ACCOUNTING

A.S. Transfer Curriculum

This course of study is designed for students who wish to transfer to a four-year institution to earn a bachelor's degree in Accounting or a related field. The student is expected to earn at least 15 credits of the business and accounting credits at NCC.

PROGRAM OUTCOMES

Upon successful completion of all requirements, graduates of both the degree and certificate programs will be able to:

1. Demonstrate mastery of Generally Accepted Accounting Principles and their manual and computerized spreadsheet applications through all phases of the accounting cycle;
2. Complete the Accounting cycle from original entries to closing entries;
3. Complete relatively complex Accounting problems and be familiar with current Financial Accounting Standards and Practices;
4. Prepare financial statements for Corporations in compliance with current Accounting Standards and Practices;
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals;
6. Demonstrate computer competencies including the use of spreadsheet applications and Accounting software;
7. Demonstrate an understanding of the interrelationships between Accounting and other areas within a business environment and work with other departments to achieve the overall goals.

REQUIREMENTS FOR THE A.S. DEGREE (62-65 CREDITS)

COLLEGE CORE REQUIREMENTS (32 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 172 College Algebra	3
BBG 114 Business Applications Software	4
COM 173 Public Speaking	3
Science elective with lab**	4
HIS 101 Western Civilization I **OR**	
HIS 121 World Civilization I	3
HIS 102 Western Civilization II **OR**	
HIS 122 World Civilization II	3
IDS 210 Humanities: The Creative Voice **OR**	
IDS 230 Great Books	3
BBG 210 Business Communications **OR**	
ENG 200 Advanced Composition	3

MAJOR REQUIREMENTS (30-33 CREDITS)

ACC 113 Principles of Financial Accounting	3
ACC 117 Principles of Managerial Accounting	3
ACC 271 Intermediate Accounting I	3
ACC 272 Intermediate Accounting II	3
BBG 231 Business Law I	3
BBG 232 Business Law II	3
MAT 201 Statistics	3
ECN 101 Principles of Macroeconomics	3
ECN 102 Principles of Microeconomics	3
Business elective***	3
ACC 290 Co-operative Work Experience*	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ACC 113 Principles of Financial Accounting	3
BBG 231 Business Law I	3
ENG 101 Composition	3
HIS 101 Western Civilization I **OR**	
HIS 121 World Civilization I	3
Business elective***	3
SEMESTER 2	
ACC 117 Principles of Managerial Accounting	3
BBG 114 Business Applications Software	4
BBG 232 Business Law II	3
ENG 102 Literature and Composition	3
HIS 102 Western Civilization II **OR**	
HIS 122 World Civilization II	3
SEMESTER 3	
ACC 271 Intermediate Accounting I	3
ECN 101 Principles of Macroeconomics	3
MAT 172 College Algebra	3
COM 173 Public Speaking	3
Science elective w/lab**	4
SEMESTER 4	
ACC 272 Intermediate Accounting II	3
BBG 210 Business Communications **OR**	
ENG 200 Advanced Composition	3
ECN 102 Principles of Microeconomics	3
IDS 210 Humanities: The Creative Voice **OR**	
IDS 230 Great Books	3
MAT 201 Statistics	3
ACC 290 Co-operative Work Experience	3

* This course is optional and the student needs approval of the Program Coordinator to register.

**Science elective students may choose from BIO105, BIO121, CHE111, CHE121, PHY121 or SCI114.

***Students may choose Business electives from the following BFN201 Principles of Finance; BMG202 Principles of Management; BMK201 Principles of Marketing; BBG215 Global Business; BMG210 Organizational Behavior; BES218 Entrepreneurship.

Accounting A.S. Career Curriculum

This course of study is designed to prepare students for careers in private sector accounting. Successful completion of the program can lead the student to a position in corporate Accounting offices as an office manager, staff or junior accountant, or Accounting clerk. With additional practical experience the student can become a senior or chief accountant.

The student is expected to earn at least 15 of the Business and Accounting credits at NCC.

PROGRAM OUTCOMES

Upon successful completion of all requirements, graduates of both the degree and certificate programs will be able to:

1. Demonstrate mastery of Generally Accepted Accounting Principles and their manual and computerized spreadsheet applications through all phases of the accounting cycle;
2. Complete the Accounting cycle from original entries to closing entries;
3. Complete relatively complex Accounting problems and be familiar with current Financial Accounting Standards and Practices;
4. Prepare financial statements for Corporations in compliance with current Accounting Standards and Practices;
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals;
6. Demonstrate computer competencies including the use of spreadsheet applications and Accounting software;
7. Prepare 1040 tax returns and supporting schedules under simulated conditions;
8. Prepare basic federal income tax returns for partnerships and corporations;
9. Demonstrate an understanding of the interrelationships between Accounting and other areas within a business environment and work with other departments to achieve the overall goals.

REQUIREMENTS FOR THE A.S. DEGREE (62-63 CREDITS)

COLLEGE CORE REQUIREMENTS (29-30 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra****	4
BBG 114 Business Applications Software	4
COM 173 Public Speaking	3
Science elective w/lab*	3-4
ECN 101 Principles of Macroeconomics **OR**	
ECN 102 Principles of Microeconomics	3
IDS 210 Humanities: The Creative Voice **OR**	
IDS 230 Great Books	3
BBG 210 Business Communications	3

MAJOR REQUIREMENTS (33 CREDITS)

ACC 113 Principles of Financial Accounting	3
ACC 117 Principles of Managerial Accounting	3
ACC 271 Intermediate Accounting I	3
ACC 272 Intermediate Accounting II	3
ACC 125 Accounting Computer Applications I	3
Choice of two:	
ACC 241 Federal Taxes I **OR** ACC 242 Federal Taxes II **OR** ACC251 Fund Accounting	6
ACC 290 Cooperative Education Work Experience**	3
BBG 231 Business Law I	3
BBG 232 Business Law II	3
Business elective***	3

*For a science elective, students may choose from BIO 105, BIO 121, CHE 111, CHE 121, PHY 121 or SCI 114.

**May be waived at the discretion of the Program Coordinator for a student currently working in a permanent position. Depending on the work experience, the coordinator and student will select a business elective as a substitute.

***Students may choose Business electives from the following: BFN201 Principles of Finance; BMG202, Principles of Management; BMK201 Principles of Marketing; BBG215 Global Business.

**** Math 121 or a Math course higher than MAT136.

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ACC 113 Principles of Financial Accounting	3
BBG 231 Business Law I	3
ENG 101 Composition	3
MAT 136 Intermediate Algebra****	4
Business elective***	3
SEMESTER 2	
ACC 117 Principles of Managerial Accounting	3
ACC 125 Accounting Computer Applications I	3
BBG 114 Business Applications Software	4
BBG 232 Business Law II	3
ENG 102 Literature and Composition	3
SEMESTER 3	
ACC 271 Intermediate Accounting I	3
BBG 210 Business Communications	3
ECN 101 Principles of Macroeconomics **OR**	
ECN 102 Principles of Microeconomics	3
COM 173 Public Speaking	3
Science elective w/Lab*	3-4
SEMESTER 4	
ACC 272 Intermediate Accounting II	3
IDS 210 Humanities: The Creative Voice **OR**	
IDS 230 Great Books	3
Choice of two:	
ACC 241 Federal Taxes I **OR** ACC 242 Federal Taxes II **OR** ACC251 Fund Accounting	6
ACC 290 Cooperative Education Work Experience**	3

Accounting Certificate Program

This three-semester certificate program is designed for students who already have a Bachelor's or Associate's degree in any discipline and who have adequate computer skills. A student who has completed BBG 114, Business Applications Software, or its equivalent is considered to have adequate computer skills. This program would meet the educational needs of students who are seeking a career change, who are working in the Accounting field and do not have an Accounting degree and students who need basic Accounting courses for the CPA exam.

PROGRAM OUTCOMES

Upon successful completion of all requirements, graduates of both the degree and certificate programs will be able to:

1. Demonstrate mastery of Generally Accepted Accounting Principles and their manual and computerized spreadsheet applications through all phases of the accounting cycle;
2. Complete the Accounting cycle from original entries to closing entries;
3. Complete relatively complex Accounting problems and be familiar with current Financial Accounting Standards and Practices;
4. Prepare financial statements for Corporations in compliance with current Accounting Standards and Practices;
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals;
6. Demonstrate computer competencies including the use of spreadsheet applications and Accounting software;
7. Prepare 1040 tax returns and supporting schedules under simulated conditions;
8. Prepare basic federal income tax returns for partnerships and corporations;
9. Demonstrate an understanding of the interrelationships between Accounting and other areas within a business environment and work with other departments to achieve the overall goals.

REQUIRED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ACC 113 Principles of Financial Accounting	3
BBG 231 Business Law I	3
SEMESTER 2	
ACC 241 Federal Taxes I	3
ACC 117 Principles of Managerial Accounting	3
ACC 271 Intermediate Accounting I	3
ACC 125 Accounting Computer Applications I	3
SEMESTER 3	
ACC 272 Intermediate Accounting II	3
ACC 242 Federal Taxes II **OR**	
ACC251 Fund Accounting	3
ACC 290 Cooperative Education Work Experience*	3

*May be waived at the discretion of the Program Coordinator for a student currently working in a permanent position in the accounting field. Total credits, if ACC 290 is waived, will be 24.

ARCHAEOLOGY

Archaeology as an Avocation Certificate Program

This program is designed to train the amateur archaeologist. Extensive field work, directed toward the rescue and preservation of local prehistory and history, is offered. Successful completion of the certificate will enable the student to participate effectively in archaeological excavations at home or abroad.

REQUIRED COURSES

	Credits
ANT 121 Introduction to Archaeology	3
ANT 223 Advanced Techniques in Archaeology	4

ELECTIVE COURSES

Students may take any three anthropology electives or any two anthropology electives plus one non-anthropology elective.

	Credits
ANT 131 World Prehistory	3
AN T 140 Indians of the Americas	3
ANT 209 Historical Archaeology	3
ANT 105 Cultural Anthropology	3
HIS 201 U.S. History 1	3
GLG 121 Physical Geology	4
CSA 105 Intro to Software Applications	3
CJS 225 Forensic Science	3
CTC 210 Surveying	3
MAT 201 Statistics	3

ARCHITECTURAL ENGINEERING TECHNOLOGY

Architectural Engineering Technology A.S. Transfer Program

The Architectural Engineering curriculum is designed for students planning to transfer to a five-year degree program or who are seeking entry-level position in the field of architecture and/or construction.

PROGRAM OUTCOMES:

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

1. Continue their education in order to achieve a five-year NAAB accredited professional degree;
2. Understand and apply basic design principles for residential and commercial projects;
3. Prepare design and construction documents;
4. Specify materials and construction methods for residential and commercial projects;
5. Prepare AIA documents for construction and design services;
6. Size simple beams and framing members;
7. Identify major architectural styles and name architects who designed the most important architectural creations;
8. Use Computer Aided Drafting and Design (CADD) to prepare design and construction documents;
9. Render photo realistic images using the latest CADD software;
10. Have an option of gaining experience through the Cooperative Education Program.

REQUIREMENTS FOR THE A.S. DEGREE (68 CREDITS)

COLLEGE CORE REQUIREMENTS (22 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 172 College Algebra	3
COM 173 Public Speaking	3
ART 105 Architecture of the World	3
PHY 121 General Physics I	4
IDS 220 Social Science Interdisciplinary	3

MAJOR REQUIREMENTS (46 CREDITS)

ARC 105 Architectural Visualization*	4
ARC 106 Building Technology	4
ARC 115 Architectural Fundamentals	4
ARC 201 Architectural Design I	4
ARC 202 Architectural Design II	4
ARC 215 Construction Documents	4
ARC 229 Structures	3
ARC 240 Environmental Systems	3
CAD 114 Architectural CADD	3
CAD 204 CADD 3-D Architectural	3
PHY 122 General Physics II	4
MAT 186 Pre-Calculus	3
ARC 296 Co-op or Architectural elective**	3

RECOMMENDED SEQUENCE OF STUDY

SEMESTER 1

	Credits
ARC 105 Architectural Visualization*	4
ARC 106 Building Technology	4
CAD 114 Architectural CADD	3
ENG 101 Composition	3
MAT 172 College Algebra	3

SEMESTER 2

ARC 115 Architectural Fundamentals	4
CAD 204 CADD 3-D Architectural	3
ENG 102 Literature and Composition	3
MAT 186 Pre-Calculus	3
PHY 121 General Physics I	4

SEMESTER 3

ARC 201 Architectural Design I	4
ARC 215 Construction Documents	4
ART 105 Architecture of the World	3
COM 173 Public Speaking	3
PHY 122 General Physics II	4

SEMESTER 4

ARC 202 Architectural Design II	4
ARC 229 Structures	3
ARC 240 Environmental Systems	3
ARC 296 Co-op or Architectural Elective**	3
IDS 220 Social Science Interdisciplinary	3

*ARC 105 Architectural Visualization has a required co-requisite: CAD114. Permission of the instructor may be obtained with prior knowledge of CADD.

**Architectural Elective: Students who might not be able to secure Co-operative Work Experience at an architect's office have a choice of the following Architectural Electives: CAD116 Revit or CTC130 or IND121.

Note: Certain courses can be taken only in a sequence. For example, ARC 105 will be followed by ARC 115, then ARC 201 and finally ARC 202. Some courses are offered only once a year, so students should plan carefully with their advisors' help.

ART AND DESIGN

FINE ARTS

An Advisement Sequence in the Liberal Arts and Sciences A.A. Transfer Program

This curriculum is intended for students planning to transfer to a four year institution that offers programs in art education, art history or fine arts. The curriculum provides a strong liberal arts background with emphasis on the humanities, art history and the fundamentals of the visual arts. Students in the Fine Arts curriculum should work closely with the faculty advisor to choose their electives and to determine specific requirements of transfer institutions in their intended area of specialization.

REQUIREMENTS FOR THE A.A. DEGREE (60-64 CREDITS)

COLLEGE CORE REQUIREMENTS (30-32 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra (or higher)	3-4
Computer elective (100 level or higher)	3
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
COM 173 Public Speaking	3
Science elective*	3-4
Humanities electives*	6
Social Science elective*	3

*One interdisciplinary course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

MAJOR REQUIREMENTS (18 CREDITS)

ART 100 Art Appreciation	3
ART 101 Art History I: Prehistoric to Baroque	3
ART 121 Two-Dimensional Design	3
ART 102 Art History II: Modern Art	3
ART 109 Color Theory	3
ART 111 Drawing I	3

LIBERAL ARTS AND SCIENCES ELECTIVES (12-14)

Humanities electives*	3-5
Social Science elective*	3
Liberal Arts elective	3
Liberal Arts elective **OR**	
ART 292 Cooperative Education	3

PROGRAM OUTCOMES

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

1. Understand and apply fundamental design elements and principles;
2. Use a variety of studio art media;
3. Understand fundamental black, white and color media concepts and applications;
4. Apply fundamental drawing skills to design and studio problems;
5. Use critical, analytical and aesthetic thought processes, and communication skills specific to the discipline;
6. Understand the significance and application of art historical styles, cultures, artists and relevant vocabulary in art and design.

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ART 100 Art Appreciation	3
ENG 101 Composition	3
MAT 136 Intermediate Algebra (or higher)	3-4
Computer elective (100 level or higher)	3
ART 121 Two-Dimensional Design	3
SEMESTER 2	
ART 111 Drawing I	3
COM 173 Public Speaking	3
ENG 102 Literature and Composition	3
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
Science elective*	3-4
SEMESTER 3	
ART 101 Art History I: Prehistoric to Baroque	3
ART 109 Color Theory	3
Humanities electives*	3
Social Science electives*	3
Liberal Arts elective	3
SEMESTER 4	
ART 102 Art History II: Modern Art	3
Humanities electives*	6
Social Science electives*	3
Liberal Arts elective **OR**	
ART 292 Cooperative Education	3

STUDIO ARTS

An Advisement Sequence in the Liberal Arts and Sciences A.A. Transfer Program

This curriculum teaches students the fundamental concepts, principles and techniques related to drawing, painting and sculpture while also providing a strong liberal arts and humanities background.

Working closely with the program advisor and art faculty, students build a portfolio of art work that exhibits proficiency in the studio arts. It will be reviewed by the program advisor prior to graduation. This portfolio can be used for either transfer or career purposes.

Students in the Studio Arts curriculum should work closely with their faculty advisor to choose electives and determine the specific requirements of transfer institutions offering programs in the studio arts.

PROGRAM OUTCOMES

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

1. Understand and apply fundamental design elements and principles;
2. Use a variety of two- and three-dimensional media;
3. Understand fundamental black, white and color concepts and applications;
4. Apply fundamental drawing skills to design and studio problems;
5. Use critical, analytical and aesthetic thought processes, and communication skills specific to the discipline;
6. Understand the significance and application of art historical styles, cultures, artists and relevant vocabulary in art and design;
7. Begin to identify personal and aesthetic values;
8. Create a career, transfer or personal portfolio of 12 to 20 art images that demonstrates a broad understanding of studio art skills and critical thinking.

REQUIREMENTS FOR THE A.A. DEGREE (64-66 CREDITS)

COLLEGE CORE REQUIREMENTS (30-32 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra (or higher)	3-4
Computer elective (100 level or higher)	3
COM 173 Public Speaking	3
Science elective*	3-4
Humanities electives*	6
Social Science electives*	3

*One interdisciplinary course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

MAJOR REQUIREMENTS (31 CREDITS)

ART 111 Drawing I	3
ART 112 Drawing II **OR**	
ART 113 Figure Drawing I	3
ART 131 Sculpture I	3
ART 151 Painting I	3
ART 121 Two-Dimensional Design	3
ART 109 Color Theory	3
ART 290 Portfolio Preparation I	1
ART 101 Art History I: Prehistoric to Baroque	3
ART 102 Art History II: Modern Art	3
Art electives	6

LIBERAL ARTS AND SCIENCES ELECTIVES (3 CREDITS):

Liberal Arts elective **OR**	
ART 292 Cooperative Education	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 136 Intermediate Algebra (or higher)	3-4
Computer elective (100 level or higher)	3
ART 111 Drawing I	3
ART 121 Two-Dimensional Design	3
SEMESTER 2	
ART 101 Art History I: Prehistoric to Baroque	3
COM 173 Public Speaking	3
ENG 102 Literature and Composition	3
ART 112 Drawing II **OR**	
ART 113 Figure Drawing I	3
ART 131 Sculpture I	3
SEMESTER 3	
Social Science elective*	3
ART 102 Art History II: Modern Art	3
ART 109 Color Theory	3
ART 151 Painting I	3
Humanities elective*	3
SEMESTER 4	
ART 290 Portfolio Preparation I	1
Art elective	6
Humanities electives*	3
Science elective*	3-4
Liberal Arts elective **OR**	
ART 292 Cooperative Education	3

*One interdisciplinary course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

GRAPHIC DESIGN – CAREER AND CERTIFICATE PROGRAMS

Graphic Design A.S. Career Program

The Graphic Design program serves to introduce students to the fundamental skills, principles, techniques, terminology, technology and history of graphic design while also providing a strong liberal arts background. Students must complete a minimum of 22-23 credits in graphic design; at least 15 of these credits must be completed at NCC.

Working closely with the program advisor and/or art/design faculty, students build a portfolio of design work that exhibits proficiency in visual communication. It will be reviewed by the program advisor prior to graduation. The contents of the portfolio provide evidence of student skill level, aesthetic sensibility and technical mastery to future employers.

PROGRAM OUTCOMES

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

1. Understand and employ graphic design elements, principles and procedures toward appropriate visual communication outcomes;
2. Understand the historical foundations of visual communications and recognize contemporary design concepts/trends;
3. Use traditional hand skills and be technically proficient in industry-standard type and image-based software;
4. Use critical, analytical and aesthetic thought processes, an industry-standard vocabulary and communications skills specific to the discipline;
5. Create a career, transfer or personal portfolio of 12 to 20 images that demonstrates a broad understanding of graphic design skills, techniques and critical thinking;
6. Have the option of gaining job experience through the Cooperative Education Program.

REQUIREMENTS FOR THE A.S. DEGREE (60-62 CREDITS)

COLLEGE CORE REQUIREMENTS (24-26 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra (or higher level math)	3-4
COM 173 Public Speaking	3
Humanities elective‡	3
Science elective‡	3-4
Social Science elective‡	3
General elective	3

MAJOR REQUIREMENTS (36 CREDITS)

ART 109 Color Theory	3
ART 111 Drawing I	3
ART 112 Drawing II **OR**	
ART 113 Figure Drawing 3	
GRA 151 Graphic Design I: Skills and Principles	3
GRA 241 Digital Page Design: Adobe InDesign	3
ART 250 Digital Photography I **OR**	
ART 141 Photography I	3
GRA 231 Digital Imaging: Adobe Photoshop	3
GRA 236 Digital Illustration: Adobe Illustrator	3
GRA 252 Graphic Design II: Process and Presentation	3
GRA 253 Graphic Design III: Advanced Projects **OR**	
GRA or ART course	3
ART 207 History of Graphic Design **OR**	
ART 102 Art History II: Modern Art	3
GRA 292 Co-Op Work Experience ++ **OR**	
GRA or ART course	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
COM 173 Public Speaking	3
ART 109 Color Theory	3
ART 111 Drawing I	3
GRA 151 Graphic Design I: Skills and Principles	3
SEMESTER 2	
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra (or higher level math)	3-4
ART 112 Drawing II **OR**	
ART 113 Figure Drawing	3
GRA 241 Digital Page Design: Adobe InDesign	3
GRA 236 Digital Illustration: Adobe Illustrator	3
SEMESTER 3	
ART 250 Digital Photography I **OR**	
ART 141 Photography I	3
ART 207 History of Graphic Design **OR**	
ART 102 Art History II	3
GRA 231 Digital Imaging: Adobe Photoshop	3
GRA 252 Graphic Design II: Process and Presentation	3
Social Science elective‡	3
SEMESTER 4	
GRA 253 Graphic Design III: Advanced Projects **OR**	
GRA or ART course	3
Humanities elective‡	3
Science elective‡	3-4
General elective	3
GRA 292 Co-Op Work Experience ++ **OR**	
GRA or ART course	3

‡ Interdisciplinary requirement -of the three courses in science, humanities, and social science, one of the courses must be an interdisciplinary course.

++ GRA 292 can be taken in any semester, including summer, after completing 30 credits of the program, of which at least 12 credits are ART/GRA requirements, being in good academic standing, and the recommendation of the Department Chair or Program Coordinator.

Graphic Design Certificate Program

A one-year course of study for people who hold an Associate or Bachelor's degree and who wish to concentrate in the field of Graphic Design. Not all courses are offered each semester.

PROGRAM OUTCOMES

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

1. Understand and employ graphic design elements, principles and procedures toward appropriate visual communication outcomes;
2. Understand the historical foundations of visual communications and recognize contemporary design concepts/trends;
3. Use traditional hand skills, as well as technical mastery of industry-standard type and image-based software;
4. Use critical, analytical and aesthetic thought processes, an industry-standard vocabulary and communications skills specific to the discipline;
5. Create a career, transfer or personal portfolio of 12 to 20 images that demonstrates a broad understanding of graphic design skills, techniques and critical thinking;
6. Have the option of gaining job experience through the Cooperative Education Program.

