on application of the administrative, clinical and professional procedures necessary to the field of medical assisting. This course requires the student to complete 225 hours of supervised practical experience in a program approved site.

**Prerequisite:** Successful completion of ten (10) Medical Assistant classes with a grade of "C-" or better.

**Offered:** Fall

## MUSIC

All MUS\* courses satisfy the Fine Arts requirement.

**MUS\* 141: GUITAR I**

**3 CREDITS**

This course is designed to offer students an introduction to guitar performance. No previous musical training is required or assumed. Through the study of easy solo repertoire pieces, the student will learn musical notation and general music theory. Development of left and right hand technique and good practice habits will be stressed. The student will also work on the important musicianship skill of auditory training: recognition of pitch, intervals and tone at an introductory level and basic improvisation. Students will form small groups for the purpose of practicing in ensemble. Students must provide their own instruments.

**Prerequisite:** None

**Offered:** Fall, Spring

**MUS\* 142: GUITAR II**

**3 CREDITS**

This course is a continuation of Guitar I. Through the study of classic solo and ensemble pieces that gradually increase the sophistication and difficulty, we will

continue the learning of musical notation and general music theory as it applies to guitar performance. Continued emphasis of left and right hand technique, good practice habits, and performance etiquette will be stressed. In this course, we will advance our understanding of the fingerboard into fifth (V) position and will study music and chord development in keys other than C major. We will also expand our working knowledge of harmony to extend into 7th chords, introduce standard jazz repertoire and practice basic improvisation through the study of keys/modes and diatonic scale relationships.

**Prerequisite:** MUS\* 141 or permission of instructor

**Offered:** Spring

## OCEANOGRAPHY

**OCE\* 101: INTRODUCTION TO OCEANOGRAPHY**

**3 CREDITS**

This course is an introduction to ocean science, designed to familiarize students with basic oceanographic principles and current issues concerning humans' relation with the ocean. Topics include: physical characteristics of the ocean (light, salinity, density, temperature), waves, tides and currents; the ocean floor; ocean zones; types and classification of marine life; effects of the environment on marine life; marine ecology; marine resources (biological and physical); ocean pollution and its effects on marine life; marine law; and nautical charts.

**Prerequisite:** None

**Offered:** Fall

## PHILOSOPHY

A grade of "C-" is the passing grade for prerequisites in this category unless otherwise noted.

**PHL\* 101: INTRODUCTION TO PHILOSOPHY**

**3 CREDITS**

We will focus on the questioning of ideas, inquiry into modern philosophical problems, and appreciation for the wonder of the mind, thinking process, and the 'critical' eye. Areas of thought to be studied include knowledge and reality, religious belief, morality, social philosophy, and personal philosophy. 'Doing' philosophy is emphasized. A historical view of changing concepts, and thoughtful consideration of our own time, place, and multi-cultured society.

**Prerequisite:** None

**Offered:** Fall, Spring

**PHL\* 111: ETHICS**

**3 CREDITS**

Such fundamental issues as social morality and individual rights, justice, and the nature of the good life are explored through historical and contemporary writings. Areas of study include multiculturalism in our democra-

cy, and ethical issues in business, medicine, and media. The ends sought for every student are a stronger sense of consistency between intention and behavior, and growing skills of critical analysis.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**PHL\* 151: WORLD RELIGIONS 3 CREDITS**

Survey of the structures of major world religions and the social and political consequences of such beliefs. Covers varieties of Christianity, Judaism, Buddhism, Hinduism, and the various Muslim sects. Others are studied as time allows.

**Prerequisite:** None

**Offered:** Spring

## PHYSICAL EDUCATION

**HPE\* 261: YOGA 1 CREDIT**

This class is an introduction to Hatha yoga postures. The class consists of fundamental yoga techniques to stretch, tone and relax each part of the body. Students learn basic warm-ups, postures, and exercises. Correct breathing and relaxation techniques are also introduced. Beginners and individuals with injuries and physical limitations should start at this beginner level. Modifications are given to provide both safety and the appropriate challenge for students. The Sun Salutation sequence is also introduced to students. No previous training is required or assumed. Graded pass/fail.

**Prerequisite:** None

**Offered:** Fall, Spring

**PE\* 262: YOGA LEVEL I 1 CREDIT**

In addition to the material offered in beginner's level, HPE\* 261: Yoga, this class offers increased challenges to those who have become comfortable with entry level material. Students practice holding postures longer to build greater strength and stamina. Alignment and form are studied in more depth at this level. More advanced sequencing of postures is introduced and practiced. Students should have a working understanding of the principles and practice of beginning yoga to fully benefit from this course. Graded pass/fail.