Requirements for the Certificate (28 credits)

	Credits
ART 109 Color Theory	3
ART 111 Drawing I	3
ART 207 History of Graphic Design **OR**	
ART 102 Art History II: Modern Art	3
GRA 250 Digital Photography I **OR**	
ART 141 Photography I	3
GRA 151 Graphic Design I: Skills and Principles	3
GRA 252 Graphic Design II: Process and Presentation	3
GRA 241 Digital Page Design: Adobe InDesign	3
200 Level Graphic Design (GRA) Studio course	3
GRA 290 290 Portfolio Preparation I	1
GRA 292 Co-Op Work Experience++ **OR**	
200 Level Graphic Design (GRA) Studio course	3

++ GRA 292 can be taken in any semester, including summer, after completing 30 credits of the program, of which at least 12 credits are ART/GRA requirements, being in good academic standing, and the recommendation of the Department Chair or Program Coordinator.

DESIGN FOR THE WEB

Design for the Web A.A.S. Career Program

This Design for the Web program serves to introduce students to the concepts, principles and techniques of the Web design field by expanding on the fundamental practices and principles of graphic design and Web development as applied to the interactive medium of Web design. The degree program incorporates foundation courses in design and programming with a strong liberal arts background, providing the core from which students will continue on to either careers in the field, or to more specialized study at an accredited four year institution.

Working closely with the program advisor and faculty, students build a portfolio of work that exhibits proficiency in the area of Web design. This portfolio can be used by students planning to transfer to a four-year institution or seeking an entry level position in Web design.

Students in the Design for the Web curriculum should work closely with their faculty advisor to choose electives and determine the specific requirements of transfer institutions in their intended area of specialization.

PROGRAM OUTCOMES

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

1. Employ graphic design elements, principles and procedures toward appropriate visual communication outcomes;
2. Recognize contemporary design concepts/trends and historical foundations of visual communications;
3. Demonstrate technical proficiency of industry-standard type and image-based software;
4. Develop user-interactive Web sites;
5. Integrate critical, analytical and aesthetic thought processes with industry-standard vocabulary and communication skills specific to the Web design discipline;
6. Identify and model business processes within an internet comme http://www.ncc.commnet.edu/images/banner/01.jpg rce site;
7. Design and implement functional commercial Web sites using intermediate to advanced Web authoring skills.

REQUIREMENTS FOR THE A.A.S. DEGREE (62-65 CREDITS)

COLLEGE CORE REQUIREMENTS (24-26 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra (or higher level math)	3-4
COM 173 Public Speaking	3
Humanities elective‡	3
Science elective‡	3-4
Social Science elective‡	3
General elective	3

MAJOR REQUIREMENTS (38-39 CREDITS)

ART 111 Drawing I	3
CST 111 Internet Commerce Technology	3
CST 153 Web Development & Design I	4
CST 252 Web Development and Design II	4
GRA 151 Graphic Design I: Skills and Principles	3
GRA 252 Graphic Design II: Process and Presentation	3
GRA 241 Digital Page Design I: Adobe InDesign	3
GRA 231 Digital Imaging: Adobe Photoshop	3
GRA 236 Digital Illustration: Adobe Illustrator	3
GRA 261 Web Design I: Dreamweaver	3
GRA 262 Web Design II: Flash	3
ART 292 Cooperative Education **OR** 200 level ART, GRA, or CSC, CST course	3-4

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 136 Intermediate Algebra (or higher level math)	3-4
ART 111 Drawing I	3
CST 111 Internet Commerce Technology	3
GRA 151 Graphic Design I: Skills and Principles	3
SEMESTER 2	
ENG 102 Literature & Composition	3
COM 173 Public Speaking	3
CST 153 Web Development & Design I	4
GRA 231 Digital Imaging: Adobe Photoshop	3
GRA 236 Digital Illustration: Adobe Illustrator	3
SEMESTER 3	
GRA 241 Digital Page Design I: Adobe InDesign	3
CST 252 Web Development and Design II	4
GRA 252 Graphic Design II: Process and Presentation	3
GRA 261 Web Design I: Dreamweaver	3
Humanities elective**	3
SEMESTER 4	
GRA 262 Web Design II: Flash	3
ART 292 Cooperative Education **OR** 200 level ART, GRA, or CSC, CST course	3-4
Social Science elective**	3
General elective	3
Science elective**	3-4

**One interdisciplinary course is needed to fulfill Core Curriculum requirements. This may be selected from Humanities, Science or Social/Behavioral science areas.

Building Efficiency and Sustainable Technology (BEST)

Certificate Program

This program is unique in Fairfield County. The Building Efficiency and Sustainable Technology Certificate Program helps prepare students for employment in the fields of sustainable 'green' building and design; building performance auditing, weatherization and retrofitting; and provides practical knowledge of alternative and renewable energy technologies. Overlapping with NCC's Construction Technology Associate Degree Program, students will study basic building science, new systems and techniques for building energy efficient, healthy and safe buildings and homes. Coursework includes hands-on training for home energy auditing, a growing field in the new "green" economy. After successful completion of this two-semester program students can qualify for the Residential Energy Services Network's Home Energy Rating System (HERS) Certification and the Building Performance Institute's (BPI) Building Analyst Certification. Courses within the program are geared to re-train displaced workers and job-changers, as well as those looking to expand their knowledge and skills.

PROGRAM OUTCOMES

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

1. Understand the principles of sustainability and sustainable energy and effectively communicate environmental opinions and knowledge;
2. Understand the structure and dynamics of the Earth's atmosphere, the planet and its response to the addition of pollutants;
3. Use critical thinking and problem solving skills to evaluate environmental problems;
4. Understand and assess the cost/benefit of various sources of renewable energy;
5. Complete calculations of energy and power including per capita energy consumption;
6. Be familiar with building materials, systems and methods of construction;
7. Be able to read and interpret blueprints;
8. Have proper communication skills in written and spoken language;
9. Understand and recommend the best strategies to achieve sustainable, energy efficient, safe and healthy homes and buildings;
10. Perform actual audits of energy use in residential structures;
11. Be prepared to take the Building Performance Institute (BPI) written and field exams for Building Analyst Certification

REQUIREMENTS FOR THE CERTIFICATE (26 CREDITS)

	Credits
ENG 101 Composition	3
ARC 106 Building Technology	4
ARC 240 Environmental Systems	3
BIO 181 Introduction to Environmental Science	4
CTC 106 Blueprint Reading	3
CTC 130 Alternative and Renewable Energy	3
CTC 131 Building Efficiency Auditing	3
CTC 132 Sustainable Energy for Residences and Businesses	3

RECOMMENDED SEQUENCE OF STUDY

Semester 1

ENG 101 Composition	3
CTC 106 Blueprint Reading	3
ARC 106 Building Technology	4
CTC 130 Alternative and Renewable Energy	3

Semester 2

BIO 181 Introduction to Environmental Science	4
CTC 131 Building Efficiency Auditing	3
CTC 132 Sustainable Energy for Residences and Businesses	3
ARC 240 Environmental Systems	3

BUSINESS ADMINISTRATION (Career and Transfer)

A.S. Degree Program Overview

The Business Administration career program prepares graduates for employment in entry level positions in banks, companies and governmental agencies. It is a general business program requiring students to take courses in accounting, business law, business communications, economics, management, marketing and finance.

The Business Administration transfer associate degree program is designed for students who plan to earn a bachelor's degree in business. This program provides a liberal arts background consisting mostly of courses normally taken in the first two years at a baccalaureate college or university. In addition, students will take courses in accounting and business. Advanced business courses should be taken at the institution to which the student wishes to transfer to obtain the baccalaureate degree.

Students should be familiar with the requirements of the institutions to which they will transfer. Therefore, students should see an advisor before choosing elective courses because each transfer institution may have specific requirements. Students should have a foundation in mathematics before entering this program.

PROGRAM OUTCOMES

Upon successful completion of all the Business Administration Transfer degree program requirements, graduates will

1. Prepare and interpret financial statements and utilize accounting for managerial decisions.
2. Understand and discuss financial issues involving with finance; including working capital management, short-term financing, capital markets, and the theory of the value of the firm (risk, leverage, and cost of capital).
3. Understand the American legal system and its impact on the operations of American and international business. Understand and apply principles of tort law, contract law, the uniform commercial code, criminal law and government regulation.
4. Examine and assess the role of fiduciary duties and ethical and social responsibilities from the perspective of decision-makers and various stakeholders.
5. Analyze principles, techniques and major functions (planning, organizing lending and controlling) of business enterprise management.
6. Improve decision-making, problem-solving and team-related skills.
7. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior, technology, and an ever-changing business climate and marketing environment.
8. Demonstrate computer skills in word processing, electronic spreadsheet, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis.
9. Demonstrate an understanding of the United States economic system, its functions and the manner it impacts the global economy.
10. Demonstrate proficiencies in all aspect of business communication, professional business etiquette, and business presentations. Improve reading, writing, listening, presentation and analytical skills.
11. Be able to work with others, including culturally and intellectually diverse people.
12. Develop the ability to think critically and gain an appreciation for lifelong learning.
13. Demonstrate an understanding of the interrelationships between business courses.
14. Acquire knowledge from social sciences, arts, literature, mathematics and sciences.

REQUIREMENTS FOR THE A.S. DEGREE (62-64 CREDITS)

COLLEGE CORE REQUIREMENTS (32-33 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 172 College Algebra	3
BBG 114 Business Applications Software	4
COM 173 Public Speaking	3
Science elective*	3-4
Humanities electives*	3-4
Social Sciences (Students in this program must take ECN 101 and ECN 102 to fulfill this requirement)	6
Liberal Arts elective*	3

*One interdisciplinary course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

MAJOR REQUIREMENTS (30 CREDITS)

ACC 113 Principles of Financial Accounting	3
ACC 117 Principles of Managerial Accounting	3
BMG 202 Principles of Management	3
BBG 231 Business Law I	3
BMK 201 Principles of Marketing	3
BFN 201 Principles of Finance	3
BBG 210 Business Communication	3
MAT 201 Statistics	3
Business elective	3
BBG 295 Co-operative Work Experience**	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 172 College Algebra	3
BBG 114 Business Applications Software	4
BMK 201 Principles of Marketing	3
ECN 101 Principles of Macroeconomics	3
SEMESTER 2	
ACC 113 Principles of Financial Accounting	3
BMG 202 Principles of Management	3
ENG 102 Literature and Composition	3
ECN 102 Principles of Microeconomics	3
COM 173 Public Speaking	3
SEMESTER 3	
ACC 117 Principles of Managerial Accounting	3
BBG 231 Business Law I	3
MAT 201 Statistics	3
Humanities elective	3-4
Liberal Arts elective*	3
SEMESTER 4	
Science elective*	3-4
BFN 201 Principles of Finance	3
BBG 210 Business Communication	3
BBG 295 Co-operative Work Experience**	3
Business elective	3

*One must be an interdisciplinary course (IDS) to meet core curriculum requirements.

**Or with the permission of Program Coordinator, a 200 level ACC, BBG, BFN, or BMG elective.

UConn Transfer Agreement

Students may have determined their intent to attend the University of Connecticut School of Business at Hartford, Stamford or Waterbury Campus. Graduates of NCC receiving the Associate in Science Degree in Business Administration may apply to enter the UCONN School of Business to pursue a Bachelor of Science degree in Business and Technology at the University of Connecticut at Hartford, Stamford or Waterbury Campus. Students who have completed all requirements, earned an overall GPA of 3.0 (4.0 scale) and achieved a B (3.0) or higher in business courses being used for 200-level major requirements are eligible for admission or transfer to the School of Business in the Business and Technology major.

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 172 College Algebra	3
ECN 101 Principles of Macroeconomics	3
BBG 114 Business Applications	4
SEMESTER 2	
ACC 113 Principles of Financial Accounting	3
BMG 202 Principles of Management	3
BBG 231 Business Law I	3
ENG 102 Literature and Composition	3
IDS 210 Humanities: Creative Voice **OR**	
IDS 230 Great Books	3
Liberal Arts elective*	3

* Either HIS 102, ANT 105, PSY111, Philosophy, or Literature

SEMESTER 3	
ACC 117 Principles of Managerial Accounting	3
BMK 201 Principles of Marketing	3
BFN 201 Principles of Finance	3
Science elective**	4
SEMESTER 4	
ECN 102 Principles of Microeconomics	3
MAT 201 Statistics	3
COM 173 Public Speaking	3
Business electives***	9

** Either BIO 105, BIO 155, BIO 121, BIO 122, CHE111, CHE 121, CHE 122, PHY 121 or PHY 122

*** Three of the following: ACC 271, BBG 232, BBG 210, BBG 240, BFN203, or BBG 295

BUSINESS OFFICE TECHNOLOGY

Business Office Technology A.S. Career Program

MISSION STATEMENT

This two-year program is designed to fast track students into a professional business career. Entry-level through management positions in today's job market require both a solid foundation of business courses and extensive business software knowledge. This degree includes comprehensive courses on the Microsoft Office Suite plus other important software, including Word, Excel, PowerPoint and Access, plus Publisher and Crystal Reports. Successful completion of this program leads to an Associate in Science degree.

PROGRAM OUTCOMES

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

1. Demonstrate competence and confidence using computer hardware and software in a business environment.
2. Possess appropriate skills with the following software: operating system, word processing, spreadsheet, database management, integrated office applications, desktop publishing, presentation graphics and other software appropriate for the office environment;
3. Employ appropriate administrative office procedures and office management decision-making and problem-solving skills and techniques;
4. Develop and demonstrate leadership, interpersonal, and team participatory skills for effectively working with coworkers, clients and others;
5. Apply communication skills related to the occupation, including, but not limited to, reading, writing, listening, verbal, and nonverbal communication;
6. Demonstrate a level of mathematical skill appropriate for employment in a business office environment;
7. Read, understand, and prepare standard types of documents with speed and accuracy;
8. Demonstrate speed and accuracy in keyboarding skills;
9. Have gained appropriate cooperative education experience in this field;

REQUIREMENTS FOR THE A.S. DEGREE (63-66 CREDITS)

COLLEGE CORE REQUIREMENTS (27-30 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra **OR** MAT 121 Applications for Business and other Careers or higher	3-4
COM 173 Public Speaking	3
Humanities* elective (see footnote 3 and 4)	3-4
Science* elective (see footnote 3 and 4)	3-4
Social Science*elective (see footnote 3 and 4)	3
Liberal Arts elective (see footnote 3)	6

MAJOR REQUIREMENTS (33 CREDITS)

BOT 111 Keyboarding for Information Processing I (see footnote 1)	3
BOT 161 Business Practices & Technology	3
BOT 167 Business Computing Concepts	3
BBG 210 Business Communications	3
BOT 264 Word for Business	3
BOT 265 Excel for Business	3
BOT 266 PowerPoint and Publisher for Business	3
BOT 267 Access and Crystal Reports for Business	3
BOT 296 Cooperative Work Experience (see footnote 5)	3
BBG 101 Introduction to Business (see footnote 2)	3
Business elective (see footnote 2)	3

ELECTIVES

Open general elective (see footnote 3)	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 136 Intermediate Algebra **OR**	3
MAT 121 Applications for Business & other Careers or higher	3-4
BOT 161 Business Practices and Technology	3
BOT 167 Business Computing Concepts	3
BOT 111 Keyboarding for Information Processing I	3
SEMESTER 2	
COM 173 Public Speaking	3
Liberal Arts elective	6
BBG 101 Introduction to Business	
Open general elective**	3
Business elective	3
SEMESTER 3	
ENG 102 Literature and Composition	3
BOT 264 Word for Business	3
BOT 265 Excel for Business	3
Science*	3-4
Humanities*	3-4
SEMESTER 4	
BBG 210 Business Communication	3
Social Science*	3
BOT 266 PowerPoint and Publisher for Business	3
BOT 267 Access and Crystal Reports for Business	3
BOT 296 Cooperative Work Experience(see footnote 5)	3

* One of which must be an Interdisciplinary (IDS) course to meet Core Curriculum requirements.

** With approval of Program Coordinator

Footnotes

1. Keyboarding for Information Processing notes: There is no "test-out" for this course. Students who already know how to touch type accurately can always improve their typing speed. A student's goal should be to improve their typing speed (while retaining accuracy) by at least 20 percent. All students use the same grading scale with 40 wpm (5 error max) being an A.
2. Business Elective notes: Select an elective that you find interesting and beneficial to your career goals. The best way to do this is to wait until you complete BBG101, Introduction to Business, in which you will be exposed to many different aspects of business. This can guide your selection. In addition, below are recommended courses to meet this requirement: *(Footnotes continue on next page)*

Business Office Technology A.S. Career Program
Footnotes (continued)

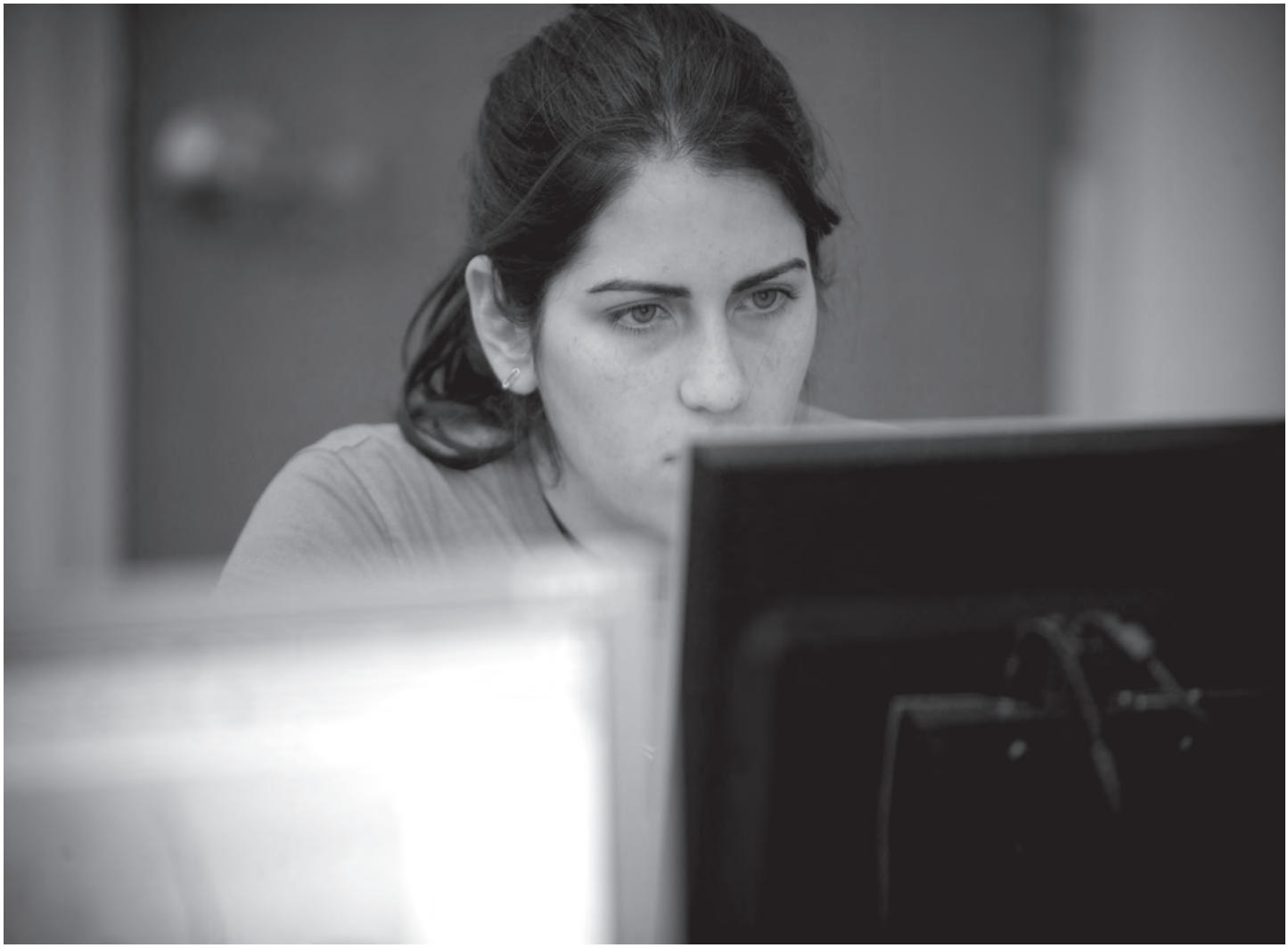
(Select one Business Elective)

ACC113 Principles of Financial Accounting
BBG215 Global Business
BBG 231 Business Law I
BFN201 Principles of Finance
BFN203 Investment Principles
BFN211 Money and Banking
BMG202 Principles of Management
BMG220 Human Resources Management
BMK106 Principles of Selling
BMK201 Principles of Marketing
HSP 100 Introduction to the Hospitality Industry
(Elective cannot be BBG 114 Business Applications Software)

3. Liberal Arts, Humanities, Science, Social Science and Open elective notes: See the College catalog under "Electives" for a description of these electives

4. IDS notes: All degree students must take an IDS (Interdisciplinary Studies) course to graduate. There are Humanities, Science and Social Sciences courses that fulfill the IDS requirement. See the College Catalog under "Interdisciplinary Studies" for a list of these courses.

5. Cooperative Work Experience notes: This course requires advanced planning. Be sure to see your coordinator one full semester prior to enrolling in this course.



Business Software Certificate Program

This one-year program offers the quickest way to attain the skills necessary to function as a business software specialist, preparing students for both full- and part-time positions available in the job market. Everyone, from entry-level job seekers through managers looking to advance their careers, needs a solid foundation in business computing. This certificate includes computer concepts, comprehensive courses and the entire Microsoft Office Suite (Word, Excel, PowerPoint, Access and Publisher) and additional business software such as Crystal Reports.

Students who decide to continue on for the Associate degree in Business Office Technology will find almost all courses in the certificate program acceptable for the degree program.

PROGRAM OUTCOMES

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

1. Demonstrate competence and confidence using computer hardware and software in a business environment;
2. Demonstrate appropriate skills using Microsoft Word, Excel, PowerPoint, Publisher and Access;
3. Demonstrate appropriate skills using Crystal reports with a variety of database programs, the Windows operating system, and the Internet plus the ability to integrate various applications;
4. Demonstrate speed and accuracy using keyboarding skills and the ability to prepare standard types of business communications.