**Prerequisite:** HPE\* 261 or permission of instructor

**Offered:** Fall, Spring

## PHYSICS

**PHY\* 110 INTRODUCTORY PHYSICS 4 CREDITS**

An introduction to physics, including selected topics from mechanics, heat, electricity and light, and modern physics.

**Prerequisite:** MAT\* 095 with a grade of "C" or better.

**Offered:** Fall

**PHY\* 121: GENERAL PHYSICS I 4 CREDITS**

Basic concepts of mechanics and thermodynamics. (3 hours lecture/3 hours lab.)

**Prerequisite:** MAT\* 137 with a grade of "C" or better, or two years of high school algebra, or math assessment test.

**Offered:** Not regularly offered

## POLITICAL SCIENCE

A grade of "C-" is the passing grade for prerequisites in this category unless otherwise noted.

Students interested in majoring in political science should consider the CSCU Transfer Ticket in Political Science Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Lisa (Elle) Van Dermark (860-253-3148 or lvandermark@asnuntuck.edu) for further details.

**POL\* 103: INTRODUCTION TO INTERNATIONAL RELATIONS 3 CREDITS**

This course examines the major theories, structures and issues in the study of global politics with an emphasis on significant trends including international organizations, the problem of war, economic globalization and the global environment.

**Prerequisite:** None

**Offered:** Not regularly offered

**POL\* 111: AMERICAN GOVERNMENT 3 CREDITS**

This course is an introduction to the foundations and institutions (legislative, executive and judicial) of American politics as well as the key concept of political participation in America with an emphasis on current issues and problems at the national level.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**POL\* 112: STATE AND LOCAL GOVERNMENT 3 CREDITS**

This course examines the role, functions, and processes of state and local governments with an emphasis on the diversity and revitalization of state governments as key factors in addressing public policy issues. This course draws heavily from ongoing events in state governments particularly in Connecticut in order to identify the key problems facing states and localities.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**POL\* 208: AMERICAN  
PUBLIC POLICY**

**3 CREDITS**

This course investigates the policy-making process in the United States. Using a functional approach, students analyze public policy in a sequential manner, from the initial identification of a problem to its solution, including the assessment and appropriate revision or termination of policy. Examines case studies and analyzes current policy issues.

**Prerequisite:** None

**Offered:** Not regularly offered

**POL\* 212: CONSTITUTIONAL LAW  
AND CIVIL RIGHTS**

**3 CREDITS**

Introduction to individual rights guaranteed by the U.S. Constitution, the workings of the U.S. Supreme Court, the Bill of Rights and their application to individual states, the significance of constitutional law, and how judges' interpretation of the Constitution transforms society. (See also CJS\* 210.)

**Prerequisite:** None

**Offered:** Summer

**POL\* 295: POLITICAL SCIENCE  
INTERNSHIP**

**6-12 CREDITS**

An opportunity to work closely in a political setting, either with a local legislator or in an office of the legislature

**Prerequisite:** Written permission of the instructor is required

**Offered:** Spring

## PSYCHOLOGY

A grade of "C-" is the passing grade for prerequisites in this category unless otherwise noted. NOTE: A grade of C or better is required to transfer to the UCONN Psychology Department.

Students interested in majoring in psychology should consider the CSCU Transfer Ticket in Psychology Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Dr. Jean Egan (860-253-3114 or [jegan@asnuntuck.edu](mailto:jegan@asnuntuck.edu)) for further details.

Please note: There is also a transfer agreement between Asnuntuck Community College and the University of Connecticut for students majoring in psychology. See the plan of study under Liberal Arts in this catalog. Contact Dr. Jean Egan, Social and Behavioral Sciences Coordinator at 860.253.3114 or [jegan@asnuntuck.edu](mailto:jegan@asnuntuck.edu) for details. Information is also available on the college website and the UCONN transfer website.

**PSY\* 104: PSYCHOLOGY OF  
ADJUSTMENT**

**3 CREDITS**

This course examines personal adjustment, personal growth, and interpersonal relationships over the lifespan. We examine those changes within personal and social contexts. Students gain knowledge of topics that relate to understanding others and ourselves in a changing world including motivation, emotions, stress, work, the body and health, human sexuality, freedom and decision making. Events, individuals and choices are interrelated. This course examines those connections and their impact on the individual.

**Prerequisite:** None

**Offered:** Fall, Spring

**PSY\* 109: PSYCHOLOGY OF THE FAMILY 3 CREDITS**

This course is a study of American family dynamics along with the psychological conditions influencing them. The course examines the micro perspective of family dynamics. Topics include marriage, power, conflict and communication in families, birth order and its effects on mating and parenting styles, family stress and crises, divorce, remarriage and family life from an individual and social-psychological perspective. The course focuses on the psychological impact families have on individual members.

**Prerequisite:** None

**Offered:** Fall, Spring

**PSY\* 111: GENERAL PSYCHOLOGY I 3 CREDITS**

This is a survey course that provides an overview of introductory topics in the science of psychology. Topics include historical and scientific origins, research, biological foundations, life span development, learning, memory, thinking, language, intelligence, motivation, and emotion. This course is the first half of a two semester sequence of PSY\* 111 and 112. PSY\* 111 is recommended, but not required prior to taking PSY\* 112.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**PSY\* 112: GENERAL PSYCHOLOGY II 3 CREDITS**

This course is a survey course of psychology as a behavioral science. Topics include states of consciousness, sensation and perception, theories of personality, social psychology, abnormal psychology, therapeutic treatment, and health psychology. This course is the second half of a two semester sequence of PSY\* 111 and 112. PSY\* 111 is recommended, but not required prior to taking PSY\* 112.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

**PSY\* 140: PSYCHOLOGY OF ADDICTION 3 CREDITS**

This course is an overview of addiction including potential causes and personal/social consequences. Addiction is examined from a number of perspectives.

Topics include: alcohol, heroin, cocaine, food, sex, relationships and work. Included is an examination of current state and federal legislation related to specific addictions. Course content includes a variety of treatment modalities utilized in addressing the symptomatology of addiction. This course cannot be substituted for any of the required courses in the Drug and Alcohol Rehabilitation Counseling Program (DARC).

**Prerequisite:** PSY\* 112

**Offered:** Not regularly offered

**PSY\* 143: COUNSELING SKILLS 3 CREDITS**

This course explores the role of the counselor in a variety of therapeutic settings. Topics include theories of counseling, various counseling models, individual and group counseling, components of successful counseling, and conditions leading to and ways to prevent burnout. Students have the opportunity to practice a variety of counseling techniques.

**Prerequisite:** PSY\* 112

**Offered:** Fall, Spring

**PSY\* 201: LIFE SPAN DEVELOPMENT 3 CREDITS**

This course explores the development of the whole person from the prenatal period through late adulthood. We examine the stages and issues related to social, emotional, intellectual, and physical development. Developmental principles are applied to understand family issues, communication, self-image, and adjustments to life's transitions. Students learn both theory and practice.

**Prerequisite:** PSY\* 111

**Offered:** Fall, Spring

**PSY\* 203: CHILD DEVELOPMENT 3 CREDITS**

This course examines contemporary ideas and issues in child psychology. It includes such topics as cognition, intelligence, language, early experiences, genetics, sex typing, learning, motivation, perception, and personality from a developmental point of view. Objectives include introducing students to modern methods of the study of children; increasing interest, understanding, and concern for children. Topics include learning, motivation, perception, and personality from a developmental point of view. **Prerequisite:** PSY\* 111

**Offered:** Fall, Spring

**PSY\* 204: CHILD AND ADOLESCENT DEVELOPMENT 3 CREDITS**

This course examines the changes in the individual from infancy through adolescence. This survey course examines the theories and methodologies of the cognitive, emotional, and social development of the individual during childhood and adolescence. We employ both theory and practice in our approach to the material.

**Prerequisite:** PSY\* 111

**Offered:** Not regularly offered

**PSY\* 207: ADOLESCENT PSYCHOLOGY 3 CREDITS**

This course examines a broad theoretical and practical basis for the understanding of this dynamic period of development. Theoretical models of social, cognitive, and development are reviewed within the context of important issues of the adolescent experience. Cultural differences and similarities are presented throughout the course.