REQUIREMENTS FOR THE CERTIFICATE (30-31 CREDITS)

	Credits
ENT 101 Composition	3
MAT 121 Math Applications for Business (recommended) **OR**	
MAT 136 Intermediate Algebra	3-4
BOT 111 Keyboarding for Information Processing	3
BOT 161 Business Practices and Technologies	3
BOT 167 Business Computing Concepts	3
BBG 210 Business Communications	3
BOT 264 Word for Business	3
BOT 265 Excel for Business	3
BOT 266 PowerPoint and Publisher for Business	3
BOT 267 Access and Crystal Reports for Business	3

COMMUNICATION ARTS

Communication Arts A.A. Transfer Program

This program is designed to provide the first two years of course work necessary for a baccalaureate degree in a variety of communication fields. It emphasizes a strong liberal arts background and provides students with an introduction to print, sound and visual media. The curriculum offers options in Journalism, Media Studies and Television Production. The program offers strong media production opportunities, including a fully equipped television studio, a student newspaper, graphic design laboratories and multimedia projects that combine these areas. All Communication Arts majors must complete all requirements for the Core Curriculum and the Communication Arts Core, as well as those for a specific option.

PROGRAM OUTCOMES

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

1. Write critically and with purpose;
2. Write appropriately for a variety of media and media related fields;
3. Demonstrate an understanding of how corporate media systems work;
4. Demonstrate a working knowledge of basic video production technology;
5. Demonstrate an understanding of visual composition from an aesthetic point of view;
6. Research, write and report basic news stories;
7. Demonstrate how media systems work ideologically;
8. Demonstrate a working knowledge of the prevalence of media in our everyday lives.

REQUIREMENTS FOR THE A.A. DEGREE (60-64 CREDITS)

COLLEGE CORE REQUIREMENTS (30-34 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature	3
COM 173 Public Speaking	3
Computer course	3-4
Social Science elective*	3-4
Science elective*	3-4
Mathematics elective	3-4
Humanities elective*	3-4
Liberal Arts electives*	6

*One of these courses must be an IDS course

REQUIREMENTS IN THE MAJOR (30 CREDITS)

Communication Arts Core Requirements (15 credits)

COM 101 Introduction to Mass Comm.	3
COM 121 Journalism	3
COM 141 Television Production I	3
100 level Communication Arts elective	3
COM 295 Communication Arts Internship **OR** 200 level Comm. Arts course †	3

1. Option In Television Production

	Credits
COM 141 TV Production I	3
COM 143 TV Production II	3
COM 243 TV Production III	3
COM 244 TV Production IV: Advanced Editing and Screen Play Production	3
COM 215 Media Writing **OR** 200-level Comm. Arts Writing Course**	3
Comm. Arts elective (200 level)†	3

2. Option In Journalism

COM 218 Writing Feature Stories	3
COM 215 Media Writing	3
200-level Comm. Arts Writing Course**	6
Comm. Arts elective (200 level)†	3

3. Option In Media Studies

Comm. Arts elective (100 level)	3
Comm. Arts electives (200 level)†	9
200-level Comm Arts Writing Course**	3

** 200-level Communication Arts writing courses include COM 218, COM 215, and COM 219.

† COM 172 (Interpersonal Communication), COM 202 (Intercultural Communication) and COM 209 (Gender and Communication)can be used as liberal arts electives, but cannot be used as Communication Arts electives.

COMPUTER SCIENCE

Computer Security A.S. Program

This A.S. degree program prepares graduates for careers in the field of Computer and Information Security, equipping them with marketable skills and a targeted knowledge of the infrastructure that supports IT in business. The hands-on labs built into this program ensure that the graduates will have gone far beyond just theoretical studies.

PROGRAM OUTCOMES

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

1. Express ideas effectively through written and oral communication;
2. Acquire competence in algebraic logic, including Boolean operators;
3. Demonstrate an understanding of connections between various disciplines;
4. Understand the basic structure of the Internet and ecommerce, in particular;
5. Work with and study the transmission infrastructure and client/server hardware and software that supports the Internet;
6. Skilled in web servers and management software;
7. Understand team dynamics and working in groups, particularly in relation to the functioning of critical incident response teams;
8. Design and construct multiple types of networks, paying particular attention to their vulnerabilities;
9. Apply security hardware and software to network structures;
10. Lay out the framework for a generic security policy manual, identifying the items to be protected, parties responsible, and plan for response when a security breach is uncovered;
11. Utilize the risk management model to identify corporate threats and assess them in terms of their likelihood and impact.

REQUIREMENTS FOR THE A.S. DEGREE (64-66 CREDITS)

COLLEGE CORE REQUIREMENTS (28-30 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 172 College Algebra **OR** a higher level mathematics course	3-4
COM 173 Public Speaking	3
Biology, Physical or General Science elective with lab*	4
Humanities elective*	3-4
Fine Arts elective**	3
Social Science elective*	3
Liberal Arts elective*	3

MAJOR REQUIREMENTS (36 CREDITS)

CSC 108 Introduction to Programming	4
CST 111 Internet Commerce Technology	3
CST 121 Operating Systems	4
CST 180 Networking I	4
CST 181 Networking II	4
CST 182 Networking III	4
CST 183 Networking IV	4
CST 272 Operations Security Technology	3
CST 273 Security Management Practices	3
CST 274 Network Security Technology	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 172 College Algebra **OR** higher level mathematics course	3-4
CST 180 Networking I	4
CST 181 Networking II	4
SEMESTER 2	
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
CST 182 Networking III	4
CST 183 Networking IV	3
Fine Arts Elective**	3
SEMESTER 3	
CST 273 Security Management Practices	3
CST 274 Network Security Technology	3
CST 111 Internet Commerce Technology	3
CSC 108 Introduction to Programming	4
Humanities Elective*	
SEMESTER 4	
CST 121 Operating Systems	4
CST 272 Operations Security Technology	3
Liberal Arts elective*	3
Social Science elective*	3
Biology, Physical or General Science Elective with lab*	4

*One of these electives must be an interdisciplinary (IDS) course.

**See program coordinator for qualifying course

COMPUTER SCIENCE

Computer Science A.S. Program

PROGRAM OUTCOMES

The curriculum includes a foundation of core courses in database development and programming languages, and permits students to select major electives that are best suited to their career goals and interests. This flexibility will enable the college better to prepare students for employment in a fast-moving field.

The mission statement of Norwalk Community College (NCC) in concert with and in support of the Community Colleges' comprehensive System Mission Statement, commits NCC to providing students with a broad range of affordable career, technical, and liberal arts and sciences opportunities leading to employment, transfer, and lifelong learning. Additionally, the College works to promote student success through quality instruction and state-of-the-art technology. The college is also committed to expanding partnerships with business, industry, government and the community by offering educational services, including job training, and by organizing conferences and seminars.

The Associate of Science in Computer Science degree supports NCC's mission by providing a solid general education as well as a thorough coverage of the topics and skills supporting the dynamic information technology field. Programmatic goals relate to the mission in the following manner:

(a) provide students with skills needed to gain entry level or higher employment;

(b) provide students with appropriate educational experiences that give them the written, verbal, and interpersonal skills necessary to function as a team member in the IT environment as well as transfer to higher level institutions;

(c) provide students with course work and experience that improves on existing skills or develops new ones; and,

(d) work in partnership with business and industry in responding to the employment and training needs in the field of information technology.

Like the existing IT programs at the college, the proposed program will serve both traditional first-time students as well as professionals currently working in the field. The curriculum is flexible enough to meet the needs of students who wish to transfer to a baccalaureate institution, and students preparing for immediate entry into the workplace.

LEARNING OUTCOMES

Upon successful completion of all general education requirements, graduates will be able to:

- Articulate and communicate effectively thoughts and ideas through writing and speech, read within disciplines, listen effectively, and work in groups;
- Use the laws of logic, mathematics, and scientific reasoning to solve problems, and to demonstrate understanding of scientific phenomena;
- Evaluate, analyze, and synthesize information within and across disciplines, draw reasonable inferences and conclusions, and solve problems and make decisions based on analytical processes;
- Use appropriate resources to identify, access, evaluate, and present information relevant to the topic being studied;
- Recognize and analyze ethical issues, make and defend ethical decisions, and demonstrate ethical behavior and social responsibility;
- Understand the contemporary world and the forces that shaped and continue to shape it
- Understand creative process and appreciate artistic expression.

Upon successful completion of all major requirements, graduates will be able to:

- Demonstrate an understanding of connections between various platforms and programming languages;
- Work with and study the underlying technologies that support the internet;
- Demonstrate the ability to use an IDE (integrated development environment);
- Demonstrate the use of OOP(object oriented programming) techniques in program design and development;
- Demonstrate writing, compiling and executing code in Object Oriented programming languages;
- Test programs and troubleshoot simple problems;
- Understand relational database design methodology and be able to use database software to build, modify, and query relational databases;
- Produce logical software solutions to problems.

Computer Science A.S. Program

REQUIREMENTS FOR THE A.S. DEGREE (62-67 CREDITS)

General Education Requirements (33-35 credits)

	Credits
ENG* 101 Composition	3
ENG* 102 Literature and Composition	3
MAT* 172 College Algebra (or a higher level course)	3
MAT* 186 Pre-Calculus	
CSC* 108 or CSC* 207 Introduction to Programming or Introduction to Visual Basic	4
COM* 173 Public Speaking	3
Laboratory Science Elective**	4
Humanities Elective**	3-4
Social Science Elective**	3
Free Elective**	3-4

**one must be an IDS course

Requirements in the Major (29-32 credits)

Major Core (20 credits)

CSC* 233 Database Development I	4
CSC* 234 Database Development II	4
CST* 255 XML for the World Wide Web	4
2 semesters of a programming language	8

Major Electives (9-12 credits)

CSC* **OR** CST* **OR** MAT* courses to be selected in consultation with advisor	9-12

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG * 101 Composition	3
MAT* 172 College Algebra	3
CSC* 108 Introduction to Programming **OR** CSC* 207 Introduction to Visual Basic	4
Laboratory Science**	4
SEMESTER 2	
ENG* 102 Literature and Composition	3
MAT* 186 Pre-Calculus	4
CSC* 233 Database Development I	4
Humanities Elective**	3
First Semester Programming Sequence	4
SEMESTER 3	
COM* 173 Public Speaking	3
CSC* 234 Database Development II	4
Second Semester Programming Sequence	4
Social Science Elective**	3-4
CST* 255 XML for the World Wide Web	4
SEMESTER 4	
Free Elective**	3-4
Approved Elective#	3-4
Approved Elective#	3-4
Approved Elective#	3-4

** One of these must be an IDS class

Approved Elective – Any CSC or CST class or MAT*201 Statistics, MAT*254 Calculus I, MAT*256 Calculus II, MAT*268 Calculus III: Multivariable, MAT*272 Linear Algebra, MAT*285 Differential Equations

Small Business Computer Applications Certificate Program

This certificate program is designed for students who are preparing to enter the job market and/or want to earn a certificate on their way to earning an associate or bachelor's degree. It also benefits students who already have college degrees and are seeking technology retraining.

The program provides an understanding of accounting, the business world, and how computers work; proficiency in popular software programs on state-of-the-art microcomputers; relational database design; and fourth-generation language experience using the high-demand database tool, ORACLE.

REQUIREMENTS FOR THE CERTIFICATE (24 CREDITS)

SEMESTER 1

	Credits
ACC 113 Principles of Financial Accounting	3
Business elective (BMK 201, BBG 101, BMG 202, or BBG 231)	3
CSC 103 Computer Concepts and Applications	4
CSC 233 Database Development I	4

SEMESTER 2

Business elective (ACC 117, BMK 201, BBG 101, BMG 202, or BBG 231)	3
CSA 205 Advanced Applications **OR** BOT 267 Access & Crystal Reports for Business **OR** BOT 265 Excel for Business	3
CSC 234 Database Development II	4

Information Systems Certificate Program

This certificate program is designed for students who are preparing to enter the job market in the field of Information Systems and who want to earn a certificate on their way to earning an associate or bachelor's degree. It can also benefit students who already have a degree and need training in the computer technology. This program will give students all the tools they need to make them marketable in Information Systems – Visual Basic, Relational Database Development, and Systems Analysis Design & Development, as well as ORACLE and a programming language of their choice to increase their programming knowledge.

REQUIREMENTS FOR THE CERTIFICATE (27 CREDITS)

SEMESTER 1

	Credits
CSC 207 Introduction to Visual Basic	4
ENG 101 Composition	3

SEMESTER 2

CSC 208 Advanced Visual Basic	4
CSC 233 Database Development I	4

SEMESTER 3

CSC 234 Database Development II	4
CSC 255 Systems Analysis Design & Development	4
Programming elective*	4

* Any 4 credit CSC or CST course except CST 141

Computer Programming in Visual Basic Certificate Program

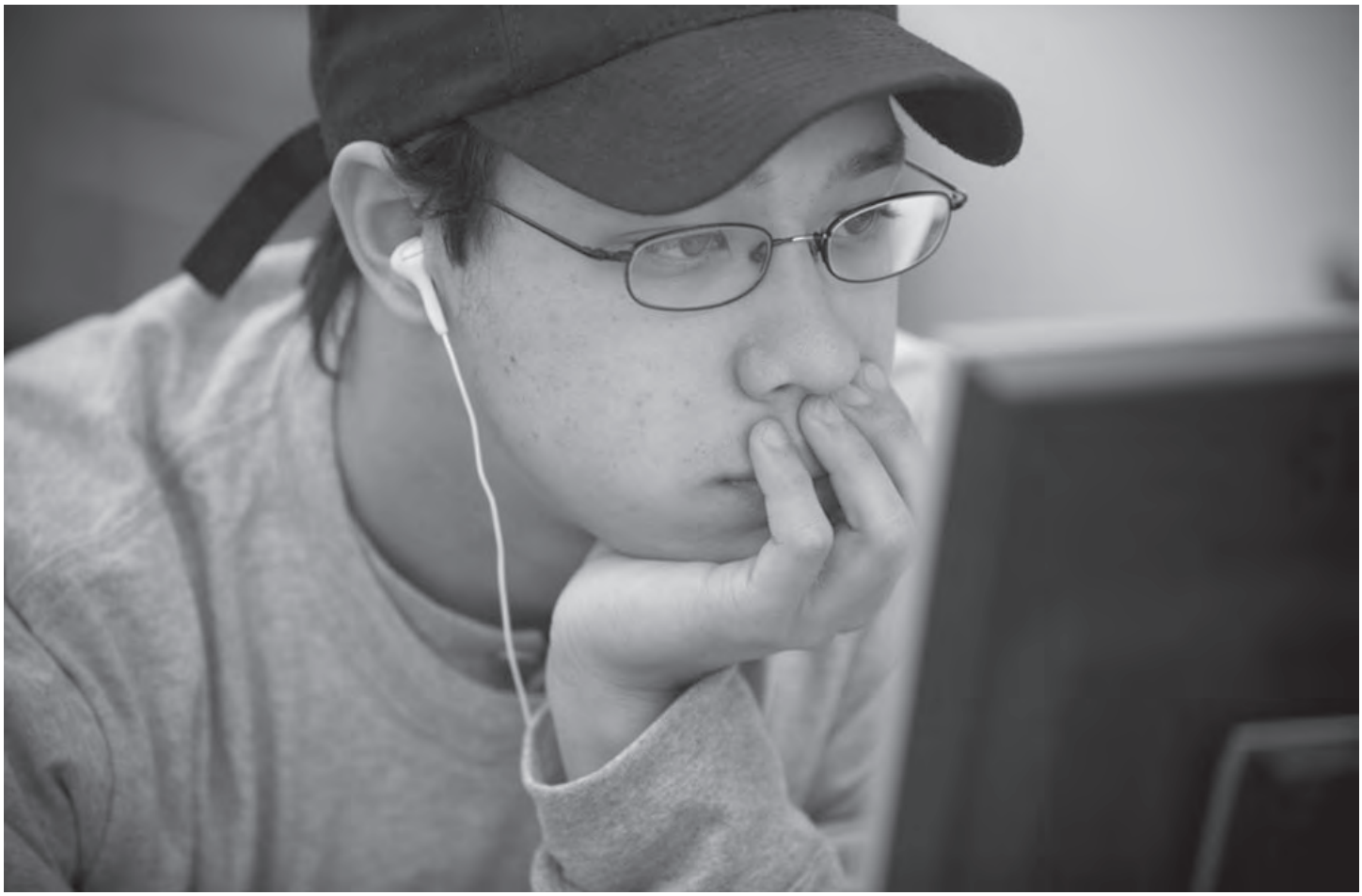
This certificate provides students with an in-depth study of programming. It is designed for students who are preparing to enter the job market as well as college graduates who are seeking retraining in the IT field.

Students obtaining this certificate may continue their studies to obtain an AS in Information Systems.

REQUIREMENTS FOR THE CERTIFICATE (23 CREDITS)

	Credits
ENG 101 Composition	3
CSC 103 Computer Concepts and Applications	4
CSC 207 Introduction to Visual Basic	4
CSC 208 Advanced Visual Basic	4
CSC 255 System Analysis Design & Development	4
Programming elective*	4

* Any 4 credit CSC or CST course except CST 141



Web Developer Certificate Program

This certificate provides students with an in-depth study of Web Development. It is designed for students who are preparing to enter the job market as well as college graduates seeking retraining in the emerging technologies of the Internet.

Students obtaining this certificate may continue their studies to obtain an AAS in Information Technology.

PROGRAM OUTCOMES

Upon successful completion of all program requirements, graduates will possess the following skills and knowledge:

1. Ability to build a commercial or generic web site from the design phase through implementation;
2. Ability to develop web pages using low level code as well as web page development software packages;
3. Ability to support web pages with server-side java programming and other dynamic products.

REQUIREMENTS FOR THE CERTIFICATE (16 CREDITS)

	Credits
SEMESTER 1	
CST 153 Web Development & Design I	4
CSC 226 Object Oriented Programming Using Java	4
SEMESTER 2	
CST 252 Web Development & Design II	4
CSC 224 Java Programming II	4

Networking Certificate Program

This certificate will provide students with a broad understanding of networking with a focus on Wide Area Networking, as well as preparing them to obtain internationally recognized networking certifications. It is designed for students who are preparing to enter the job market as well as college graduates seeking retraining in emerging communication technologies.

Students obtaining this certificate may continue their studies to obtain an AAS in Information Technology.

PROGRAM OUTCOMES

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

1. Describe the functions of the TCP/IP and OSI reference model;
2. Perform a fairly complex Router configuration which would involve configuring; passwords, WAN & LAN interfaces, Routing Protocols, WAN Protocols, Access Control Lists, MOTD, Virtual terminals, and IP Hosting;
3. Operate Hyper-terminal and TFTP Server software;
4. Utilize commands for testing purposes (e.g. Telnet, Trace Route, Ping, Show and Debug);
5. Backup, upgrade, and load a backup Cisco IOS software image;
6. Be able to identify and differentiate between WAN services.

REQUIREMENTS FOR THE CERTIFICATE (16 CREDITS)

	Credits
SEMESTER 1	
CST 180 Networking I	4
SEMESTER 2	
CST 181 Networking II	4
SEMESTER 3	
CST 182 Networking III	4
SEMESTER 4	
CST 183 Networking IV	4

CONSTRUCTION TECHNOLOGY

Construction Technology A.S. Career Program

This program is unique in Fairfield County. It provides technical knowledge for individuals interested in active participation in building our communities. Graduates are prepared for careers in the construction industry as construction managers, project superintendents and building officials.

PROGRAM OUTCOMES:

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

1. Be familiar with building materials and methods of construction;
2. Be able to understand and handle construction contract documents;
3. Be equipped to estimate construction;
4. Understand structural and mechanical systems;
5. Be able to read and interpret blueprints;
6. Be familiar with surveying equipment and able to work with them;
7. Have proper communication skills in written and spoken language as well as in spreadsheets;
8. Possess basic business and accounting skills;
9. Have a strong overall general education;
10. Be able to handle the responsibilities of an entry-level job in the construction industry;
11. Be prepared to continue their education for the baccalaureate degree in Construction Management.

REQUIREMENTS FOR THE A.S. DEGREE (65-66 CREDITS)

COLLEGE CORE REQUIREMENTS (29-30 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature & Composition	3
COM 173 Public Speaking	3
MAT 136 Intermediate Algebra	4
BBG 101 introduction to Business	3
PHY 121 General Physics I	4
IDS 220 Social Science: Individuals and Society	3
Humanities elective	3-4
Liberal Arts elective	3

MAJOR REQUIREMENTS (33 CREDITS)

ARC 106 Building Technology	4
ARC 215 Construction Documents	4
ACC 113 Principles of Financial Accounting	3
ARC 229 Structures	3
ARC 240 Environmental Systems	3
BBG 210 Business Communications	3
CSA 105 Introduction to Software Applications	3
CTC 106 Blueprint Reading	3
CTC 210 Surveying	4
MAT 172 College Algebra	3
Open elective	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 136 Intermediate Algebra	4
BBG 101 Introduction to Business	3
CSA 105 Introduction to Software Applications	3
CTC 106 Blueprint Reading	3
SEMESTER 2	
ENG 102 Literature & Composition	3
STA 203 Speech Communication	3
MAT 172 College Algebra	3
ARC 106 Building Technology	4
BBG 210 Business Communications	3
SEMESTER 3	
ARC 215 Construction Documents	4
ACC 113 Principles of Financial Accounting	3
PHY 121 General Physics I	4
IDS 220 Social Science: Individuals and Society	3
Humanities elective	3-4
SEMESTER 4	
ARC 229 Structures	3
ARC 240 Environmental Systems	3
Liberal Arts elective	3
Open elective	3
CTC 210 Surveying	4

CRIMINAL JUSTICE

Criminal Justice A.S. Transfer Program

The Criminal Justice program is dedicated to offering a high quality education to students in the three components of the criminal justice system: law enforcement, courts and corrections. The program is designed to provide students with a strong liberal arts education while providing the theoretical and practical knowledge and skills needed to pursue careers in municipal, state, and federal criminal justice agencies, and not-for-profit social organizations and services. The program utilizes a variety of teaching methods designed to create a stimulating learning environment and to promote learner success.

After successful completion of this program, students will be prepared to pursue entry-level careers as local and state law enforcement officers; support personnel in juvenile justice, social service, criminal law offices and the criminal courts; as well as positions in corrections and private security. Students have successfully transferred into the University of Connecticut at Stamford, Sacred Heart University, Western Connecticut State University, University of New Haven, St. John's University, John Jay College of Criminal Justice, Northeastern University, and other four-year institutions.

PROGRAM OUTCOMES

Credit for criminal justice courses may be available to students who submit police and criminal justice-related training and work experience for evaluation.