**Prerequisite:** PSY\* 111

**Offered:** Not regularly offered

**PSY\* 210: DEATH & DYING 3 CREDITS**

This course examines contemporary and cultural attitudes toward death and dying, and the process of grief and loss. Students examine approaches toward death from psychological, social, moral, and ethical perspectives. A number of issues of the multifaceted concept of death are explored including: death of children, death due to accidents, factors that precipitate death, the personal struggle of the terminally ill, and the impact of death on the family and significant others. The ethical issue of terminating life is also explored.

**Prerequisite:** PSY\* 111

**Offered:** Fall, Spring

**PSY\* 211: PSYCHOLOGY OF WOMEN 3 CREDITS**

This course examines leading psychological theories and issues about women in contemporary society. It examines social expectations and personality development, achievement motivation and identity formation.

**Prerequisite:** PSY\* 104 or PSY\* 111

**Offered:** Not regularly offered

**PSY\* 212: HEALTH PSYCHOLOGY 3 CREDITS**

This course examines the effects of cognitive and emotional states and the environment on wellness. Students learn a variety of theories and research methods used to evaluate the impact of acute and chronic illness on psychological health. Students learn a variety of coping skills to promote sound psychological wellbeing. Prevention, stress management, psychotropic intervention, talk therapy, and other coping strategies are examined.

**Prerequisite:** PSY\* 112

**Offered:** Fall, Spring

**PSY\* 215: PSYCHOLOGY OF DREAMING 3 CREDITS**

This course surveys the physiology of the dreaming process in the context of stages of sleep and the neurobiology of dream states. The theories of Freud, Jung and Gestalt psychologists are applied to an understanding of the dream process and dream interpretation. The course also examines the influence of culture and myth upon the dreaming process and the dreamer.

**Prerequisite:** PSY\* 112

**Offered:** Fall, Spring, Summer

**PSY\* 220: EDUCATIONAL PSYCHOLOGY 3 CREDITS**

This course covers the basic theories of learning and teaching. The focus of the course will be on the learning

process and related ideas such as development, individual differences, cognition, effective learning environments, motivation and exceptionalities. Students learn a variety of theoretical constructs that pertain to learning and the educational environment.

**Prerequisite:** PSY\* 111

**Offered:** Not regularly offered

### **PSY\* 240: SOCIAL PSYCHOLOGY 3 CREDITS**

This course is a survey of theory and research in social psychology, including the topics of conformity, obedience, attitudes, persuasion, group dynamics, the self, forming impressions and explaining behavior, altruism, aggression, romantic attraction, prejudice, and social conflict.

**Prerequisite:** PSY\* 112

**Offered:** Fall, Spring

### **PSY\* 243: THEORIES OF PERSONALITY 3 CREDITS**

This course examines the nature of personality and practical implications for everyday living from the viewpoints of major personality theorists. The psychodynamic, behavioristic, ego psychology, humanistic, and transpersonal models are explored.

**Prerequisite:** PSY\* 112

**Offered:** Fall, Spring

### **PSY\* 245: ABNORMAL PSYCHOLOGY 3 CREDITS**

This course is an inquiry into social and cultural perspectives of abnormal behavior, focusing on clinical situations, causal factors, therapy, and the outcomes of various maladaptive behaviors. Contemporary approaches to assessment, treatment, and prevention of abnormal behavior are explored.

**Prerequisite:** PSY\* 112

**Offered:** Fall, Spring

### **PSY\* 250: PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY 3 CREDITS**

This course explores current information, attitudes, and place of sexuality as a positive and enriching force in life. Biological origins, psychological determinants, social factors, and various forms of sexual expression are explored.

**Prerequisite:** PSY\* 104 or PSY\* 111

**Offered:** Not regularly offered

### **PSY\* 256: PSYCHOLOGY OF GENDER 3 CREDITS**

This course examines the different roles of men and women from a psychological perspective, examining both traditional roles and the current changing roles of men and women. Students explore psychological messages about masculinity and femininity, media messages, and patterns of communication. *This course was formerly called Psychology of Men and Women.*

**Prerequisite:** PSY\* 104 or PSY\* 111

**Offered:** Fall, Spring

### **PSY\* 270: PSYCHOLOGY OF TRAUMA 3 CREDITS**

This course introduces students to the field of psychological trauma. It includes a brief history of the field and current approaches to understanding trauma from cognitive, neuropsychological, developmental, and clinical viewpoints. It explores topics such as childhood trauma, adult sexual assault, domestic violence, acts of war, combat related disorders, and natural disasters. Films and selected readings are used to explore these topics. A disclaimer is communicated at the beginning of class concerning possible accidental trauma to students because of the nature of the materials covered. A list of area providers of psychological services is distributed in class.