After the successful completion of the program requirements, students will be able to demonstrate:

1. an understanding of the three components that make up the criminal and juvenile justice systems: law enforcement, courts, and corrections;

2. an understanding of the processing of adult and juvenile offenders by the various components of the justice system at the municipal, state, and federal level;

3. an understanding of the roles and responsibilities of the individuals working within each component of the juvenile and criminal justice systems and the interrelationship of the various components;

4. an understanding of the origins, nature, structure, purpose and constitutional limits of juvenile and criminal law;

5. knowledge of the vocabulary, terminology, concepts, and technology used in the juvenile and criminal justice systems;

6. reasoning and analytical skills in the application of legal concepts to issues confronted by the organizations within the juvenile and criminal justice systems;

7. an understanding of policing in the public sector and the challenges faced in the delivery of those services;

8. an understanding of the application of the various techniques for investigation, evidence identification, documentation, collection, analysis and preservation, crime scene processing, and physical evidence presentation;

9. an understanding of the dynamics of the police and community relationship;

10. an understanding of each stage of the criminal and juvenile court processes from investigation through appeal;

11. an understanding of the administrative, programmatic, and employment issues involved in the management and supervision of adult and juvenile offenders in community and institutional correctional systems;

12. an understanding of the theoretical and practical ethical issues relevant to the professionals employed in the criminal justice system and members of the community; and

13. competent oral and written communication skills necessary to prepare documents and provide information processed within the criminal justice system.

REQUIREMENTS OF THE A.S. DEGREE (61-64 CREDITS)

COLLEGE CORE (31-34 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
ENG 200 Advanced Composition **OR** BBG 210 Business Communication	3
COM 173 Public Speaking	3
MAT 136 Intermediate Algebra **OR** MAT 121 Applications for Bus. & Other Careers	3-4
BBG 114 Business Applications Software **OR** CSA 105 Intro. to Softare Applications	4
Humanities elective *	3-4
Liberal Arts:	
(POL 111 American Government **OR** HIS 201 U. S. History and PSY 111 General Psychology I)	6
Science elective (lab recommended)	3-4
SOC 101 Principles of Sociology	3

*One of these courses must be an Interdisciplinary Studies (IDS) course: IDS 210 Humanities The Creative Voice, IDS 230 Great Books, or SCI 114 Survey of Science. IDS 220 Individuals and Society does not satisfy the Humanities requirement.

MAJOR REQUIREMENTS (30 CREDITS)

	Credits
CJS 101 Introduction to Criminal Justice	3
CJS 210 Constitutional Law	3
CJS 211 Criminal Law	3
CJS 203 Juvenile Justice	3
CJS 255 Ethical Issues in Criminal Justice	3

CRIMINAL JUSTICE PROGRAM OPTIONS

Law Enforcement:

CJS 120 Police and the Community	3
CJS 220 Criminal Investigation	3
Criminal Justice elective	3

OR

Administration:

CJS102 Introduction to Corrections	3
CJS203 Juvenile Justice	3
Criminal Justice elective	3

RECOMMENDED SEQUENCE OF STUDY
in Criminal Justice

SEMESTER 1	Credits
ENG 101 Composition	3
MAT 121 Applications for Business and Other Careers **OR**	
MAT 136 Intermediate Algebra or higher	3-4
CSA 101 Introduction to Software Applications **OR**	
BBG 114 Business Application Software	3-4
CJS 101 Introduction to Criminal Justice	3
SOC 101 Principles of Sociology	3

SEMESTER 2	
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
PSY 111 General Psychology I	3
POL 111American Government **OR**	
HIS 201 U.S. History	3
CJS Ethical Issues in Criminal Justice	3

SEMESTER 3	Credits
ENG 200 Advanced Composition **OR**	
BBG 210 Business Communication	3
Humanities elective	3
Science elective	3
CJS 211 Criminal Law I	3
Criminal Justice Program Option	3

SEMESTER 4	
CJS210 Constitutional Law	3
Criminal Justice Program Option	6
Open Electives	6

EARLY CHILDHOOD EDUCATION

Early Childhood Education A.S. Transfer Program

This program prepares for students for transfer to a four-year college. Because the specific requirements at four-year colleges vary, students should familiarize themselves with the requirements of the four-year colleges to which they plan to transfer and choose their courses in consultation with the program director. Candidates in the Early Childhood Education curricula must complete the ECE academic courses with a minimum grade of C.

PROGRAM OUTCOMES

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

- Recognize and identify current and historical theoretical Early Childhood approaches
- Recognize quality Early Childhood Education programs
- Apply child development theory to practice
- Design developmentally appropriate curriculum
- Be a reflective practitioner
- Become early childhood advocates
- Value and translate theory into practice utilizing the Preschool Curriculum Framework (PCF),NAEYC Accreditation Standards, and the NAEYC code of Ethical and Professional Conduct
- Be a collaborative community partner

REQUIREMENTS FOR THE A.S. DEGREE (63-64 CREDITS)

COLLEGE CORE REQUIREMENTS (30-31 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
MAT 136 Intermediate Algebra (or higher level MAT)	3-4
CSA 105 Introduction to Software Applications	3
BIO 105 Introduction to Biology (or higher level BIO 121)	3-4
Humanities elective; IDS 210 OR 230	3
Liberal Arts electives (Foreign Language is advised)	6

MAJOR REQUIREMENTS (33 CREDITS)

PSY 111 General Psychology I	3
SOC 101 Principles of Sociology	3
ECE 182 Child Development **OR** ECE 141 Infant/Toddler Growth and Development	3
ECE 101 Introduction to Early Childhood Education **OR** ECE 241 Methods and Techniques for Infant/Toddler Care	3
ECE 275 Child, Family and School Relations	3
ECE 215 The Exceptional Learner	3
ECE 231 Early Language and Literacy Development	3
ECE 210 Observation and Participation Seminar	3
ECE 295 Student Teaching Practicum	6
History, United States	3

RECOMMENDED SEQUENCE OF STUDY

SEMESTER I

	Credits
ENG 101 Composition	3
ECE 182 Child Development **OR** ECE 141 Infant/Toddler Growth and Development	3
CSA 105 Introduction to Software Applications	3
MAT 136 Intermediate Algebra or higher	3-4
Liberal Arts Elective**	3

SEMESTER 2

ENG 102 Literature and Composition	3
ECE 101 Introduction to Early Childhood Education **OR** ECE 241 Methods and Techniques for Infant/Toddler Care	3
PSY 111General Psychology I	3
COM 173 Speech Communication-Public Speaking	3
ECE 231 Early Language and Literacy Development	3
Liberal Arts Elective**	3

SEMESTER 3

BIO 105 Introduction to Biology	3-4
SOC 101 Principles of Sociology	3
History, United States	3
ECE 210 Observation, Participation and Seminar	3
ECE 275 Child, Family and School Relations	3

SEMESTER 4

ECE 215 The Exceptional Learner	3
Humanities Elective IDS 210 **OR** 230	3
ECE 295 Student Teaching Practicum	6

** For definition of electives, refer to NCC catalog

Early Childhood Education Career and Articulation Curriculum

This program has been designed to meet the ongoing career and educational goals of students who want to enter the field of Early Childhood Education upon graduation, or are already employed in an early care situation and desire to improve their knowledge and competency in working with young children. Candidates in the Early Childhood Education curricula must complete the ECE academic courses with a minimum grade of C.

PROGRAM OUTCOMES

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

- Recognize and identify current and historical theoretical Early Childhood approaches
- Recognize quality Early Childhood Education programs
- Apply child development theory to practice
- Design developmentally appropriate curriculum
- Be a reflective practitioner
- Become early childhood advocates
- Value and translate theory into practice utilizing the Pre-school Curriculum Framework (PCF),NAEYC Accreditation Standards, and the NAEYC code of Ethical and Professional Conduct
- Be a collaborative community partner

REQUIREMENTS FOR THE A.S. DEGREE (61 CREDITS)

COLLEGE CORE REQUIREMENTS (28 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
PSY 111 General Psychology I	3
SOC 101 Principles of Sociology	3
MAT 136 Intermediate Algebra (or higher level MAT)	3-4
CSA 105 Introduction to Software Applications	3
COM 173 Public Speaking	3
Humanities IDS 210 **OR** 230	3
Science Elective	3-4

MAJOR REQUIREMENTS (33 CREDITS)

ECE 182 Child Development **OR** ECE 141 Infant/Toddler Growth and Development	3
ECE 106 Musical Movement for Children **OR** ECE 109 Science and Math	3
ECE 101 Introduction to Early Childhood Education **OR** ECE 241 Methods and Techniques for Infant/Toddler Care	3
ECE 210 Observation, Participation & Seminar	3
ECE 215 The Exceptional Learner	3
ECE 231 Early Language and Literacy Development	3
ECE 275 Child, Family and School Relations	3
ECE 295 Student Teaching Practicum	6
ECE electives	6

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101Compostion	3
ECE 182 Child Development **OR** ECE 141 Infant/Toddler Growth and Development	3
CSA 105 Introduction to Software Applications	3
MAT 136 Intermediate Algebra or higher	4
PSY 111 General Psychology	3
SEMESTER 2	
ENG 102 Literature and Composition	3
ECE 101 Introduction to Early Childhood Education **OR** ECE 241 Methods and Techniques for Infant/Toddler Care	3
COM 173 Speech Communication-Public Speaking	3
Early Childhood Elective	3
SOC 101Principles of Sociology	3
SEMESTER 3	
ECE 215The Exceptional Learner	3
Early Childhood Elective **OR** ECE 103 Creative Experiences for Children	3
Science Elective	3-4
ECE 231Early Language and Literacy	3
ECE 210Observation, Participation and Seminar	3
SEMESTER 4	
Humanities Elective IDS 210 **OR** 230	3
ECE 106 Music and Movement for Children **OR** ECE 109 Science and Math for Children	3
ECE 275 Child, Family and School Relations	3
ECE 295 Student Teaching Practicum	6

Early Childhood Education Certificate Program

The Certificate Program provides students with the opportunity to complete a course of study which will prepare them to work in the field of early care and education. Candidates in the Early Childhood Education curricula must complete the ECE academic courses with a minimum grade of C.

REQUIREMENTS FOR THE CERTIFICATE (30 CREDITS)

	Credits
ENG 101 Composition	3
ECE 182 Child Development **OR** ECE 141 Infant/Toddler Growth and Development	3
ECE 101 Introduction to Early Childhood Education **OR** ECE 241 Methods and Techniques for Infant/Toddler Care	3
ECE 106 Music and Movement for Young Children **OR** ECE 109 Science and Math for Young Children	3
ECE 176 Health, Safety and Nutrition	3
ECE190 ECE Behavior Management	3
ECE 215 The Exceptional Learner	3
ECE 231 Early Language and Literacy Development	3
ECE 275 Child, Family and School Relations	3
ECE electives	3

Early Childhood Administrative Certificate (21 Credit Program)

This certificate is designed to provide a balanced, high-quality education for current and perspective administrators of Early Childhood programs. Persons in these positions have a variety of responsibilities that include supervision of small business operations, staff training and development and establishment of an appropriate learning environment for young children. Such responsibility requires skills in business management and administrative supervision. These courses lead to the Connecticut Directors Credential.

REQUIREMENTS FOR THE CERTIFICATE

	Credits
ECE 182 Child Development	3
ECE 101 Introduction to Early Childhood	3
ENG 101 Composition	3
ECE 206 Administrative and Supervision	3
ECE 212 Administration Leadership in Early Childhood Education Programs	3
ECE 275 Child, Family and School Relations	3
ACE 113 Principles of Financial Accounting	3

Early Childhood Education

Child Development Associate Credential (12 Credit Program)

This program is designed for students already employed in an early care situation who desire to improve their knowledge in working with young children. The CDA is a national credential for practitioners working in a state licensed center/group home or family child care facility. It is offered through the Council for Professional Recognition under the direct assessment system.

These courses provide the student with 120 hours of training required for the credentialing program. In addition, completion of 480 hours in a licenced childcare facility is required. CDA students must be advised, and their training must be approved by the ECE coordinator.

Successful completion of the four courses leads to 12 credit hours, which can be applied to the Early Childhood Education Certificate or Career Program and Associate Degree.

CHILD DEVELOPMENT ASSOCIATE CREDENTIAL COURSES

REQUIRED COURSES

	Credits
ECE 182 Child Development **OR** ECE 141 Infant/Toddler Growth and Development	3
ECE 101 Introduction to Early Childhood Education **OR** ECE 241 Methods and Techniques for Infants/Toddlers	3
ECE 180 Child Development Associate (CDA) Course	3
ECE elective	3

ENGINEERING SCIENCE

Engineering Science A.S. Transfer Program

The Engineering Science curriculum offers students with a strong mathematics and science background the courses that are required in the first two years of study in many bachelor's degree programs in engineering. All of the courses will be accepted toward a Bachelor's degree by the schools of engineering at the following institutions: University of Connecticut at Storrs; Fairfield University; University of Hartford; University of New Haven; and Rensselaer Polytechnic Institute. A variety of majors are available in those schools of engineering, including Aeronautical Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Environmental Engineering, Mechanical Engineering, Electrical Engineering, or Computer Science and Engineering.

PROGRAM OUTCOMES

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

1. Transition seamlessly into a Bachelor of Science Degree Program in Engineering with junior level status in the receiving institution as part of the Engineering Pathway Program.

2. Demonstrate the ability to assist in research, development, design, production, testing and various other functions associated with engineering.

3. Demonstrate a good understanding of engineering principles/concepts.

4. Demonstrate a good understanding of mathematical concepts.

5. Demonstrate good working knowledge of state-of-the-art hardware and software in support of Engineering design.

6. Demonstrate the ability to think through a problem in a logical manner.

7. Organize and carry through to conclusion the solution to a problem.

8. Demonstrate good communication skills.

9. Demonstrate teamwork skills.

REQUIREMENTS FOR THE A.S. DEGREE (65-66 CREDITS)

COLLEGE CORE REQUIREMENTS (26 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
MAT 254 Calculus I	4
CHE 121 General Chemistry I	4
Humanities/Social Science electives*	9

MAJOR REQUIREMENTS (39-40 CREDITS)

CSC 108 Introduction to Programming	4
CAD 133 CAD Mechanical AUTOCAD **OR**	
CSC 213 Object Oriented Programming Using C++	3-4
EGR11 Introduction to Engineering	3
MAT 256 Calculus II	4
MAT268 Calculus III: Multivariable	4
MAT 285 Differential Equations	3
EGR 211 Engineering Statics	3
EGR 212 Engineering Dynamics	3
CHE 122 General Chemistry II	4
PHY 221 Calculus-Based Physics I	4
PHY 222 Calculus-Based Physics II	4

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
MAT 254 Calculus I	4
CHE 121 General Chemistry I	4
CSC 108 Introduction to Programming	4
EGR111 Introduction to Engineering	3
ENG 101 Composition	3
SEMESTER 2	
MAT 256 Calculus II	4
CHE 122 General Chemistry II	4
CAD 133 CAD Mechanical AUTOCAD **OR**	
CSC213 Object Oriented Programming Using C++	3-4
ENG 102 Literature and Composition	3
SEMESTER 3	
MAT 268 Calculus III: Multivariable	4
EGR 211 Engineering Statics	3
PHY 221 Calculus-Based Physics I	4
Humanities/Social Science electives*	6
SEMESTER 4	
MAT 285 Differential Equations	3
EGR 212 Engineering Dynamics	3
PHY 222 Calculus-Based Physics II	4
Humanities/Social Science electives*	3
HIS 101 Western Civilization **OR**	
HIS102 Western Civilization II	3

* For transferable electives to the various universities, see the pathway coordinator.

Due to the sequential nature of junior and senior engineering courses, students in some majors may have to take additional coursework to graduate within a four-year time frame.

Technological Studies (Pathway)

A.S. Transfer Program

This program is a pathway for students who wish to transfer into the B.S. program in Industrial Technology, or the B.S. program in Technology and Engineering Education, K-12 at Central Connecticut State University.

The curriculum covers a broad spectrum of topics in mathematics, physics, chemistry, computer-aided drafting, computers, humanities, and social science electives. Each of these courses is directly transferable to CCSU. Successful completion of the program allows students to enter their junior year at CCSU.

PROGRAM OUTCOMES

Upon successful completion of all Technology Studies degree program requirements, graduates will:

1. Transition seamlessly into a Bachelor of Science Degree Program in Technology with Junior level status in the receiving institution as part of the Technological Studies Pathway Program.
2. Demonstrate team-oriented skills that permit effective participation in multicultural work and social environments.
3. Apply appropriate mathematical and scientific principles to industrial technology applications.
4. Perform competently in mathematics.
5. Express ideas effectively through written and oral communications.
6. Demonstrate proficiency in technical fundamentals to analyze industrial technology problems and make appropriate decisions.
7. Maintain a practical knowledge of state-of-the-art hardware and software.
8. Apply skills and knowledge to effectively and efficiently plan, organize, implement, measure, and manage technology.
9. Demonstrate a thorough knowledge and understanding of engineering graphics as well as conventional drafting practices, such as orthographic and isometric projection, section, detail, and auxiliary views.
10. Demonstrate a high level of proficiency in the use of state-of-the-art computer-aided design (CAD) software and be able to respond positively to continuous software revisions and upgrades.

REQUIREMENTS FOR THE A.S. DEGREE (65-66 CREDITS)

COLLEGE CORE REQUIREMENTS (31-32 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 172 College Algebra	3
COM 173 Public Speaking	3
CHE 121 General Chemistry I/Lab	4
Fine Arts elective	3
Social Science elective (History)	3
Humanities elective (Philosophy or Foreign Language)	3-4
Behavioral Science elective (Psychology or Sociology)	3
Social Science elective (Economics)	3

MAJOR REQUIREMENTS (34 CREDITS)

CAD 133 CAD Mechanical AUTOCAD	3
CSC 103 Computer Concepts and Applications/Lab	4
MAT 186 Pre-Calculus	4
MAT 201 Statistics	3
PHY 114 Mechanics/Lab	4
PHY 115 Heat, Light and Sound/Lab	4
Directed electives*	12

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
CAD 133 CAD Mechanical AUTOCAD	3
CSC 103 Computer Concepts and Applications/Lab	4
MAT 172 College Algebra	3
Fine Arts elective	3
Social Science elective (History)	3
SEMESTER 2	
CHE 121 General Chemistry I/Lab	4
PHY 114 Mechanics /Lab	4
COM 173 Public Speaking	3
MAT 186 Pre-Calculus	4
ENG 102 Literature and Composition	3
SEMESTER 3	
PHY 115 Heat, Light and Sound/Lab	4
MAT 201 Statistics	3
Directed elective	3
Humanities elective (Philosophy or Foreign Language)	3-4
Behavioral Science elective (Psychology or Sociology)	3
SEMESTER 4	
CAD 204 3-D Architectural AUTOCAD	3
Social Science elective (Economics)	3
Directed electives*	9

* Directed electives - These are courses chosen in either the Math, Science, Technical or Business areas which are required in a student's chosen field of study at CCSU. (See Pathway Coordinator for details.)

ENGLISH AS A SECOND LANGUAGE

English as a Second Language Certificate Program

This certificate program provides students whose native language is not English with intensive instruction in English language skills. The curriculum includes general college courses in composition, literature, and speech, as well as ESL. Successful completion of the program represents an advanced level of English language competency. Students must earn the grade of C or better in all courses required for the certificate (ESL 142, ESL 152 and ESL 192 may also be used as Humanities/Liberal Arts elective credit in certain programs. See "Definition of electives" for details.)

REQUIREMENTS FOR THE CERTIFICATE (19 CREDITS)

	Credits
ESL 152 Reading & Writing V	6
ESL 192 ESL Advanced Writing Workshop*	4
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3

* Students who place at the ESL 192 level when entering the college may substitute American history, American government, American literature or any other course devoted to American culture or heritage for ESL 152.

EXERCISE SCIENCE

Exercise Science A.S. Transfer Program

The Exercise Science program is designed to provide fundamental and theoretical knowledge as well as practical skills necessary to assume the role of a personal trainer, strength and conditioning coach, or health fitness professional. With an emphasis on exercise science and health, the program integrates cutting edge research with fundamental theories of learning and basic clinical skills. Students will be prepared for a career in health fitness and will receive an educational background that will provide opportunities for further education leading to careers in exercise physiology and allied health. Successful completion of the program leads to the Associates in Science Degree and prepares the student to sit for National Certification Exams.

PROGRAM OUTCOMES:

To provide quality instruction that prepares highly qualified entry level Health Fitness Professionals who:

1. Demonstrate an understanding of basic human anatomy and physiology and the impacts of exercise stressors on such structures and systems.
2. Demonstrate entry level knowledge and skills necessary for safe and appropriate health screenings and appraisals.
3. Display sound knowledge and clinical skills needed for exercise testing and prescription with a variety of populations.
4. Practice sound, prudent, and ethical duties necessary in the health fitness profession.
5. Develop leadership, interpersonal, and communication skills necessary to be an effective professional in this career path.
6. Effect continuous improvement of the profession by actively pursuing career development and maintenance of certifications.

REQUIREMENTS FOR THE A.S. DEGREE (65 CREDITS)

COLLEGE CORE REQUIREMENTS (29 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
MAT 136 Intermediate Algebra or higher	3-4
CSA 105 Introduction to Software Applications	3
BIO 211 Anatomy and Physiology I	4
PSY 111 General Psychology I **OR**	
SOC 101 Principles of Sociology	3
ECN* Economics elective	3
IDS* Humanities elective	3

MAJOR REQUIREMENTS (36 CREDITS)

HPE 105 Introduction to Fitness and Training	3
HPE 232 First Aid and Sports Injuries	2
HPE 241 Exercise Physiology with Lab	4
HPE 243 Kinesiology with Lab	4
HPE 245 Programming and Prescription I	4
HPE 246 Programming and Prescription II	3
HPE 247 Aspects of Strngth and Conditioning	3
HPE 295 Field Practice with Seminar	3
BIO 111 Introduction to Nutrition	3
BIO 212 Anatomy and Physiology II	4
BMK 201 Principles of Marketing	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
CSA 105 Introduction o Application Software*	3
BIO 211 Anatomy and Physiology I**	4
HPE 105 Introduction to Fitness	3
MAT 136 Intermediate Algebra*(level 100 or higher)*	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
PSY 111 General Psychology I **OR**	
SOC 101 Principles of Sociology	3
BIO 212 Anatomy and Physiology II	4
HPE 232 First Aid and Sport Injury***	2
ECN* Economics elective	3
SEMESTER 3	
HPE 241 Exercise Physiology	4
HPE 245 Programming and Prescription I	4
IDS* Humanities elective	3
BIO 111 Nutrition	3
COM 173 Public Speaking	3
SEMESTER 4	
HPE 243 Kinesiology	4
HPE 246 Programming and Prescription II	3
HPE 247 Aspects of Strength and Conditioning	3
HPE 295 Field Practice with Seminar	3
BMK 201 Principles of Marketing	3

* Computer proficiency may be demonstrated through a designated college examination.

** BIO 211 has a prerequisite of high school chemistry or CHE 111 Concepts of Chemistry or BIO 105 Introduction to Biology.

***It is required that all students obtain American Red Cross or American Heart Association CPR/AED for the Professional Rescuer at their own cost. The college will not provide this service. Students are expected to maintain appropriate certification during their course of study and internship experiences.

FOREIGN LANGUAGES

Advisement Sequence in the Liberal Arts and Sciences A.A. Transfer Program

This curriculum prepares students to major in a modern foreign language upon transfer to a four-year college. It has been designed to offer the necessary foundation in foreign languages as well as providing a strong liberal arts background. The study of a modern foreign language as well as the culture and literature of its speakers gives students an opportunity to think and see things from a broad perspective. Course offerings in this program are transferable to four-year institutions. Students should work closely with their advisor to determine specific requirements of transfer institutions.