**Prerequisite:** PSY\* 112

**Offered:** Not regularly offered

## **QUALITY CONTROL**

### **QUA\* 114: MANUFACTURING QUALITY CONTROL 3 CREDITS**

First course in statistical quality control. Topics covered include determination of process capabilities, estimation of process standard deviation from sample data, use of control charts, calculation of probability of simple events. Student will develop SPC and TQM Manufacturing Plans.

**Prerequisite:** Completion of Machine Technology Level I Certificate or consent of instructor.

## **SIGN LANGUAGE**

### **SGN\* 101: SIGN LANGUAGE I 3 CREDITS**

American Sign Language (ASL) is the sign language most deaf people use when communicating among themselves. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL, and the relationship of ASL to other forms of signing.

**Prerequisite:** None

**Offered:** Fall

### **SGN\* 102: SIGN LANGUAGE II 3 CREDITS**

This course is a continuation of Sign Language I. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL, and the relationship of ASL to other forms of signing.

**Prerequisite:** A grade of C- or higher in SGN\* 101

**Offered:** Spring

## SOCIAL WORK

Students interested in majoring in social work should consider the CSCU Transfer Ticket in Social Work Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Heather D'Orlando (860-253-3103 or hdorlando@asnuntuck.edu) for further details.

## SOCIOLOGY

A grade of "C-" is the passing grade for prerequisites in this category unless otherwise noted.

Students interested in majoring in sociology should consider the CSCU Transfer Ticket in Sociology Studies (see CSCU Transfer Ticket degrees on the web site.) By completing this Asnuntuck associate degree, students can transfer to the Connecticut State Universities (CSU: Central, Eastern, Southern, and Western) and Charter Oak State College (COSC) with a junior status and complete their BA/BS degree. Contact Laurie Chancey (860-253-3152 or lchancey@asnuntuck.edu) for further details.

### ***SOC\* 101: PRINCIPLES OF SOCIOLOGY 3 CREDITS***

This course introduces the sociological perspective as a way to look at and make sense of our complex and changing world. Students study basic concepts, principles, and methods of sociological analysis. Subject areas include culture, social structure, socialization, groups, social inequity, and social change, taught using a global perspective. This is an introductory class designed to be a student's first experience with the study of sociology at the college level. Students will be prepared to either go on to higher-level sociology classes and/or use this basic understanding of sociological thinking as a foundation for greater understanding of themselves and society.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

### ***SOC\* 114: SOCIOLOGY OF AGING 3 CREDITS***

This course provides an overview of the pertinent aspects of aging. Students gain an understanding of the aging process including the biological, psychological, and sociological factors. Physiological changes are discussed from the perspective of life span development. Emotional and behavioral components of aging are presented. The socially changing role of the elderly, and covers contemporary problems that senior citizens face.

**Prerequisite:** None

**Offered:** Not regularly offered

### ***SOC\* 117: MINORITIES IN THE U.S. 3 CREDITS***

This course is a study of the social, economic, and political conditions affecting the status of major ethnic and racial groups in the United States. Attention is focused on selected minority groups, emphasizing patterns of immigration, intercultural conflict, accommodation, and assimilation.

**Prerequisite:** None

**Offered:** Not regularly offered

### ***SOC\* 120: GROUP DYNAMICS 3 CREDITS***

This course is an overview of the dynamics of human interaction in small groups. Students study the dynamics of the small group through direct experience and analysis of group process, and through the major theories of small group development. Topics covered are leadership, roles, nonverbal behavior, communicating, conflict, and power.

**Prerequisite:** None

**Offered:** Not regularly offered

### ***SOC\* 190: SELF AND OTHERS: DYNAMICS OF DIVERSITY 3 CREDITS***

This course explores the meanings of inequality based on factors including class, race, gender, ethnicity and sexual orientation as they structure individual identities, group interaction, life changes and social outcomes. Students use the sociological perspective to explore the intersections of these social differences on both academic and experiential levels. Twenty hours of service learning conducted during the semester is required.

**Prerequisite:** None

**Offered:** Fall, Spring, Summer

### ***SOC\* 201: CONTEMPORARY SOCIAL ISSUES 3 CREDITS***

This course is a comprehensive and critical analysis of problems facing American society. Topics include race, gender, role changes, bureaucracies, education, the family, the young and old, violence, drugs, and homelessness. This course assesses the impact of these problems on American social institutions.