REQUIREMENTS FOR THE A.A. DEGREE (61-63 CREDITS)

COLLEGE CORE REQUIREMENTS (37 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Composition	3
COM 173 Public Speaking	3
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
PSY 111 General Psychology	3
MAT 136 Intermediate Algebra or Higher	4
CSA 105 Intro to Software Applications	3
Science elective	3
Humanities electives	3
IDS 210 Humanities: Creative Voice	3
Social Science electives	6
MAJOR REQUIREMENTS	
Sequential study in the same foreign language and the culture and literature of its speakers	18-20
ELECTIVES	
Liberal Arts and Sciences electives	6

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
PSY 111 General Psychology	3
CSA 105 Intro to Software Applications	3
Foreign Language elective	3-4
Science elective	3
SEMESTER 2	
ENG 102 Composition	3
MAT 136 Intermediate Algebra or Higher	4
Foreign Language elective	3-4
Science elective	3
Social Science elective	3
SEMESTER 3	
COM 173 Public Speaking	3
Foreign Language electives	6
Social Science electives	3
Humanities electives	3
SEMESTER 4	
Liberal Arts electives	6
Foreign Language electives	6
IDS 210 Humanities: Creative Voice	3

INSURANCE AND FINANCIAL SERVICES

A.S. DEGREE

MISSION STATEMENT

In recognizing the ever-increasing importance, complexity and global nature of financial decision-making, the overriding goal is to foster superior development for students seeking, or currently in, finance careers and to provide exceptional pedagogy for transfer to four-year institutions.

PROGRAM DESCRIPTION

The Insurance and Financial Services curriculum covers the areas of corporate finance, banking, insurance, and investments. It is designed to provide an integrated view of theoretical and practical aspects of these fields for those preparing for or currently pursuing careers in such disciplines as banking, insurance sales and underwriting, corporate finance, brokerage, foreign trade, lending/credit management, insurance, personal finance, investments, and portfolio management. Students also take foundational courses in related business disciplines. Completion of the program leads to the Associate in Science degree.

PROGRAM OUTCOMES

1. Understand the goals and objectives of insurance and financial services management.
2. Possess a firm understanding of the critical impact of the finance and risk management functions on all aspects of the performance of the organization.
3. Demonstrate mastery of market dynamics of the securities business and how macroeconomics affect those markets and the valuation process.
4. Have a strong understanding of banking and fiscal systems and the regulatory environment which affects and is affected by monetary or world events.
5. Understand fundamental and necessary financial concepts such as time value of money, cost of capital, and risk as they relate to long term investment evaluation or risk management.
6. Be equipped to apply basic analytical techniques for financial problem solving and decision-making.
7. Appreciate (a) the purpose of ratio analysis of financial data in assessing business performance, (b) the importance and techniques of financial forecasting, and (c) the effects of management's use of leverage on the firm's results.
8. Learn the function of working capital policy and how it is formulated for efficient allocation of business resources in the short term.
9. Study the attributes of the major, long term investment financing vehicles such as equities, debt, and lease financing and the processes used to access them in the capital markets, and dividend policy with shareholder value maximization considerations.
10. Evaluate strategies for external growth through mergers and the ever-increasing importance of worldwide forces that impact the financial manager and decision-making.
11. Demonstrate a basic understanding of life, health, property, and casualty insurance in business .
12. Use technology to access, use and present credible information from various sources such as financial statements, annual reports, publications and Internet sites.
13. Use critical thinking and quantitative skills to diagnose and solve business problems.
14. Identify legal, ethical and financial consequences of decisions to an organization.
15. Organize ideas and communicate using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.
16. Understand and value the differences in people in order to interact with culturally diverse individuals in a team setting domestically and globally.

REQUIREMENTS FOR THE INSURANCE AND FINANCIAL SERVICES A.S. DEGREE (62-63 CREDITS)

COLLEGE CORE REQUIREMENTS (32-33 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
BBG 114 Business Applications Software	4
BBG 210 Business Communication	3
COM 173 Public Speaking	3
MAT 136 Intermediate Algebra *(students who test higher may take a higher math course other than Statistics to satisfy this requirement)*	3 – 4
MAT 201 Statistics	3
ECN 101 Principles of Macroeconomics	3
Science elective (with lab; biology, chemistry, physics)	4
Humanities elective (must be IDS 210 Creative Voice or IDS 230 Great Books)	3

MAJOR REQUIREMENTS (30 CREDITS)

BFN 201 Principles of Finance	3
BMG 202 Principles of Management	3
BMK 201 Principles of Marketing	3
BBG 231 Business Law I	3
ACC 113 Principles of Financial Accounting	3
ACC 117 Principles of Managerial Accounting	3
BFN 125 Principles of Banking **OR**	
BFN 126 Principles of Insurance	3
BFN 203 Fundamentals of Investments	3
BFN 211 Money and Banking	3
BBG 296 Cooperative Education (with permission of the coordinator) or Business elective	3

RECOMMENDED SEQUENCE OF STUDY

SEMESTER 1

	Credits
ENG 101 Composition	3
MAT 136 Intermediate Algebra (or higher math course)	3-4
BBG 114 Business Applications Software	4
Science elective	4

SEMESTER 2

ENG 102 Literature and Composition	3
ACC 113 Principles of Financial Accounting	3
ECN 101 Principles of Macroeconomics	3
BMG 202 Principles of Management	3
BBG 231 Business Law I	3

SEMESTER 3

BBG 210 Business Communication	3
COM 173 Public Speaking	3
BMK 201 Principles of Marketing	3
BFN 201 Principles of Finance	3
BFN 211 Money and Banking	3

SEMESTER 4

BBG 240 Business Ethics	3
BFN 203 Investment Principles	3
BFN 213 Banking and Capital Markets	3
BBG 295 Cooperative Education or Business elective	3
Humanities elective (IDS 210 or IDS 230)	3

GENERAL STUDIES

General Studies A.S. Program

The General Studies curriculum is designed for students who wish to graduate with a well-balanced general education. It also allows students who have not yet decided on an area of concentration to explore and enrich themselves before specialization. It is an appropriate choice for students who wish to increase their knowledge or skills to qualify for other curricula while pursuing a wide range of interests.

General Studies students should coordinate with a particular program in a baccalaureate institution if transfer is desired. The requirements of senior institutions determine the transferability of credit.

REQUIREMENTS FOR THE A.S. DEGREE (60 CREDITS)

COLLEGE CORE REQUIREMENTS (33-38 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
Computer course (100 level or higher)	3
Mathematics elective* (100 level or higher)	3-4
Science elective*	3-4
Mathematics or Science elective*	3-4
Humanities elective*	6-8
Social Science electives*	6

OPEN ELECTIVES (22-27 CREDITS)

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
Humanities elective*	3-4
Mathematics elective*(100 level or higher)	3-4
Social Science elective*	3
Open electives*	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
Social Science elective*	3
Science elective*	3-4
Open electives*	3-4
SEMESTER 3	
COM 173 Public Speaking	3
Computer course (100 level or higher)	3
Humanities elective*	3-4
Mathematics or Science elective*	3-4
Open electives*	0-4
SEMESTER 4	
Open electives**	15

*One of the three courses in science, humanities, or social sciences must be an interdisciplinary course.

**Cooperative Education Work Experience (GEN 299) may be substituted for a maximum of 6 credits in the open elective category.

GRAPHIC DESIGN

(See Art and Design)

HONORS

Honors in Liberal Arts A.A. Transfer Program

The Honors Program offers outstanding students the opportunity to pursue a challenging and rigorous program at an affordable price. Students who qualify for the program will be engaged broadly in a comprehensive core curriculum and deeply in Honors Seminars.

Students eligible for the Honors Program are high school graduates who have completed college preparatory courses with a 3.5 average; students currently enrolled at NCC who have successfully completed 6 credits in Liberal Arts courses with a 3.5 GPA; and, following evaluation by the Honors Advisor, other qualified students recommended by high school teachers, principals and counselors. Interested students should meet with the Honors Advisor for information regarding the Honors Program.

REQUIREMENTS FOR THE A.A. DEGREE (65 CREDITS)

HONORS CORE (44-45 CREDITS)

Believing strongly that the truly educated citizen should have a comprehensive introduction to the world's knowledge, the Honors faculty identified 11 topic areas of vital concern to the Honors student. In each topic area, the student will choose from a specified list of courses fulfilling that topic's requirements. The requirement in Language and Logic, for example, would be satisfied by a course in a foreign language, a computer language or logic.

A list of courses associated with each topic area is available from the Coordinator of the Honors Program. Call Dr. Catherine A. Milton (203) 857-7224.

	Credits
English 101-102	6
American Studies	3
Western Culture	3
Non-Western Culture (International)	3
Natural Sciences	8
Mathematics (MAT 100 or higher)	3-4
Language and Logic	3
Behavior in Society	3
The Arts	3
Perspective in Values	3
Public Speaking (COM 173)	3
Computer Literacy*	3

*May be waived with the permission of the Honors Coordinator.

INTERDISCIPLINARY STUDIES REQUIREMENT (3 CREDITS)

One Interdisciplinary (IDS) core course must be taken from one of these areas: social science, humanities or science.

HONORS PROGRAM SEMINARS (12 CREDITS)

While the topics, content and teaching methods will differ from year to year, all seminars will place heavy emphasis on the student's participation and research, on the interrelation of knowledge across disciplines, on the methods used to seek truth and test theory and on the need for forming insightful questions rather than accepting easy answers. Within the seminar setting, students will realize the importance of developing personal vision for evaluating behavior and its consequences.

Students in the program must take four 3-credit seminars to be offered on a rotational basis from the following disciplines:

Social and Behavioral Sciences

English/Humanities

Science/Mathematics

History/Economics

LIBERAL ARTS AND SCIENCES ELECTIVES (6 CREDITS)

Students may fulfill this requirement by taking any Liberal Arts course offered by the college. Other options are 3- and 4-credit college Honors Seminars.

Together with a faculty advisor, students may also plan courses of independent study built around their own interests. They may also opt for study abroad through the College Consortium for International Studies. Course choices should reflect not only the student's wishes and needs but should also meet the requirements of the college to which the student plans to transfer.

HOSPITALITY MANAGEMENT AND CULINARY ARTS

Overview

The offerings of the Hospitality Management and Culinary Arts Programs prepare students for careers in the food and hospitality industry by providing unparalleled college-level professional education and training. Students pursue associate degrees in hotel/motel management or restaurant/foodservice management or a certificate in culinary arts. Students learn the theory, principles and applied skills necessary for success in the dynamic and growing food and hospitality industry. The college's location in the metropolitan New York region benefits students by exposing them to a sophisticated, international customer base and standards of excellence that have built the many world-class restaurants and hotels in the area. Approval of the program director is necessary for admission to the program's degree and certificate offerings.

* The college offers English as a Second Language and developmental courses to assist students in meeting entry-level standards for program courses.

Hotel/Motel Management A.S. Career Program

The Hotel/Motel Management curriculum is designed for the individual seeking professional knowledge, skills and techniques required of personnel primarily concerned with the management of a hotel or lodging facility. Graduates typically work in various lead, supervisory, assistant manager, management trainee, and/or management roles. As they gain experience, they often find their educational background and the attainment of a college degree makes them attractive candidates for increasing responsibilities, promotion, and enhanced earning potential. Should graduates wish to pursue a baccalaureate degree in the hospitality field or business, other institutions recognize credits earned in the program.

PROGRAM OUTCOMES

The Hotel/Motel Management degree enables students to:

1. Implement methods, processes and techniques involved in operating a hotel in today's complex economy;
2. Identify and interpret financial and economic trends and how they impact hotels and opportunities for innovation;
3. Plan, organize, coordinate, lead and control activities, projects, budgets and staff in hotel operations such as concierge, front desk, financial, facilities management, sales and marketing food and beverage and housekeeping;
4. Communicate accurately and effectively with subordinates, peers, supervisors, suppliers, customers and industry professionals;
5. Build skills in taking initiative, problem solving, teamwork, motivation of self and others and handling job stress;
6. Master skills in customer service and the practices required for customer relationship management.
7. Use computers and systems to enhance productivity and overall operational performance and business success;
8. Specify purchasing requirements for efficient and effective layouts and workflows in hotels;
9. Comply with laws and regulations governing human resources, health, safety and environment and industry practices.
10. Adapt to necessary cultural, economic and social demands placed on the industry;
11. Relate general education courses to the practical needs of hospitality management;
12. Broaden career choices and build a marketable portfolio to present to employers or lenders, especially for management and ownership positions.

Hotel/Motel Management A.S. Career Program (continued)

REQUIREMENTS FOR THE A.S. DEGREE (67-68 CREDITS)

COLLEGE CORE REQUIREMENTS (28 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
MAT 121 Applications for Business and Other Careers **	3
BBG 114 Business Applications Software	4
BIO 112 Applied Nutrition	3
Social Science Elective*	3
Humanities Elective*	3
Liberal Arts elective*	3

MAJOR REQUIREMENTS (39-40 CREDITS)

HSP 100 Introduction to the Hospitality Industry	3
HSP 101 Principles of Food Preparation	3
HSP 102 Food Production and Purchasing **OR**	4
HSP 296 Cooperative Work Experience	3
HSP 108 Sanitation and Safety	3
HSP 135 Service Management	3
HSP 231Hospitality Law	3
HSP 237 Hospitality Marketing	3
HSP 241 Principles of Travel and Tourism	3
HSP 242 Hotel Management	3
ACC 113 Principles of Financial Accounting	3
ACC 117 Principles of Managerial Accounting	3
BBG 210 Business Communication	3
BMG 220 Human Resources Management	3

* One elective must be an Interdisciplinary (IDS) course.

** MAT 121 or higher level

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG101 Composition	3
HSP100 Introduction to the Hospitality Industry	3
HSP101 Principles of Food Preparation	3
HSP108 Sanitation and Safety	3
HSP135 Service Management	3
SEMESTER 2	
BBG114 Business Application Software	4
BIO112 Applied Nutrition	3
ENG102 Literature and Composition	3
HSP102 Food Production and Purchasing **OR**	4
HSP 296 Cooperative Work Experience	3
MAT121 Applications for Business and Other Careers	3
Liberal Arts elective*	3
SEMESTER 3	
ACC113 Principles of Financial Accounting	3
BBG210 Business Communications	3
HSP237 Hospitality Marketing	3
HSP241 Principles of Travel and Tourism	3
COM173 Public Speaking	3
Social Science Elective*	3
SEMESTER 4	
ACC117 Principles of Managerial Accounting	3
BMG220 Human Resources Management	3
HSP231 Hospitality Law	3
HSP242 Hotel Management	3
Humanities Elective*	3

Restaurant/Foodservice Management A.S. Career Program

This curriculum is designed to provide the necessary professional knowledge, skill and techniques for careers in foodservice management. Graduates typically gain employment in a variety of management roles. As they gain experience, they often find their educational background and the attainment of a college degree makes them attractive candidates for increasing responsibilities, promotion, and enhanced earning potential. Should graduates wish to pursue a baccalaureate degree in the hospitality field or business, other institutions recognize credits earned in the program.

PROGRAM OUTCOMES

The Restaurant/Foodservice Management degree enables students to:

1. Implement methods, processes and techniques involved in operating a restaurant business in today's complex economy;
2. Identify and interpret financial and economic trends and how they impact the foodservice and opportunities for innovation;
3. Plan, organize, coordinate, lead and control activities, projects, budgets and staff;
4. Communicate accurately and effectively with subordinates, peers, supervisors, suppliers, customers and industry professionals;
5. Develop skills in food preparation, inventory control, kitchen organization, taking initiative, problem solving, teamwork, motivation of self and others, and handling job stress;
6. Master skills in customer service and the practices required for customer relationship management.
7. Use computers and systems to enhance productivity and overall operational performance and business success;
8. Specify purchasing requirements for efficient and effective layouts and workflows in commercial kitchens and dining rooms;
9. Comply with laws and regulations governing human resources, health, safety and environment, and industry practices.
10. Adapt to necessary cultural, economic and social demands placed on the foodservice industry;
11. Relate general education courses to the practical needs of foodservice management;
12. Broaden career choices and build a marketable portfolio to present to potential employers or lenders, especially for management and ownership positions.

REQUIREMENTS FOR THE A.S. DEGREE (69 CREDITS)

COLLEGE CORE REQUIREMENTS (28 CREDITS)

	Credits
ENG101Composition	3
ENG102 Literature and Composition	3
COM173 Public Speaking	3
MAT121 Applications for Business and Other Careers	3
BBG114 Business Applications Software	4
BIO112 Applied Nutrition	3
Social Science Elective*	3
Humanities Elective*	3
COM172 Interpersonal Communications **OR** Liberal Arts elective*	3

MAJOR REQUIREMENTS (41 CREDITS)

HSP100 Introduction to the Hospitality Industry	3
HSP101 Principles of Food Preparation	3
HSP102 Food Production and Purchasing	4
HSP108 Sanitation and Safety	3
HSP135 Service Management	3
HSP201 International Foods	4
HSP202 Catering and Event Management **OR**	3
HSP296 Cooperative Work Experience	3
HSP231 Hospitality Law	3
HSP237 Hospitality Marketing	3
ACC113 Principles of Financial Accounting	3
ACC117 Principles of Managerial Accounting	3
BBG210 Business Communication	3
BMG220 Human Resources Management	3
Total	41

* One elective must be an Interdisciplinary (IDS) course

** MAT 121 or higher level

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG101 Composition	3
HSP100 Introduction to the Hospitality Industry	3
HSP101 Principles of Food Preparation	3
HSP108 Sanitation and Safety	3
HSP135 Service Management	3
SEMESTER 2	
BBG114 Business Application Software	4
BIO112 Applied Nutrition	3
ENG102 Literature and Composition	3
HSP102 Food Production and Purchasing	4
MAT121 Applications for Business and Other Careers	3
Liberal Arts elective*	
SEMESTER 3	
ACC113 Principles of Financial Accounting	3
BBG210 Business Communications	3
HSP201 International Foods	4
HSP237 Hospitality Marketing	3
COM173 Public Speaking	3
Social Science Elective*	3
SEMESTER 4	
ACC117 Principles of Managerial Accounting	3
BBG210 Business Communication	3
HSP202 Catering and Event Management **OR**	3
HSP296 Cooperative Work Experience	3
HSP231 Hospitality Law	3
Humanities Elective*	3

Culinary Arts Certificate Program

Culinary Arts prepares students for employment in commercial and non commercial food operations. It is intended for new entrants, professional advancement and persons seeking re-entry in the industry as well as retraining for a new career. Graduates typically work in a variety of cook, chef and management positions. Most courses in the certificate program are also required for the hospitality management degrees programs.

PROGRAM OUTCOMES

The Culinary Arts Certificate program enables students to:

1. Practice the technical skills used in food preparation and service;
2. Apply the principles of food identification, food utilization, menu writing, recipe creation;
3. Acquire basic supervisory skills for effective use of people and resources in foodservice operations;
4. Becomes proficient in the proper use and maintenance of professional foodservice equipment;
5. Identify efficient and effective layouts and workflows for professional kitchens and dining rooms;
6. Explain the history, evolution and international diversity of food products, recipes and menus;
7. Develop the professionalism necessary for working successfully with subordinates, peers, supervisors, suppliers, customers and indusctry professionals.
8. Build academic skills and acquire a global perspective in general education related to food preparation and service.
9. Apply nutrition, sustainable and practical culinary principles in preparation for the contemporary job market.

REQUIREMENTS FOR THE CERTIFICATE
(30 CREDITS - RECOMMENDED SEQUENCE OF STUDY)

	Credits
FIRST SEMESTER	
HSP101 Principles of Food Preparation	3
HSP108 Sanitation and Safety	3
HSP113 Baking and Pastry Arts	3
HSP102 Food Production and Purchasing	3
SECOND SEMESTER	
BIO112 Applied Nutrition	3
HSP202 Catering and Event Management	3
HSP201 International Foods	3
HSP203 Advanced Baking and Pastry Arts	3
HSP296 Cooperative Work Experience	3

HUMAN SERVICES

Human Services A.S. Program

Career Option

The Human Services Program, Career Option, is designed to prepare qualified students for a wide variety of entry-level employment positions in the Human Services field and to thereby improve the quality of life for all of society. Individuals with an A.S. degree may be employed as case management aides, human services workers, residential managers, special education teacher aides, mental health aides, and social service technicians. The theory and practice skills needed to work in these areas are emphasized as well as hands-on experience and community networking. Students interested in the Human Services curriculum are required to arrange an appointment with the coordinator prior to enrolling in the program.

Most of the Human Service courses must be taken in sequence. Field experience, utilizing nearby community agencies, is planned as an integral part of the second, third and fourth semesters. Opportunities for this experience are provided in a variety of community service agencies and students are expected to devote six hours a week to field placement in each semester.

Field placements are assigned by the coordinator of the program. The students should be available to do a substantial portion of their field work experience weekdays between 9 am and 5 pm, although some limited evening and weekend hours may be available.

A participant may be counseled out of the program if, in the judgment of the program staff, the individual is not temperamentally, emotionally or intellectually equipped to work effectively and sensitively in a human services capacity.

PROGRAM OUTCOMES

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

1. Demonstrate an awareness of the realities of employment or continued study in the field of Human Services;

2. Demonstrate an awareness of the variety of agencies and services to specific target groups of people needing assistance;

3. Understand the structure and purpose of various community agencies;

4. Develop self-awareness, use problem-solving skills, and develop supportive positive relationships with clients;

5. Develop an understanding of the issues of confidentiality and the client's right to self-determination.

REQUIREMENTS FOR THE A.S. DEGREE (60-62 CREDITS)

COLLEGE CORE REQUIREMENTS (27-29 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	
PSY 111 General Psychology I	3
SOC 101 Principles of Sociology	3
MAT 100 (or higher)	3-4
Computer elective (100 level or higher)	3
Political Science or History elective	3
Science or Humanities elective*	3-4

MAJOR REQUIREMENTS (33 CREDITS)

HSE 101 Introduction to Human Services	3
HSE 201 Methods of Interviewing and Communication Skills	3
HSE 215 Crisis Intervention	3
HSE 216 Family Dynamics and Intervention	3
HSE 281 Human Services Field Work I	3
HSE 282 Human Services Field Work II	3
HSE 283 Human Services Field Work III	3
PSY 105 Group Dynamics	3
PSY 208 Psychology of Adult Development and Aging **OR** SOC 114 Sociology of Aging **OR** HSE 134 Introduction to Mental Health Systems **OR** HSE 235 Professional & Ethical Issues in Human Services	3
PSY 245 Abnormal Psychology or Psychology elective	3
SOC 104 Sociology of the Family **OR** SOC 220 Racial and Ethnic Diversity **OR** SOC 225 Death and Dying	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
PSY 111 General Psychology I	3
Computer elective (100 level or higher)	3
HSE 101 Introduction to Human Services	3
SOC 101 Principles of Sociology	3
SEMESTER 2	
HSE 281 Human Services Field Work I	3
HSE 201 Methods of Interviewing and Communication Skills	3
ENG 102 Literature and Composition	3
MAT 100 (or higher)	3-4
Choose one of the following:	
PSY 208 Psychology of Adult Development and Aging **OR** SOC 114 Sociology of Aging **OR** HSE 134 Introduction to Mental Health Systems **OR** HSE 235 Professional and Ethical Issues in Human Services	3
SEMESTER 3	
COM 173 Public Speaking	3
HSE 282 Human Services Field Work II	3
HSE 216 Family Dynamics and Intervention	3
HSE 215 Crisis Intervention	3
PSY 105 Group Dynamics	3
SEMESTER 4	
PSY 245 Abnormal Psychology or Psychology elective	3
Political Science or History elective	3
HSE 283 Human Services Field Work III	3
SOC 104 Sociology of the Family **OR** SOC 220 Racial and Ethnic Diversity **OR** SOC 225 Death and Dying	3
Science or Humanities elective*	3-4

* One of these courses must be an Interdisciplinary (IDS) course to fulfill Core Curriculum requirements.