**Prerequisite:** SOC\* 101

**Offered:** Fall, Spring

### ***SOC\* 210: SOCIOLOGY OF THE FAMILY 3 CREDITS***

This course uses the sociological perspective to focus on contemporary family structures. Family is one of the major institutions in society. The course emphasizes the sociological aspects of changing family forms from a macro perspective. It examines social forces, including other social institutions, that shape the contemporary American family within a historical context. It explores changing sociological patterns of marriage, power, parenting, family crises, divorce, remarriage and

alternative family lifestyles. The course focuses on the global impact of other social institutions on the family.

**Prerequisite:** SOC\* 101

**Offered:** Fall, Spring, Summer

**SOC\* 211: SOCIOLOGY OF GENDER 3 CREDITS**

This course examines the processes by which gender is socially constructed, along with the distinction between biological sex and gender, the causes and consequences of gender inequality, and a historical overview of gender relations in different social institutions and societies.

**Prerequisite:** SOC\* 101

**Offered:** Not regularly offered

**SOC\* 240: CRIMINOLOGY 3 CREDITS**

This course introduces the fundamental principles of criminology: theories related to the causes of crime, trends in criminal behavior, and problems that are encountered in the administration of the current justice system. The course examines the different rehabilitative and treatment services provided to offenders. (See also CJS\* 201.)

**Prerequisite:** SOC\* 101

**Offered:** Fall

**SOC\* 241: JUVENILE DELINQUENCY 3 CREDITS**

This course explores the multifaceted concept of juvenile delinquency, and explores the relationship between social attitudes and definitions of youthful law violations, and examines some of the popular causal factors of juvenile delinquency. (See also CJS\* 202.)

**Prerequisite:** SOC\* 101

**Offered:** Spring

## SPANISH

**SPA\* 101: ELEMENTARY SPANISH I 3 CREDITS**

For students with little or no background in Spanish. Stresses pronunciation, aural comprehension, and conversation, as well as the principles of grammar. Reading and writing of simple Spanish are developed.

**Prerequisite:** None

**Offered:** Fall, Summer

**SPA\* 102: ELEMENTARY SPANISH II 3 CREDITS**

A continuation of Spanish 101. Expanded grammar, pronunciation, and conversation to improve the reading, writing, and speaking of the language. Elementary reading materials for vocabulary building, exercises, and discussion.

**Prerequisite:** A grade of C- or higher in SPA\* 101

**Offered:** Spring, Summer

## THEATRE

All THR\* courses satisfy the Fine Arts requirement.

**THR\* 107: HISTORY OF FILM 3 CREDITS**

Students view and analyze a series of films from the silent era to the present day. They explore the changes that have occurred in this art form, how it is defined, and the varied ways in which it can be understood and appreciated. An understanding of film's unique physical and spatial characteristics begins this study.

**Prerequisite:** None

**Offered:** Fall, Spring

**THR\* 110: ACTING I 3 CREDITS**

Students read plays and participate both as actors and critics. They acquaint themselves with theater and engage in improvisations as well as in particular plays. All students do some acting and an attempt is made to videotape student actors engaged in rehearsal and performance. Some writing and directing is possible.

**Prerequisite:** None

**Offered:** Fall, Spring

**THR\* 210: ACTING II 3 CREDITS**

The second core-acting course in the Theater Arts curriculum. This course is designed to help students reflect upon their work from Acting I in order to improve their acting skills and technique. Acting II is a performance-based class and all students are required to perform in front of the class for evaluation. The course will focus primarily on scene study and text analysis. Students will have the opportunity to analyze their own acting techniques and skills, and the work of their peers. Units of study will include improvisation, voice, physical action, emotional exploration, monologue study, scene study, and Shakespeare's sonnets. Furthermore, Acting II will allow students to express themselves creatively in a safe, supportive, and nurturing environment.