Human Services Program

Transfer Option

The Human Services Program, transfer option, is designed to provide a comprehensive two-year undergraduate education while exposing students to the broad and diverse field of human services. The goal of the program is to improve the quality of life for all of society. The A.S. degree curriculum provides a general background for work with special populations, children, families and adults. Most professions in human services require academic work beyond the A.S. degree level for continuing professional work and advancement. Instruction is cross-disciplinary and is designed for maximum transferability for those wishing to continue their studies. Students interested in the Human Services curriculum are required to arrange an appointment with the NCC coordinator prior to enrolling in the program.

Most of the Human Services courses must be taken in sequence. Field experience, utilizing nearby community agencies, is planned as an integral part of the third and fourth semesters. Opportunities for this experience are provided in a variety of community service agencies and students are expected to devote six hours a week to field placement in both semesters.

Field placements are assigned by the coordinator of the program. The students should be available to do their field work experience sometime between 9:00 AM and 5:00 PM, Monday-Friday, as most social service agencies are closed evenings and weekends. However, there are a limited number of agencies that can accommodate a student in the evening and on weekends.

A participant may be counseled out of the program if, in the judgment of the program staff, the individual is not temperamentally, emotionally or intellectually equipped to work effectively and sensitively in a human services capacity.

PROGRAM OUTCOMES

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

1. Demonstrate an awareness of the realities of employment or continued study in the field of Human Services;
2. Demonstrate an awareness of the variety of agencies and services to specific target groups of people needing assistance;
3. Understand the structure and purpose of various community agencies;
4. Develop self-awareness, use problem-solving skills, and develop supportive positive relationships with clients;
5. Develop an understanding of the issues of confidentiality and the client's right to self-determination;
6. Develop critical thinking skills within the context of professional human services practice to solve problems, to apply learning and reasoning strategies, and to acquire and utilize information.

REQUIREMENTS FOR THE A.S. DEGREE (63-67 CREDITS)

COLLEGE CORE REQUIREMENTS (36-40 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
PSY 111 General Psychology 1	3
MAT 136 (or higher)	3-4
Computer elective (100 level or higher)*	3
Foreign Language**	6-8
COM 173 Public Speaking	3
Political Science **OR**History elective	3
Anthropology **OR** Sociology elective	3
Liberal Arts elective***	3
Science elective***	3-4

MAJOR REQUIREMENTS (24 CREDITS)

HSE 111 Introduction to Human Services	3
HSE 201 Methods of Interviewing and Communication Skills	3
PSY 105 Group Dynamics	3
SOC 101 Principles of Sociology	3
HSE 281 Human Services Field Work I	3
HSE 282 Human Services Field Work II	3
HSE 216 Family Dynamics and Intervention	3
HSE 215 Crisis Intervention	3

ELECTIVES (3 CREDITS)

Open General elective	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 136 (or higher)	3-4
HSE 111 Introduction to Human Services	3
PSY 111 General Psychology I	3
Foreign Language	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
PSY 105 Group Dynamics	3
HSE 201 Methods of Interviewing and Communication Skills	3
SOC 101 Principles of Sociology	3
Computer elective (100 level or higher)*	3
Foreign Language	3-4
SEMESTER 3	
HSE 281 Human Services Field Work I	3
COM 173 Public Speaking	3
HSE 215 Crisis Intervention	3
Anthropology **OR** Sociology elective	3
Science elective**	3-4
SEMESTER 4	
Open General elective	3
HSE 282 Human Services Field Work II	3
HSE 216 Family Dynamics and Intervention	3
Political Science **OR** History elective	3
Liberal Arts elective**	3

* Computer proficiency may be demonstrated through a designated college examination and a Liberal Arts course substituted.

** One of these must be an Interdisciplinary (IDS) course to fulfill Core Curriculum requirements. This may be selected from Humanities, Science, or Social/Behavioral Science areas.

GERONTOLOGY

Certificate Program

The Gerontology Certificate Program is designed for persons who seek short-term academic and in-service professional development, and for those with experience working with senior citizens or who have an academic degree in a related area.

Students working toward a certificate in gerontology should consult with an advisor or counselor before planning the total program.

PROGRAM OUTCOMES

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

1. Comprehend the physiological, psychological and socioeconomic factors relating to the aging process;
2. Demonstrate the ability to comprehend the needs of an elderly person and identify sources of assistance to meet those needs;
3. Demonstrate the ability to identify the need for advocacy for the elderly and sources of assistance;
4. Identify factors necessary for successful aging;
5. Demonstrate interpersonal and communication skills necessary to work in a healthcare or community-based setting serving an elderly population.

REQUIREMENTS FOR THE CERTIFICATE (30 CREDITS)

RECOMMENDED SEQUENCE OF STUDY

SEMESTER 1

	Credits
ENG 101 Composition	3
PSY 111 General Psychology 1	3
HSE 111 Introduction to Human Services	3
SOC 114 Sociology of Aging	3
SOC 225 Death and Dying	3

SEMESTER 2

PSY 208 Psychology of Adult Development and Aging	3
HSE 201 Methods of Interviewing and Communication	3
HSE 207 Gerocounseling	
HSE 176 Geriatric Social and Legal Systems	3
HSE 281 Human Services Field Work I	3

MENTAL HEALTH

Certificate Program

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

REQUIREMENTS FOR THE CERTIFICATE (29 CREDITS) RECOMMENDED SEQUENCE OF STUDY

SEMESTER 1

	Credits
ENG 101 Composition	3
PSY 111 Introduction to Psychology	3
HSE 134 Introduction to Mental Health Systems	3
PSY 105 Group Dynamics	3

SEMESTER 2

HSE 201 Methods of Interviewing and Communication Skills	3
HSE 235 Professional and Ethical Issues in Human Services	3
PSY 245 Abnormal Psychology	3
HSE 216 Family Dynamics and Interventions	3
HSE 287 Practicum in Mental Health	5

Interior Design A.A.S. Career Program

The Interior Design program is designed to develop technical skills, creativity, and an understanding of all aspects of interior design. The graduates of the program will be qualified by education, experience, and examination to enhance the function and quality of interior spaces for the purpose of improving the quality of life, increasing productivity, and protecting the health, safety, and welfare of the public.

PROGRAM OUTCOMES:

1. Analyze client's needs, goals, and life safety requirements;
2. Integrate findings with knowledge of interior design;
3. Formulate preliminary design concepts that are aesthetic, appropriate, and functional, and in accordance with codes and standards;
4. Develop and present final design recommendations through appropriate presentation media;
5. Prepare working drawings and specifications for non-load bearing interior construction, reflected ceiling plans, lighting, interior detailing, materials, finishes, space planning, furnishings, fixtures, and equipment in compliance with universal accessibility guidelines and all applicable codes;
6. Collaborate with professional services of other licensed practitioners in the technical areas of mechanical, electrical and load-bearing design as required for regulatory approval;
7. Prepare and administer bids and contract documents as the client's agent;
8. Review and evaluate design solutions during implementation and upon completion;

Completion of the program leads to an Associate in Applied Science degree.

REQUIREMENTS FOR THE A.A.S. DEGREE (64-66 CREDITS)

COLLEGE CORE REQUIREMENTS (24-26 CREDITS

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
MAT 136 Intermediate Algebra (or higher level math)	3-4
ART 105 Architecture of the World	3
IDS Interdisciplinary elective	3
Social Science elective	3
Science elective	3-4

MAJOR REQUIREMENTS (40 CREDITS)

ART 111 Drawing I	3
ARC 105 Architectural Visualization	4
ARC 106 Building Technology	3
ARC 240 Environmental Systems	3
CAD 114 Architectural CADD	3
CAD 204 CAD 3D Architectural	3
IND 120 Materials, Textiles and Finishes	3
IND 121 Color and Lighting for Design	3
IND 101 Interior Design Studio I	4
IND 201 Interior Design Studio II - Residential	4
IND 202 Interior Design Studio III - Commercial	4
IND 298 Co-Op Education Work Experience,** **OR** 200 level IND, ART, ARC **OR** CADD course	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ART 111 Drawing I	3
ARC 105 Architectural Visualization*	4
ENG 101 Composition	3
CAD 114 Architectural CADD	3
MAT 136 Intermediate Algebra (or higher level math)	3-4
SEMESTER 2	
IND 101 Interior Design Studio I	4
IND 120 Materials, Textiles and Finishes	3
ENG 102 Literature and Composition	3
ARC 106 Building Technology	3
CAD 204 CAD 3D Architectural	3
SEMESTER 3	
IND 201 Interior Design Studio II - Residential	4
IND 121 Color and Lighting for Design	3
COM 173 Public Speaking	3
ARC 240 Environmental Systems	3
ART 105 Architecture of the World	3
SEMESTER 4	
IND 202 Interior Design Studio III - Commercial	4
IDS Interdisciplinary elective	3
Social Science elective	3
Science elective	3-4
IND 298 Co-Op Education Work Experience,** **OR** 200 level IND, ART, ARC **OR** CADD course	3

* ARC 105 Architectural Visualization has a required co-requisite: CAD 114. Permission of the instructor may be obtained with prior knowledge of CADD.

** IND 298 can be taken in any semester, including summer, after completing 30 credits of the program, of which at least 12 credits are ART/ARC/IND requirements, being in good academic standing, and the recommendation of the Program Coordinator.

LEGAL ASSISTANT

The degree and certificate programs, both approved by the American Bar Association, are designed to prepare students to serve as legal assistants in law offices, corporations, and public agencies. The Legal Assistant is a paraprofessional who, under the supervision of an attorney, performs specifically delegated substantive legal work that may ethically be performed by a non-lawyer. The terms legal assistant and paralegal are interchangeable.

Both the degree and certificate programs provide students with a general background in the major areas of law practiced in law offices, and train students to prepare the necessary documents involved, such as probate forms, title reviews, closing documents, pleadings and discovery proceedings, legal memoranda and corporate filings and minutes, thereby permitting an attorney to perform legal services more efficiently and economically.

Skillful use of the English language and a high level of verbal and written competence are essential for successful completion of the Legal assistant courses. Students must be eligible for ENG 101 to register in the Legal Assistant Program.

Approval of the Program Coordinator is necessary for admission to either Legal Assistant Program.

PROGRAM OUTCOMES

Upon successful completion of the degree or certificate program requirements, graduates will be able to:

1. Demonstrate reasoning and analytical skills in the application of legal concepts to the issues faced day to day in a law office;
2. Understand the ethical issues involved in working as a paraprofessional in the legal field;
3. Apply basic knowledge from social sciences, arts, literature, science and mathematics to understand and create solutions to the problems encountered in the legal field;
4. Acquire, organize and present information effectively orally and in writing;
5. Research legal issues, both in the traditional manner and through computer research, identifying applicable statutes, regulations and case law;
6. Demonstrate the writing skills necessary to work in a law office;
7. Gather information and interview clients and witnesses in a meaningful manner in support of the particular casework involved;
8. Understand and prepare real estate closing documents such as deeds, mortgages, settlement statements and title insurance binders;
9. Gather information and prepare estate inventories, inheritance tax forms or prepare court documents in divorce and other family law proceedings;
10. Understand the trial process and draft and answer complaints and other pleadings and discovery documents such as interrogatories and requests for production;
11. Understand the administrative process and how to interface with administrative agencies and respond to information requests by agencies and to prepare and file administrative claims;
12. Demonstrate an understanding of the various different business organizations and how to prepare the documents to establish, incorporate or organize them;
13. Know and understand the functions and benefits of membership in local and national paralegal associations;
14. Possess the eligibility requirements for taking the Certified Legal Assistant Examination (CLA), a private, non-mandatory certification offered by the National Association of Legal Assistants.
15. Display the ability to work in a law office and the traits and attitudes necessary for a successful career as a paralegal.

Legal Assistant A.S. Career Program

REQUIREMENTS FOR THE A.S. DEGREE (61-64 CREDITS)

COLLEGE CORE REQUIREMENTS (28-31 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
ENG 200 Advanced Composition **OR**	
BBG 210 Business Communications	3
COM 173 Public Speaking	3
Math elective (100 level or higher)	3-4
BBG 114 Business Applications Software	4
Political Science elective (POL 111 or POL 112)	3
Science elective (100 level or higher)**	3-4
Humanities elective**	3-4

MAJOR REQUIREMENTS (33 CREDITS)

ACC 113 Principles of Financial Accounting	3
BBG 231 Business Law I	3
BBG 232 Business Law II	
LGL 101 Introduction to Paralegalism,	3
LGL 102 Legal Research and Writing	3
LGL 104 Real Estate Practice	3
LGL 208 Litigation	3
LGL 209 Probate Practice And Estate Administration **OR**	
LGL 210 Family Law	3
LGL 211 Business Organization	3
LGL 216 Administrative Law	3
LGL 280 Internship*	3

ELECTIVES (3 CREDITS)

Open elective	3

* May be waived at the discretion of the coordinator for a student who enters the program working in a permanent position as a legal assistant and an elective substituted.

** At least one of the science or humanities electives is required to be an Interdisciplinary (IDS) course.

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
Math elective (100 level or higher)	3-4
BBG 231 Business Law I	3
ACC 113 Principles of Financial Accounting	3
LGL 101 Introduction to Paralegalism	3
SEMESTER 2	
ENG 102 Literature and Composition	3
BBG 232 Business Law II	3
BBG 114 Business Applications Software	3
LGL 102 Legal Research and Writing	3
LGL 104 Real Estate Practice	3
Political Science elective	3
SEMESTER 3	
COM 173 Public Speaking	3
LGL 209 Probate Practice And Estate Administration **OR**	
LGL 210 Family Law	3
LGL 208 Litigation	3
LGL 216 Administrative Law	3
Science elective	3-4
SEMESTER 4	
ENG 200 Advanced Composition **OR** BBG 210 Business Communications	3
LGL 211 Business Organization	3
LGL 280 Internship	3
Open elective	3
Humanities elective	3-4

Legal Assistant Certificate Program

The Certificate Program, approved by the American Bar Association, has been prepared for and is open only to those who have a bachelor's or an associate's degree with a minimum of eighteen (18) liberal arts credits. The program consists of the Legal Assistant courses and Business Law I and Business Law II.

REQUIREMENTS FOR THE CERTIFICATE (30 CREDITS)

	Credits
MAJOR COURSES	
BBG 231 Business Law I	3
BBG 232 Business Law II	3
LGL 101 Introduction to Paralegalism	3
LGL 102 Legal Research and Writing	3
LGL 104 Real Estate Practice	3
LGL 209 Probate Practice and Estate Administration or LGL 210 Family Law	3
LGL 208 Litigation	3
LGL 216 Administrative Law	3
LGL 211 Business Organizations	3
LGL 280 Internship*	3

* May be waived at the discretion of the coordinator for a student who enters the program working in a permanent position as a legal assistant and an elective substituted

LIBERAL ARTS AND SCIENCES

Liberal Arts and Sciences A.A. Transfer Program

This curriculum has been designed to provide a solid foundation in the liberal arts and sciences which prepares students for transfer to a four-year college and for study in a wide range of academic majors.

Students may select the basic curriculum, which offers the greatest flexibility for customization, or follow an advisement sequence in one of the programmatic areas listed below.

Fine Arts	page 57
Foreign Languages	page 88
Mathematics and Science	page 107
Psychology	page 115
Studio Art	page 58
Teaching Careers Pathway	page 121
Women's Studies	page 126

Students intending to transfer to a specific four-year institution must work closely with their faculty advisor and the Counseling Center. Some substitutions can be made to make possible the maximum number of transfer credits.

REQUIREMENTS FOR THE A.A. DEGREE (60-65 CREDITS)

COLLEGE CORE REQUIREMENTS (33-37 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
PSY 111 General Psychology I	3
MAT 136 Intermediate Algebra*	3-4
Computer elective (CSA/CSC/CST 100 or higher)	3
Foreign Language**	6-8
Humanities electives***	3
Science electives***	3-4

DIRECTED ELECTIVES (27-28 CREDITS)

Foreign Language continued or Liberal Arts electives (200 level)**	6
Science electives***	3-4
Humanities electives***	3
Social Science electives***	6
Liberal Arts electives***	9

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 136 Intermediate Algebra*	3-4
Foreign Language**	3-4
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
Computer elective (CSA/CSC/CST 100 or higher)	3
SEMESTER 2	
ENG 102 Literature and Composition	3
Foreign Language**	3-4
Science electives***	3-4
PSY 111 General Psychology I	3
Humanities elective***	3
SEMESTER 3	
COM 173 Public Speaking	3
Foreign Language continued **OR**	
Liberal Arts electives (200 level)**	3
Humanities electives***	3
Liberal Arts electives***	3
Social Science elective***	3
SEMESTER 4	
Liberal Arts electives**	6
Science electives***	3-4
Social Science elective***	3

* To meet the mathematics requirement for transfer to most four-year colleges, the student should take MAT 146 or MAT 201. (See your advisor.)

** Students with no college level credits in a foreign language must take a placement exam to register for any foreign language above the 101 level. Students passing the foreign language placement exam for 101 will receive credit for that course.

*** One Interdisciplinary (IDS) course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

MANAGEMENT

Management A.S. Career Program

The Management curriculum is designed to provide the student with knowledge, techniques and perspectives in the theory and practice of managing both private and public organizations. The program focuses on management theory and science and how they apply to managerial practices. It provides a comprehensive review of the management decision-making process and its compatibility with the various functions of management. Case analyses help students to understand how to consider using different approaches to solve management issues.

After the successful completion of this program, students will be better able to pursue new career options or further their present careers in the many facets of Business Management. Successful completion of this program leads to the Associate in Science degree.

PROGRAM OUTCOMES

1. Define management, and the four basic management functions.
2. Describe environments and components that exist within organizations.
3. Understand organizational culture and its applications.
4. Understand the managerial planning process and its implications.
5. Understand the SWOT analyses in formulating organizational strategy.
6. Understand the rational perspectives on decision-making.
7. Understand the behavioral nature of decision-making.
8. Understand the nature of entrepreneurship and its impact on society.
9. Identify the basic elements of organizations.
10. Understand those dynamics that influence organization design.
11. Understand the nature of organization change, including planned vs. reactive change.
12. Understand the implications of creativity and innovation on profit.
13. Understand how human resource management fits into the overall management process.
14. Understand individual attitudes in organizations and how they affect behavior and decision-making.
15. Understand the nature of motivation (Maslow's Need Hierarchy, Expectancy Theory, Reinforcement Perspectives on Motivation).
16. Understand what constitutes Leadership and how it influences organizational behavior.
17. Understand the basic forms of communication and their implications in the workplace.
18. Identify the different types of organizational groups and their characteristics.
19. Understand organizational interpersonal and inter-group conflict and how it is managed.
20. Understand the managerial control process.
21. Understand the necessity for Total Quality Management.

Management A.S. Career Program

REQUIREMENTS FOR THE A.S. DEGREE (64-67 CREDITS)

COLLEGE CORE REQUIREMENTS (28-31 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra **OR**	
MAT 121 Applications for Business & Other Careers	3-4
BBG 114 Business Applications Software	4
COM 173 Public Speaking	3
ENG 200 Advanced Composition **OR** BBG 210 Business Communication	3
Humanities elective*	3-4
Social Science elective*	3
Science elective*	3-4

MAJOR REQUIREMENTS

MANAGEMENT CORE (21 CREDITS)

ACC 113 Principles of Financial Accounting	3
ACC 117 Principles of Managerial Accounting **OR** BBG 232 Business Law II	3
BMK 201 Principles of Marketing	3
BBG 231 Business Law I	3
BFN 201 Principles of Finance	3
BMG 202 Principles of Management	3
BBG 240 Business Ethics	3
ECN 101 Principles of Macroeconomics	3

ADDITIONAL COURSES IN MANAGEMENT

BMG 220 Human Resources Management	3
BMG 210 Organizational Behavior	3
BBG 215 Global Business	3
Business elective**	3

*One of these must be an Interdisciplinary (IDS) course.

**Students may choose from ACC 117 Managerial Accounting, BBG 232 Business Law II, BES 218 Entrepreneurship, ECN 102 Principles of Microeconomics, BBG 295 Cooperative Work Experience or permission of program coordinator for alternative business course.

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 136 Intermediate Algebra **OR**	
MAT 121 Applications for Business & Other Careers	3-4
BBG 114 Business Applications Software	4
BMG 202 Principles of Management	3
Social Science elective	3
SEMESTER 2	
ENG 102 Literature and Composition	3
ACC 113 Principles of Financial Accounting	3
BMK 201 Principles of Marketing	3
BBG 231 Business Law I	3
Science elective	3-4
SEMESTER 3	
ENG 200 Advanced Composition **OR**	
BBG 210 Business Communication	3
BFN 201 Principles of Finance	3
ACC 117 Principles of Managerial Accounting **OR**	
BBG 232 Business Law II	3
BBG 240 Business Ethics	3
BMG 220 Human Resources Management	3
Humanities elective	3-4
SEMESTER 4	
BMG 218 Operations Management	3
BBG 215 Global Business	3
ECN 101 Principles of Macroeconomics	3
COM 173 Public Speaking	3
Business elective	3

MARKETING

Option in the Management A.S. Career Program

The marketing curriculum is designed to provide students with knowledge, techniques and perspectives in the theory and practice of marketing. Students will take foundation courses in related business disciplines as well as specialized courses in marketing. As a result of this program, students will be better able to further their education and careers in marketing.

PROGRAM OUTCOMES

Upon successful completion of the degree or certificate program requirements, graduates will be able to:

1. Understand the basic language and key concepts of marketing
2. Understand the role and importance of marketing in society and organizations
3. Understand the dynamic nature of marketing and become familiar with the strategic marketing planning process
4. Understand how to analyze, select alternatives, and recommend solutions to basic marketing problems
5. Understand value-driven and relationship marketing
6. Demonstrate advertising strategy, tactics and techniques, including media selection, ad preparation and market research methods
7. Apply and demonstrate the principles, methods and techniques of selling
8. Think critically and communicate effectively.
9. Apply academic concepts to "real world" marketing
10. Use an integrated approach to using Internet resources.