**Prerequisite:** THR\* 110

**Offered:** Spring



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# Asnuntuck Community College 2016-2017

## Academic Calendar

### Fall 2016\*\*

August 25-26	Thursday-Friday	Professional Days
August 28	Sunday	Last Day for 100% General Fund Tuition Refund
August 29	Monday	Fall Classes Begin
September 3-4	Saturday-Sunday	College Closed
September 4	Sunday	End of Course Add/Swap Period
September 5	Monday	Labor Day (College Closed, No Classes Held)
September 12	Monday	End of Course Drop Period.
September 16	Friday	Last Day for 50% General Fund Tuition Refund
September 26	Monday	Constitution Day (College Open, Classes Held)
October 10	Monday	Last Day to Change to/from Audit Status
October 31	Monday	Columbus Day (College Open, Classes Held)
November 7	Monday	Registration Begins for Wintersession 2016 & Spring 2017
November 11	Friday	Last Day to Make Up Incompletes from Spring 2016
November 14	Monday	Veterans' Day (College Open, Classes Held)
November 23	Wednesday	Final Date for Withdrawal from Classes with Instructor signature
November 24-27	Thursday-Sunday	College Open, No Classes Held
November 28	Monday	Thanksgiving Recess (College Closed)
December 6	Tuesday	Classes Resume
December 8	Thursday	Reading Day (College Open, No Classes Held)
December 9	Friday	Last Day of Classes
December 10-16	Saturday-Friday	Reading Day (College Open, No Classes Held)
December 19	Monday	Final Exams
December 21	Wednesday	Instructors' Final Grades Due by 4:00 PM
December 24-26	Saturday-Monday	Final Grades Available Online at <a href="http://my.commnet.edu">my.commnet.edu</a>
January 2	Monday	Holiday (College Closed)

\*\*Students can change their schedules by adding and dropping courses through the first two weeks of the fall and spring semesters. An instructor's signature is required for adding a class after the course has met for the equivalent of one week.

### Wintersession 2016

December 23	Friday	Last day to drop a course in person and receive a 100% tuition refund (fees are non-refundable)
December 24-26	Saturday-Monday	Holiday (College Closed)
December 26	Monday	Last day to drop a course online and receive a 100% tuition refund (fees are non-refundable)
December 27	Tuesday	First Day of Classes
December 27	Tuesday	Last Day to Add WITHOUT Instructor Permission
December 28	Wednesday	Last Day to Add WITH Instructor Permission
January 1-2	Sunday-Monday	Holiday, College Closed, No Classes
January 3	Tuesday	Last day to Change to/from Audit Status
January 9	Monday	Last Day to Withdraw
January 12	Thursday	Last Day of Classes. Exams held on last day of class.
January 13	Friday	Final Grades Due by Noon
January 14	Saturday	Grades viewable online at <a href="http://my.commnet.edu">my.commnet.edu</a>



# Asnuntuck Community College 2016-2017 Academic Calendar

## Spring 2017\*\*

January 16	Monday	Martin Luther King Day (College Closed)
January 17-18	Tuesday-Wednesday	Professional Days
January 18	Wednesday	Last Day for 100% Tuition Refund
January 19	Thursday	Classes Begin
January 25	Wednesday	End of Course Add/Swap Period
February 1	Wednesday	End of Course Drop period*
		Last Day for 50% Tuition Refund
February 15	Wednesday	Last Day to Change to/from Audit Status
February 17	Friday	Lincoln's Birthday Observed (College Closed, No Classes Held)
February 18-19	Saturday-Sunday	College Closed, No Classes Held
February 20	Monday	Presidents' Day /Washington's Birthday Observed (College Closed, No Classes Held)
March 6	Monday	Last Day to Withdraw Without Instructor Permission
March 13-19	Monday-Sunday	Spring Break (College Open, No Classes Held)
March 27	Monday	Registration Begins for Summer 2017 and Fall 2017
March 30	Thursday	Last Day to Apply for Spring 2017 Graduation
April 5	Wednesday	Last Day to Make Up Incompletes from Fall 2016
April 14	Friday	Good Friday (College Closed, No Classes Held)
April 15-16	Saturday-Sunday	College Closed, No Classes Held
April 17	Monday	Last Day to Withdraw with Instructor Permission
May 4	Thursday	Reading Day (College Open, No Classes Held)
May 8	Monday	Last Day of Classes
May 9-15	Tuesday- Monday	Final Exams
May 11	Thursday	Awards Ceremony
May 18	Thursday	Instructors' Final Grades Due by 12 Noon
May 20	Saturday	Final Grades Available Online at <a href="http://my.commnet.edu">http://my.commnet.edu</a>
May 25	Thursday	Commencement, Class of 2017, 6:00 P.M.

\*\*Students can change their schedules by adding and dropping courses through the first two weeks of the fall and spring semesters. An instructor's signature is required for adding a class after the course has met for the equivalent of one week.

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