REQUIREMENTS FOR THE A.S. DEGREE (64-67 CREDITS)

COLLEGE CORE REQUIREMENTS (28-31 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
MAT 136 Intermediate Algebra *or higher*	3-4
BBG 114 Business Applications Software	4
COM 173 Public Speaking	3
ENG 200 Advanced Composition **OR** BBG 210 Business Communication	3
Humanities elective*	3-4
Social Science elective*	3
Science elective*	3-4

MAJOR REQUIREMENTS

MANAGEMENT CORE (24 CREDITS)

ACC 113 Principles of Financial Accounting	3
BMK 201 Principles of Marketing	3
BBG 231 Business Law I	3
BFN 201 Principles of Finance	3
BMG 202 Principles of Management	3
BBG 240 Business Ethics	3
ECN 101 Principles of Macroeconomics	3
ACC 117 Managerial Accounting **OR** BBG 232 Business Law	3

OPTION IN MARKETING (12 CREDITS)

BMK 241 Principles of Advertising	3
BMK 140 Retailing **OR** BMK 106 Principles of Selling	3
BMK 216 Internet Marketing	3
Business Elective**	3

* One of these must be an interdisciplinary (IDS) course.

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
MAT 136 Intermediate Algebra *or higher*	3-4
BMK 201 Principles of Marketing	3
ACC 113 Principles of Financial Accounting	3
Social Science elective	3
SEMESTER 2	
ENG 102 Literature and Composition	3
BBG 231 Business Law I	3
BBG 114 Business Applications Software	4
COM 173 Public Speaking	3
Science elective	3-4
SEMESTER 3	
ACC 117 Managerial Accounting **OR** BBG 232 Business Law II	3
ENG 200 Advanced Composition **OR** BBG 210 Business Communication	3
BMG 202 Principles of Management	3
BFN 201 Principles of Finance	3
Humanities elective	3-4
SEMESTER 4	
BMK 241 Principles of Advertising	3
BMK 106 Principles of Selling **OR** BMK 140 Retailing	3
ECN 101 Principles of Macroeconomics	3
BMK 216 Internet Marketing	3
BBG 240 Business Ethics	3
Business elective	3

** Students may choose from BES 218 Entrepreneurship, BBG 215 Global Business, BBG 295 Cooperative Education Work Experience, or other business elective (with permission of the program advisor).

MATHEMATICS AND SCIENCE

An Advisement Sequence in the Liberal Arts and Sciences A.A. Degree Program

This curriculum is intended to provide a sound knowledge of basic sciences and mathematics as well as an appreciation of the humanities and social sciences. The curriculum allows graduates to enter a four-year institution as juniors, with a minimum of unsatisfied prerequisites for major courses they plan to take. Students who plan to transfer and major in Biology, related fields, or pre-professional areas such as pre-Medical, pre-Pharmacy, pre-Dental, pre-Veterinary should take CHE 211, CHE 212 and at least two of the following: BIO 211, BIO 212, BIO 235, CHE 112. Students planning to transfer and major in Mathematics, Biology, Chemistry, Physics, Geology, Nutrition, or pre-Engineering should be aware that the requirements of bachelor's degree programs in these areas vary considerably. Students should work closely with their program coordinators, and check with the colleges to which they are transferring to design an individualized course of study.

PROGRAM OUTCOMES:

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

1. Transfer to a four-year institution
2. Demonstrate a strong mathematical background
3. Demonstrate a strong and varied science background
4. Analyze and solve problems numerically, symbolically, and graphically
5. Understand and apply scientific principles
6. Communicate effectively
7. Use mathematical technology
8. Think critically and apply the scientific method to solving problems

REQUIREMENTS FOR THE A.A. DEGREE IN LIBERAL ARTS AND SCIENCES (62-68 CREDITS)

AN ADVISEMENT SEQUENCE IN SCIENCE AND MATHEMATICS
COLLEGE CORE REQUIREMENTS (38 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
Computers/Data Processing elective	3
Mathematics electives*	6
Humanities electives**	6
Science electives*	8
Social Science electives**	6

MAJOR REQUIREMENTS (12-16 CREDITS)

Science **OR** Mathematics electives*	12-16

ELECTIVES (12-14 CREDITS)

Liberal Arts electives	6-8
Open electives	6

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
COM 173 Public Speaking	3
Liberal Arts electives	3-4
Computers/Data Processing elective	3
Mathematics elective*	3
SEMESTER 2	
ENG 102 Literature and Composition	3
Mathematics elective*	3
Open elective	3
Science elective	4
Science or Mathematics elective*	3-4
SEMESTER 3	
Science elective	4
Science or Mathematics elective*	3-4
Humanities elective**	3
Social Science elective	3
Open elective	3
SEMESTER 4	
Science **OR** Mathematics elective*	6-8
Humanities elective	3
Social Science elective	3
Liberal Arts elective	3-4

* Recommended math courses: Any 200 level math course. MAT 121 or MAT 190 cannot be applied toward the degree. Recommended science courses: Biology 121, 122, 235, Chemistry121, 122, 211, 212, and Physics, 121, 122, 221, 222 are recommended.

** One of these must be an Interdisciplinary (IDS 210, 220, or 230) course

MEDICAL ASSISTING

Medical Assistant Certificate Program

Medical assistants are multi-skilled, allied health workers who work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the healthcare delivery team, performing routine clinical and administrative procedures to keep healthcare delivery settings functioning smoothly. As assistants in the clinical setting, medical assistants perform duties such as vital signs, exam room preparation, patient data collection, simple dressing changes, lab tests, phlebotomy, medication instruction and EKGs. Medical assistants carry out administrative duties such as scheduling, reception, insurance monitoring, record maintenance and bookkeeping. Students develop knowledge of pharmacology, anatomy and physiology, and nutrition to assist the physician with patient education. The program includes 180 hours of unpaid, supervised clinical externship experience.

The Norwalk Community College Medical Assistant Certificate Program is accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of The Medical Assistant Education Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Graduates of the NCC Medical Assistant Certificate Program are eligible to take the Certified Medical Assistant (CMA) certification examination administered by the American Association of Medical Assistants (AAMA) Certifying Board and is recognized by the National Board of Medical Examiners.

The Medical Assistant coursework can be applied to an Associate's Degree in Medical Office Management.

PROGRAM OUTCOMES

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

1. Function as competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Function as multi-skilled health workers in ambulatory settings such as medical offices and clinics.
3. Perform vital signs, exam room preparation, patient data collection, simple dressing changes, lab tests, phlebotomy and EKG's.
4. Carry out front office duties such as reception, insurance monitoring, record maintenance and bookkeeping.
5. Communicate effectively with patients and colleagues using appropriate knowledge of psychology.
6. Demonstrate appropriate interpersonal communication skills using both the written and spoken word.
7. Assist in patient education related to pharmacology, disease and nutrition.
8. Function within the legal and ethical standards as a Medical Assistant within the medical profession.

GENERAL INFORMATION:

- Students must meet program admission requirements.
- Students must achieve a minimum grade of C in all MED, BOT and CSA courses.
- Additional costs such as travel, lab coats, uniforms, testing, stethoscopes and physical examinations are the responsibility of the student.
- Students must follow the policies outlined in the Medical Assistant Student Handbook.

PREQUISITES

- BOT 111 Keyboarding 1 **OR** HS Keyboarding with a B or better within the last 5 years **OR** test out through NCC keyboarding competency examination.
- Acceptance into Medical Assitant Program

REQUIREMENTS FOR THE CERTIFICATE (30 CREDITS)

	Credits
ENG 101 Composition	3
BOT 264 Word for Business	3
PSY 111 General Psychology	3
MED 112 Medical Insurance and Billing	3
MED 125 Medical Terminology	3
MED 217 Medical Coding	3
MED 245 Clinical Lab Procedures I	4
MED 246 Clinical Lab Procedures II	5
MED 296 Co-operative Work Experience	3

SEQUENCE OF STUDY

	Credits
BOT 264 Word for Business **OR** CSA 105 Intro. to Software Applications	3
MED 125 Medical Terminology	3
MED 245 Clinical Lab Procedures I*	4
MED112 Medical Insurance and Billing	3

SPRING SEMESTER

ENG 101 Composition	3
PSY 111 General Psychology	3
MED 246 Clinical Procedures II*	5
MED217 Medical Coding	3

SUMMER SESSION

MED 296 Co-operative Work Experience	3

- Selective Admission courses

MEDICAL OFFICE MANAGEMENT

Upon successful completion of the requirements of the Medical Office Management program, graduates will be able to:

1. Supervise entry-level medical assistants and health office information specialists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Demonstrate understanding of clinical skills including the performance of vital signs, exam room preparation, patient data collection, simple dressing changes, lab tests, phlebotomy, and EKG's including its impact on medical coding.
3. Carry out and manage front office duties such as reception, insurance monitoring, record maintenance and bookkeeping.
4. Communicate effectively with patients and personnel using appropriate knowledge of psychology.
5. Demonstrate appropriate interpersonal communication skills using both the written and spoken word.
6. Assist the health care provider with patient teaching related to pharmacology, anatomy and physiology, and nutrition.
7. Bring all groups of personnel together to reach the goal of quality patient care.
8. Demonstrate knowledge of state and federal rules and regulations required of health care facilities.
9. Demonstrate a thorough understanding of the legal and ethical standards and dilemmas facing the medical profession.

PREQUISITES

- BOT 111 Keyboarding 1 **OR** HS Keyboarding with a B or better within the last 5 years **OR** test out through NCC keyboarding competency examination.

REQUIREMENTS FOR THE A.S. DEGREE (60-63 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
PSY 111 General Psychology	3
MAT 121 or higher	3-4
BOT 264 Word for Business **OR** CSA 105 Intro to Software Applications Sociology **OR** Anthropology **OR** IDS 220**	3
Humanities, Liberal Arts, IDS 210 **OR**IDS 230**	3
COM 173 Public Speaking	3
Science Elective **OR** SCI 114**	3

MEDICAL OFFICE MANAGEMENT CORE COURSES

	Credits
MED 112 Medical Insurance and Billing	3
MED 125 Medical Terminology	3
MED 217 Medical Coding	3
PHL 112 Medical Ethics	3
BOT 265 Excel for Business	3
BBG 101 Introduction to Business	3
BMG 202 Principles of Management	3
BMG 220 Human Resources Management	3
BOT or MED 296 Cooperative Education Work Experience	3

ADMINISTRATIVE TRACK CORE COURSES

	Credits
BOT 167 Business Computing Concepts **OR**	3
BOT 266 PowerPoint & Publisher for Business	3
BBG 231 Business Law I	3
ACC 113 Principles of Financial Accounting	3

CLINICAL TRACK CORE COURSES

	Credits
MED 245 Clinical Lab Procedures I*	4
MED 246 Clinical Lab Procedures II*	5
BBG 231 Business Law I **OR** ACC113 Principles of Financial Accounting	3

* Selective Admission courses

** One of these must be an IDS course

Health Office Information Specialist Certificate Program

This nine-month Health Office Information Specialist Certificate Program is designed to provide students with a comprehensive preparation in administrative office procedures within an allied health environment. This Certificate program offers students training in clerical duties such as filing, word processing/spreadsheet functions, billing procedures, appointment scheduling and telephone etiquette. The course of study includes medical terminology, insurance, CPT4 procedural and ICD9 diagnostic coding. During the final phase of the program students are placed in a healthcare setting for their Co-operative Education Work Experience, such as physicians' offices, hospitals or health insurance agencies.

The Health Office Information Certificate Program prepares students for office support positions in the allied health and medical fields such as physicians' offices, hospitals, healthcare facilities or health insurance agencies.

Program Outcomes:

1. Function as competent entry-level health office information personnel in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
2. Function safely and effectively as health office information specialist in allied health and medical settings such as physician's offices, hospitals, healthcare facilities and health insurance agencies.
3. Carry out front desk duties such as reception, insurance, monitoring, record maintenance and bookkeeping.
4. Communicate effectively with patients and colleagues using appropriate knowledge of psychology.
5. Demonstrate appropriate interpersonal communication skills using both the written and spoken word.
6. Function within the legal and ethical standards as a health office information specialist within the medical profession.

GENERAL INFORMATION:

- Students must achieve a minimum grade of C in all MED, BOT and CSA courses.
- Additional costs such as travel, lab coats, uniforms, testing, stethoscopes and physical examinations are the responsibility of the student.

PREQUISITES

- BOT 111 Keyboarding 1 **OR** HS Keyboarding with a B or better within the last 5 years **OR** test out through NCC keyboarding competency examination.

REQUIREMENTS FOR THE CERTIFICATE (30 CREDITS)

	Credits
ENG 101 Composition	3
PSY 111 General Psychology	3
BBG 101 Introduction to Business	3
BOT 266 PowerPoint and Publisher for Business **OR** BOT 167 Business Computing Concepts	3
CSA 105 Intro. to Software Applications **OR** BOT 264 Word for Business	3
BOT 265 Excel for Business	
MED 125 Medical Terminology	3
MED 112 Medical Insurance and Billing	3
MED 217 Medical Coding	3
BOT 296 Cooperative Work Experience	3

NURSING

Nursing A.S. Career Program

INFORMATION MAY BE SUBJECT TO CHANGE

The Connecticut Community Colleges Nursing Program (CTCCNP) is an innovative associate degree nursing program offered at six Connecticut Community Colleges. The nursing program is a four semester program designed to prepare registered nurses to function in the professional role utilizing current standards of nursing practice. The curriculum is built upon courses from the social and biological sciences, liberal arts, and nursing. These courses provide the foundation for the practice of nursing.

Six core values - critical thinking, safe and competent practice, caring, professionalism, communication, and holistic care - provide the framework for organizing the nursing curriculum.

A graduate of the nursing program is awarded an Associate in Science degree and is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates can apply for licensure through the Connecticut State Board of Examiners for Nursing. The graduate is prepared to function as an entry-level practitioner in health care settings such as: general or specialty hospitals, extended care facilities, doctors' offices, and clinics. All five campuses are approved by the Connecticut State Board of Examiners for Nursing with the consent of the Commissioner of the Connecticut Department of Public Health and accredited by the National League for Nursing Accrediting Commission.

Clinical Laboratory practice is planned as an integral part of each nursing course. Nearby acute care agencies are used, such as Greenwich, Norwalk, Stamford, Danbury and Bridgeport Hospitals.

WAIVER OF LICENSURE GUARANTEE

Upon successful completion of the Associate of Science degree with a major in Nursing, the graduate is eligible to take the National Council of State Boards of Nursing's Licensure Examination for Registered Nurse (NCLEX-RN). Graduation from the CT-CCNP does not guarantee licensure to practice nursing. Licensure requirements and procedures are the responsibility of the Connecticut Department of Public Health, State Board of Examiners for Nursing. Permission to take the NCLEX-RN examination is established by law and granted by the Connecticut State Board of Examiners for Nursing.

FELONY CONVICTION

At the time of application for RN licensure an applicant will be asked the following question by the Connecticut Department of Public Health: "Have you ever been found guilty or convicted as a result of an act which constitutes a felony under the laws of this state, federal law or the laws of another jurisdiction and which, if committed within this state, would have constituted a felony under the laws of this state? If your answer is "yes", give full details, dates, etc. on a separate notarized statement and furnish a Certified Court Copy (with court seal affixed) of the original complaint, the answer, the judgment, the settlement, and/or the disposition."

ADVANCED PLACEMENT

LICENSED PRACTICAL NURSE

The Connecticut Community Colleges Nursing Program participates in the Connecticut Articulation Model for LPNs. Applicants must meet the CT-CCNP admission requirements. Applicants are encouraged to seek advisement prior to the application process.

PROGRAM ACCREDITATION

The nursing program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, www.NLNAC.org, Tel: (404)975-5000.

PROGRAM OBJECTIVES

The graduate will:

1. Integrate the principles of the natural, physical, social, biological, and behavioral sciences, and nursing theory to provide holistic care to individuals, families, and groups across the wellness-illness continuum.
2. Integrate the nursing process as a critical thinking skill for decision making in nursing practice.
3. Provide safe and competent care to individuals, families, and groups utilizing evidenced-based practice and technological proficiency.
4. Integrate effective communication skills through professional interactions with individuals, families, groups and the health care team.
5. Create an environment where therapeutic interventions reflect a respect for human dignity.
6. Collaborate as a member of a multidisciplinary health team.
7. Integrate accountability and responsibility for practice within the legal and ethical standards of the nursing profession.
8. Function in the professional role utilizing current standards of nursing practice.

GENERAL INFORMATION:

- Students must meet program admission requirements.
- Students must achieve a minimum grade of C in general education and NUR courses and a C+ in Anatomy and Physiology courses.
- Additional costs such as travel, lab coats, uniforms, testing, stethoscopes and physical examinations are the responsibility of the student.
- Students must follow the policies outlined in the Nursing Student Handbook.

PROGRAM OF STUDY:

Total Program Credits = 68 credits

General Education Credits = 30 credits

Science Credits = 12

English Credits = 6

Social and Behavioral Science Credits = 9

Humanities and Fine Arts Credits = 3

Nursing Credits = 38 credits

Nursing A.S. Career Program

REQUIREMENTS FOR THE A.S. DEGREE (68 CREDITS)

ADMISSION REQUIREMENTS

	Credits
BIO 211 Anatomy & Physiology I*	4
ENG 101 English Composition	3

PRE-REQUISITE REQUIREMENTS:

BIO 212 Anatomy & Physiology II*	4

SEMESTER 1

	Credits
NUR 101 Introduction to Nursing Practice	8
BIO 235 Microbiology*	4
PSY 111 General Psychology	3
	15

SEMESTER 2

NUR 102 Family Health Nursing	8
NUR 103 Pharmacology for Nursing I	1
PSY 201 Life Span Development*	3
SOC 101 Principles of Sociology	3
	15

SEMESTER 3

NUR 201 Nursing Care of Individual and Families I	9
NUR 203 Pharmacology for Nursing II	1
ENG 102 English Composition & Literature	3
	13

SEMESTER 4

NUR 202 Nursing Care of Individuals and Families II	8
NUR 204 Pharmacology for Nursing III	1
NUR 205 Nursing Management & Trends	2
Humanities** or Fine Arts elective	3
	14
Total Program Credits	**68**
General Education Credits	**30**
Nursing Credits	**38**

* There may be a prerequisite course that must be successfully completed prior to taking the course.

** Norwalk Community College requires one interdisciplinary course to fulfill core curriculum requirements.

Non-Nursing courses must be taken in the semester indicated above or they may be taken earlier; Nursing courses must be taken in the stated sequence.

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant (PTA) Program ** is designed to provide fundamental and theoretical knowledge as well as practical skills to prepare the student to assume the role of the PTA. This program prepares the student to be a paraprofessional to work under the direction and supervision of the physical therapist providing physical therapy interventions and associated data collection techniques, such as therapeutic exercise, physical modalities and other specialized clinical skills needed in a rehabilitation setting.

Once fully accredited, graduates of the program will be eligible to take the National Physical Therapist Assistant Examination administered by the Federation of State Boards of Physical Therapy. Graduates who pass this exam are eligible for licensure in the State of Connecticut and elsewhere. As of the printing of this document, full accreditation is expected, but not guaranteed, in the spring of 2011.

** Notice: Norwalk Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA, 22314; phone (703)706-3245; email: accreditation@apta.org.) Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

PROGRAM OUTCOMES:

To provide quality instruction that prepares highly qualified entry level PTAs who:

- Demonstrate the ability to deliver safe, appropriate and effective interventions to populations they serve;
- Demonstrate the ability to deliver appropriate communication, and to educate populations they interact with and serve;
- Effect continuous improvement of the profession by actively pursuing career development activities;
- Utilize human, fiscal and systems resources appropriately to provide efficient, ethical physical therapy services;
- Demonstrate professionalism, accountability, integrity and cultural competence in all of the duties associated with being a PTA;
- Display compassion, caring, altruism and social responsibility, not only as a PTA, but as citizens of both southwest Fairfield County and the larger community.

ADMISSIONS POLICY:

The PTA program will have competitive admissions and requirements to which all students must adhere.

ADMISSIONS REQUIREMENTS:

- A cumulative GPA of 2.5 or higher in high school or college (college GPA based on more than 15 credits).
- Eligibility for MAT 172, either by completion of Developmental Studies and Math courses, placement test results recommending MAT 172 or higher, or previous college credits accepted as transfer credits by the Counseling Center.
- Eligibility for ENG 101, either by completion of Developmental Studies courses, placement testing results recommending ENG 101 or higher, or previous college credits accepted as transfer credits by the Counseling Center.
- Successful completion of college level Anatomy and Physiology I with lab (BIO 211 or equivalent) with a grade of C or better within five years of application for program entry.
- Complete a minimum of 40 hours of documented volunteer or paid experience in a physical therapy setting. Instead of the 40 hours of experience, applicants may choose to complete the Physical Therapy Aide Certificate through Extended Studies at Norwalk Community College. This program will provide knowledge of the profession of physical therapy. For more information, please inquire within the Extended Studies department.
- Completion of a program candidate advisement session held by a PTA faculty/staff member prior to the application deadline.

REQUIREMENTS FOR THE A.S. DEGREE (68 credits)

COLLEGE CORE REQUIREMENTS (29 CREDITS)

	Credits
ENG101 Composition	3
ENG102 Literature and Composition	3
COM173 Public Speaking	3
CSA105 Introduction to Application Software	3
PSY111 General Psychology	3
BIO211 Anatomy and Physiology I	4
BIO212 Anatomy and Physiology II	4
MAT Math elective (172 or 201)	3
IDS Humanities elective (210 or 230)	3

MAJOR REQUIREMENTS (39 CREDITS)

PTA120 Introduction to Physical Therapy	3
PTA125 Physical Therapy for Function	4
PTA230 Physical Agents in Physical Therapy	4
PTA235 Kinesiology for Rehabilitation	4
PTA250 Therapeutic Exercise	5
PTA253 Pathophysiology for Rehabilitation	3
PTA258 PTA in the Healthcare Arena	2
PTA259 Clinical Experience Orientation	1
PTA 261 PTA Internship I (120 hours)	3
PTA262 PTA Internship II (280 hours)	5
PTA265 PTA Internship III (280 hours)	5

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PHYSICAL THERAPIST ASSISTANT

RECOMMENDED SEQUENCE OF STUDY

Prerequisite	**Credits**
BIO211 Anatomy and Physiology I	4
Fall Session I	
ENG 101 Composition	3
BIO212 Anatomy and Physiology II	4
CSA105 Intro. to Application Software	3
PTA120 Intro. to Physical Therapy	3
PTA125 Physical Therapy for Function	4
Spring Session I	
ENG102 Literature and Composition	3
PSY111 General Psychology	3
MAT Math elective (172 **OR** 201)	3
PTA235 Kinesiology for Rehabilitation	4
PTA253Pathophysiology for Rehabilitation	3
Summer Sessions	
PTA 259 Clinical Experience Orientation	1
Fall Session II	
IDS Humanities elective (210 **OR** 230)	3
COM173 Public Speaking	3
PTA230 Physical Agents in Physical Therapy	4
PTA250 Therapeutic Exercise	5
PTA261 PTA Internship I (120 hours)	3
Spring Session II	
PTA258 PTA in the Healthcare Arena	2
PTA263 PTA Internship II (280 hours)	5
PTA 265 PTA Internship III (280 hours)	5
Program total	**68**

PSYCHOLOGY

An Advisement Sequence in the Liberal Arts and Sciences A.A. Transfer Program

This curriculum is intended to provide the courses that typically comprise the first two years of study in a bachelor's degree program in psychology. The academic experience in this area allows psychology majors to enter the University of Connecticut and most other four-year institutions as third-year students, with prerequisites for major courses they will need to take. Students intending to transfer to a specific four-year institution must work closely with their faculty advisor and the Counseling Center.

REQUIREMENTS FOR THE A.A. DEGREE (61-66 CREDITS)

COLLEGE CORE REQUIREMENTS (31-33 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
MAT 201 Statistics	3
BIO 105 Concepts of Life Science	4
CSA 105 Intro to Software Applications	3
History Course ***	3
Humanities Elective *	3
Foreign Language **	6-8

MAJOR REQUIREMENTS (12 CREDITS)

PSY 111 General Psychology I	3
PSY 112 General Psychology II	3
Psychology Elective ****	3
Psychology Elective ****	3

OTHER REQUIRED COURSES (18-21 CREDITS)

Science Elective OR IDS Science	3-4
Humanities Elective * **OR** IDS Humanities, Science **OR** Social Science (One IDS course is needed for graduation)	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Foreign Language or Liberal Arts Elective	3-4
Foreign Language or Liberal Arts Elective	3-4

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
CSA 105 Intro to Software Applications	3
PSY 111 General Psychology I	3
Humanities Elective *	3
Foreign Language **	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
BIO 105 Concepts of Life Science	4
PSY 112 General Psychology II	3
Liberal Arts Elective	3
Foreign Language **	3-4
SEMESTER 3	
COM 173 Public Speaking	3
History Course ***	3
Psychology Elective ****	3
MAT 201 Statistics	3
Foreign Language cont. or Liberal Arts Elective	3-4
SEMESTER 4	
Psychology Elective ****	3
Science Elective **OR** IDS Science	3-4
Humanities Elective * **OR** IDS Humanities, Science or Social Science *****	3
Foreign Language cont. **OR** Liberal Arts Elective	3-4
Liberal Arts Elective	3

* Choose one: ART 100, 101, COM 154, STA 101, MU 105, 106, ENG 231, 232, 233, 241, 242, 291

** If student has completed three years of a single foreign language in high school University of Connecticut will waive this requirement. If the sequence has been completed, the following courses may be substituted: ECN 101, 102, POL 103, 111, ANT 105, PHL 101

*** Choose one: HIS 101, 102, 121, 122

**** Choose one: PSY 200, 240, 243, 245

***** One IDS course is needed for graduation

RECREATION AND LEISURE STUDIES

Recreation and Leisure Studies A.S. Program

1. Leadership Emphasis

The Recreation Leadership curriculum provides students with the knowledge and skills to pursue a career in this growing field. The theory and practice needed to work in recreation and leisure programs focus on the delivery of human services to various clients as well as organizational and management skills. Students prepare for careers in Boys/Girls clubs, community centers, correctional institutions, halfway houses, municipal recreation, and residential settings. Students are required to complete and verify a CPR program prior to graduation.

Before enrolling in the program students should consult with the program coordinator, who serves as faculty advisor. Students who wish to transfer to a four-year college should also consult with the coordinator.

PROGRAM OUTCOMES

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

1. Demonstrate an awareness of the realities of employment or continued study in the field of Recreation and Leisure Studies;
2. Demonstrate an awareness of the various types of recreational agencies within the community;
3. Develop self-awareness, use problem solving skills, and develop supportive positive relationships with clients;
4. Define the duties and responsibilities of supervisors in leisure services, and to learn the fundamental principles of supervision.

REQUIREMENTS FOR THE A.S. DEGREE (60-66 CREDITS)

COLLEGE CORE REQUIREMENTS (30-33 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
MAT 136 or higher	3-4
Computer elective (CSA/CSC/CST 100 or higher)	3
History or Political Science elective	3
Science elective**	3-4
Humanities elective**	3
Liberal Arts elective **	3

MAJOR REQUIREMENTS (18 CREDITS)

RLS 121 Introduction to Therapeutic Recreation Services	3
RLS 129 Field Work in Therapeutic Recreation I	3
RLS 215 Recreation Leadership and Supervision	3
PSY 111 General Psychology I	3
Psychology elective (PSY 112 or higher)	3
SOC 101 Principles of Sociology	3

ELECTIVES (12-15 CREDITS)

Social Science elective	3
Liberal Arts and Sciences electives	9
Open electives	3

** One of these must be an Interdisciplinary (IDS) course to fulfill Core Curriculum requirements.

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
PSY 111 General Psychology	3
RLS 121 Intro. to Therapeutic Recreation Services	3
Liberal arts elective	3
SOC101 Principles of Sociology	3
SEMESTER 2	
ENG102 Literature and Composition	3
Psychology Elective	3
RLS215 Recreation Leadership and Supervision	3
Computer elective	3
Social Science elective	3
SEMESTER 3	
RLS 129 Field Work in Therapeutic Recreation I	3
MAT136 Intermediate Algebra or higher	3-4
Liberal Arts electives**	9
SEMESTER 4	
COM 173 Public Speaking	3
Humanities elective**	3
History or Political Science elective**	3
Science elective**	3-4
Open elective	3

Recreation and Leisure Studies A.S. Program

2. Therapeutic Emphasis

This emphasis within the A.S. program in Recreation and Leisure Studies is designed to address the need for a degree beyond the Therapeutic Recreation Certificate for students pursuing careers as a therapeutic recreation director or supervisor in therapeutic recreation in long term care facilities. The associate degree with an emphasis in therapeutic recreation will also prepare students to work in a variety of therapeutic recreation settings such as rehabilitation facilities, penal institutions, group homes, facilities for developmental disabled individuals, and in psychiatric settings. Students can expect to obtain employment upon completion of this degree program or transfer to a baccalaureate college or university in therapeutic recreation. Therapeutic recreation is a specialized allied health field within the recreation profession. Associated with leisure aspects of medical treatment, therapeutic recreation attempts to physically and socially rehabilitate patients who have chronic physical, psychological, and social disabilities. It involves recreation services that give the patient an opportunity to participate in recreational, leisure, and group activities specifically designed to aid in the recovery or adjustment to illness disability or a specific social problem.

Prior to enrollment all students should consult with the curriculum coordinator who also serves as faculty advisor to students in the program. Students are required to complete and verify a CPR program prior to graduation.

PROGRAM OUTCOMES

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

1. Meet the state health code requirements to hold the position as a therapeutic recreation director in long-term care in the State of Connecticut;

2. Demonstrate the ability to comprehend and apply the necessary skills required of a therapeutic recreation director;

3. Demonstrate the ability to comprehend the needs of individuals with special needs and the positive outcomes of therapeutic recreation intervention;

4. Demonstrate the ability to successfully assess, plan, implement, and evaluate therapeutic recreation programs for individuals with special needs both in a clinical and community setting;

5. Have developed leadership, interpersonal, and communication skills necessary to work in a healthcare or community based setting.

REQUIREMENTS FOR THE A.S. DEGREE (60-66 CREDITS)

COLLEGE CORE REQUIREMENTS (30-33)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
MAT 136 or higher	3-4
Computer elective (CSA/CSC/CST 100 or higher)	3
History or Political Science elective	3
Science elective*	3-4
Humanities elective*	3
Social Science elective*	3
Liberal Arts elective	3

*One of these must be an Interdisciplinary (IDS) course to fulfill Core Curriculum requirements.

MAJOR REQUIREMENTS (30 CREDITS)

RLS 121 Introduction to Therapeutic Recreation Services	3
RLS 215 Recreation Leadership and Supervision	3
SOC 101 Principles of Sociology	3
SOC114 Sociology of Aging	3
PSY 111 General Psychology I	3
Psychology elective (PSY 112 or higher)	3
RLS 221 Therapeutic Recreation Programming	3
RLS 129 Field Work in Therapeutic Recreation I	3
RLS 229 Field Work in Therapeutic Recreation II	3
Electives: Open elective	3

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
Computer elective	3
RLS 121 Introduction to Therapeutic Recreation Services	3
Science elective	3
SOC 101 Principles of Sociology	3
SEMESTER 2	
ENG 102 Literature and Composition	3
Open General Elective	3
RLS 215 Recreation Leadership and Supervision	3
MAT 136 Intermediate Algebra or higher	3
SOC 114 Sociology of Aging	3
SEMESTER 3	
COM 173 Public Speaking	3
IDS 210, 230 or SCI 114	
Political Science or History elective	3
RLS 129 Field Work in Therapeutic Recreation I	3
MAT136 Intermediate Algebra or higher	3-4
SEMESTER 4	
Humanities elective	3
Liberal Arts electives	9
Psychology Elective (112 or higher)	3
RLS 221 Therapeutic Rec. Programming	3
RLS 229 Field Work in Therapeutic Rec. 2	3

Recreation and Leisure Studies Certificate Program

Therapeutic Emphasis

This certificate program is designed for persons who seek academic and in-service professional development in the field of therapeutic recreation. This program enables the student to meet standards established in the Public Health Code of the State of Connecticut to work in chronic and convalescent nursing homes and other facilities with nursing supervision.

Therapeutic recreation is a specialized allied health field within the recreation profession. Associated with leisure aspects of medical treatment, therapeutic recreation attempts to physically and socially rehabilitate patients who have chronic physical, psychological, and social disabilities. It involves recreation services that give the patient an opportunity to participate in recreational, leisure, and group activities specifically designed to aid in the recovery or adjustment to illness, disability, or a specific social problem.

Students are required to complete a CPR course prior to graduation.

REQUIREMENTS FOR THE CERTIFICATE (15 CREDITS)

	Credits
ENG 101 Composition	3
RLS121 Intro to Therapeutic Recreation	3
RLS221 Therapeutic Recreation Programming	3
SOC114 Sociology of Aging*	3
RLS 215 Recreation Leadership and Supervision	
OR	
RLS129 Field Work in Therapeutic Recreation I	
OR	
RLS229 Field Work in Therapeutic Recreation 2	3

* For students in the Certificate Program, prerequisite is eligibility for ENG 101.

RESPIRATORY CARE

Respiratory Care A.S. Career Program

Respiratory Care is a high tech, direct patient care profession. This field is a life-supporting, life-enhancing allied health care profession practiced under qualified medical direction. Services provided to patients with disorders of the cardiopulmonary system include diagnostic testing, therapeutics, monitoring and rehabilitation. Patient, family and public education are essential to the mission of the profession. Respiratory care services are provided in all health care facilities (acute, subacute/long-term, skilled nursing) and in the home.

The curriculum consists of five consecutive semesters of study as well as additional clinical practice at affiliating hospitals. The respiratory care and related courses must be taken in the sequence outlined once the student has been admitted into the program. Admission requirements are listed under programs with selective admissions.

Upon completion of the program, the graduate qualifies for an associate in science degree and is eligible to apply to take the national entry level (CRT certification) and advanced practitioner (RRT registry) examinations offered by the National Board for Respiratory Care (NBRC). Additionally, graduates are qualified to sit for the NBRC specialty exams for pulmonary diagnostics and neonatal pediatric specialty.

Students Learning Objectives:

Upon graduation from the program, the graduate must be competent in the following areas:
Psychomotor skills, affective skills and cognitive skills. Each area will be evaluated while enrolled in the program on a semester by semester basis. Learning is through a planned progression of knowledge and skills of increasing complexity. Upon successful completion of all program requirements, the graduate will be able to:

1. Incorporate principles of social, behavioral, and biological sciences and humanities to the role of respiratory therapist.
2. Demonstrate technical proficiency in all skills necessary to fulfill the role of respiratory therapist.
3. Analyze patient information to assist patients affected by cardiopulmonary disorders.
4. Assist physicians in diagnosis, management and treatment of patients affected by cardiopulmonary disorders.
5. Utilize principles of pharmacology when caring for clients with cardiopulmonary disorders in a variety of settings.
6. Employ effective interpersonal, communication and teaching skills when interacting with individuals, families and members of the health team.
7. Exhibit professional behaviors consistent with legal and ethical standards of the profession of respiratory therapy.
8. Practice respiratory care in a safe and effective manner in a variety of settings.
9. Demonstrate proficiency as a respiratory therapist, as described by the National Board for Respiratory Care and the Committee on Accreditation for Respiratory Care.

Graduates of the program receive an Associate in Science degree and are eligible to take the national credentialing examination for Respiratory Care practitioners to achieve the Registered Respiratory Therapist (RRT) Credential.

General Information

- Students must meet program admission requirements. (See Respiratory Care Information Packet).
- Students must achieve a minimum grade of C in general education, science and RSP courses.
- To graduate from the program, college students must maintain above a 2.0 GPA.
- Additional costs such as travel, parking, lab coats, uniforms, testing, stethoscopes and physical examinations are the responsibility of the student.
- Students must follow the policies outlined in the Respiratory Care Student Handbook.

Mission Statement:

The Respiratory Care Program is a partnership between Norwalk Community College and Norwalk Hospital that is designed to prepare students as Registered Respiratory Care professionals. The program meets a community need for healthcare professionals. This affordable and accessible program offers an innovative program of study for the community's diverse population. The faculty believes that a nurturing educational environment will produce lifelong learners who are active and responsible leaders in their careers.

Accreditation:

The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 762021-42441. Information about this program can be obtained by calling the CoARC Office at (817)263-2835 or online at ww.coarc.com.

Licensure:

Upon graduation, the student is eligible to sit for the Certified Respiratory Technician (CRT) examination. Upon successfully completing this examination, the student may obtain licensure. The student will be required to disclose background information, including criminal history at the time of licensure application. Students may contact the CT Department of Health for more information on licensure requirements for Respiratory Care Professionals.

RESPIRATORY CARE

Respiratory Care A.S. Career Program (continued)

SEQUENCE OF STUDY

Pre-Requisites for RSP 141	Credits
CHE 111 Basic Concepts of Chemistry	4
ENG 101 Composition	3
BIO211 Anatomy and Physiology I	4

Freshman Courses

FALL SEMESTER 1

RSP141 Principles of Respiratory Care	4
RSP111 Medical Physics	3
BIO212 Human Anatomy and Physiology II	4
PSY111 General Psychology	3

SPRING SEMESTER

RSP120 Respiratory Physiology	2
RSP161 Diagnostic and Therapeutic Procedures	5
RSP151 Cardiopulmonary Physiology II	3
BIO235 Microbiology	3

SUMMER SESSION I

RSP 281 Advanced Clinical Practicum	2

Sophomore Courses

FALL SEMESTER

RSP272 Critical Care I	7
RSP291 Perinatal and Pediatric Respiratory Care	2
RSP201 Future Trends	2
ENG 102 Literature and Composition	4

SPRING SEMESTER

RSP273 Critical Care II	7
IDS201 Humanities: The Creative Voice **OR**	
IDS 230: Great Books	3
COM173 Public Speaking	3

TEACHING CAREERS PATHWAY

An Advisement Sequence in the Liberal Arts and Sciences A.A. Transfer Program

This is a special sequence within the Liberal Arts and Sciences A.A. program. It is intended for students who want to become elementary or secondary school teachers. The Pathway has been designed to prepare students for a major in elementary or secondary education at a four-year college. Depending upon their career goals, students can select a track in one of the following areas:

1. Elementary Education
2. Secondary Education: Biology
3. Secondary Education: Chemistry
4. Secondary Education: Mathematics

Since requirements vary at different institutions, a student should become familiar with the particular requirements of the institution to which they wish to transfer. It is of the utmost importance for a student to work closely with the Program Coordinator.

TRANSFER AGREEMENT WITH THE CONNECTICUT STATE UNIVERSITY SYSTEM:

Graduates of NCC who followed the Pathway to Teaching Careers sequence with a cumulative grade point average of 2.8 or higher, and pass the Praxis I examination, will be considered for admission to the baccalaureate program at the desired Connecticut State University. A course-by-course articulation agreement is in place with Western Connecticut State University.

PROGRAM OUTCOMES:

Upon successful completion of all the requirements for the Pathway to Teaching Careers, graduates will be able to:

1. Transfer seamlessly into a Bachelor Degree program with junior level status into one of the receiving institutions
2. Demonstrate professionalism required to be an educator
3. Demonstrate good communication skills
4. Demonstrate skills in teamwork that permit effective participation in multicultural work and social environment
5. Perform competently in mathematics and science
6. Demonstrate knowledge and understanding in working with children

Pathway for Elementary Education

REQUIREMENTS FOR THE A.A. DEGREE (64-65 CREDITS)

COLLEGE CORE REQUIREMENTS (34-47 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
CST 121, or CST 153, or CSC 207	3
*COM 173 Public Speaking	3
*MAT 145 Mathematics for Elementary Teachers I	4
Science elective 1	3-4
*PSY 111 General Psychology I	3
*HIS 201 US History or	
HIS 202 US History II	3
Fine Arts 2	6
Philosophy 3	3
Foreign Language 4	0-12

MAJOR REQUIREMENTS (17-30 CREDITS)

**EPY 203 Child Development in School [7]	3
**HLT 215 Health Issues in the Schools [8]	3
*MAT 147 Mathematics for Elementary Teachers II	4
Science electives [1]	3-4
Electives [5]	3-15
Praxis exam [6]	1

* These courses must be passed with a minimum grade of C
** These courses must be passed with a minimum grade of B
[1]Students must take two courses/6 credits, either appreciation, history, or studio, from two different fine arts disciplines, including but not limited to art, music, or theater. Consult your advisor as to which courses in the fine arts are transferable. Only one of the two courses can be a studio course. One course must be IDS 210 The Creative Voice.
[2] Either PHL 101 Intro to Philosophy, PHL 111 Ethics, PHL 112 Medical Ethics, or PHL 151World Religions
[3]The foreign language requirement may be satisfied by any of the following:
(a) 3 years of successful high school study in a single foreign language
(b) Three years of successful high school study of two foreign languages with an overall "B" average
(c) Two semesters of successful college study in a single foreign language
(d) Successful completion of a foreign language proficiency exam
Students who have met the foreign language requirement under the provisions of note 3 will use the equivalent credits here.
[5]One credit will be awarded upon successfully passing the Praxis I exam
[6]This course will be available through cross registration for full-time students or through special permission for part-time students at WestConn
[7]This course may be taken at either NCC or WestConn through cross registration. At WestConn it is called HPX 215 Health Issues in the Schools. Students must select the course that will meet the requirements of the CT State University to which they intend to transfer.
These courses are:
CCSU — Educational Technology
ECSU — Current Issues in Health Education or Personal Health
SCSU — Introduction to Special Education
WCSU — Health Issues in the Schools

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
CST 121, or CST 153, or CSC 207	3
MAT 145 Mathematics for Elementary Teachers I	4
Science electives	3-4
Foreign Language or electives	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
MAT 147 Mathematics for Elementary Teachers II	4
Science electives	3-4
Foreign Language or elective	3-4
PSY 111 General Psychology I	3
SEMESTER 3	
COM 173 Public Speaking	3
EPY 203 Child Development in School	3
HIS 201 US History **OR**	
HIS 202 US History II	3
Philosophy	3
Foreign Language **OR** elective	3-4
SEMESTER 4	
HLT 215 Health Issues in the Schools	3
Fine Arts	3
Foreign Language **OR** elective	3-4
Electives	6-8
Praxis exam	1

Pathway for Secondary Education: Biology

REQUIREMENTS FOR THE A.A. DEGREE (60-68 CREDITS)

COLLEGE CORE REQUIREMENTS (34-46 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
*COM 173 Public Speaking	3
CST 121, **OR** CST 153, **OR** CSC 207	3
MAT 201 Statistics	3
BIO 121 General Biology I	4
*HIS 201 US History **OR**	
HIS 202 US History II	3
*PSY 111 General Psychology I	3
Foreign Language [3]	0-12
Fine Arts 1	6
Philosophy 2	3

MAJOR REQUIREMENTS (19-22)

BIO 122 General Biology II	4
BIO Genetics **OR** BIO Marine Biology[4]	0-3
CHE 121 General Chemistry I	4
CHE 122 General Chemistry II	4
**EPY 204 Adolescent Development in School[6]	3
**HLT 215 Health Issues in the School[7]	3
Praxis exam [5]	1

ELECTIVES 4 (0-7 CREDITS)

*These courses must be passed with a minimum grade of C
** These courses must be passed with a minimum grade of B
[1]Students must take two courses/6 credits, either appreciation, history, or studio, from two different fine arts disciplines, including but not limited to art, music, or theater. Consult your advisor as to which courses in the fine arts are transferable. Only one of the two courses can be a studio course. One course must be IDS 210 The Creative Voice.
[2] Either PHL 101 Intro to Philosophy, PHL 111 Ethics, PHL 112 Medical Ethics, or PHL 151World Religions
[3]The foreign language requirement may be satisfied by any of the following:
(a) 3 years of successful high school study in a single foreign language
(b) Three years of successful high school study of two foreign languages with an overall "B" average
(c) Two semesters of successful college study in a single foreign language
(d) Successful completion of a foreign language proficiency exam
Students who have met the foreign language requirement under the provisions of note 3 will use the equivalent credits here.
[5]One credit will be awarded upon successfully passing the Praxis I exam
[6]This course will be available through cross registration for full-time students or through special permission for part-time students at WestConn
[7]This course may be taken at either NCC or WestConn through cross registration. At WestConn it is called HPX 215 Health Issues in the Schools. Students must select the course that will meet the requirements of the CT State University to which they intend to transfer.
These courses are:
CCSU — Educational Technology
ECSU — Current Issues in Health Education or Personal Health
SCSU — Introduction to Special Education
WCSU — Health Issues in the Schools

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
CST 121, **OR** CST 153, **OR** CSC 207	3
MAT 201 Statistics	3
BIO 121 General Biology I	4
Foreign Language **OR** elective	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
BIO 122 General Biology II	4
CHE 121 General Chemistry I	4
PSY 111 General Psychology I	3
Foreign Language **OR** elective	3-4
SEMESTER 3	
COM 173 Public Speaking	3
EPY 204 Adolescent Development in School 6	3
CHE 122 General Chemistry II	4
Foreign Language **OR** elective	0-4
Fine Arts	3
SEMESTER 4	
HLT 215 Health Issues in the School	3
Philosophy	3
HIS 201 US History **OR**	
HIS 202 US History II	3
Fine Arts	3
BIO Genetics **OR** BIO Marine Biology	0-3
Praxis exam	1

Pathway for Secondary Education: Chemistry

REQUIREMENTS FOR THE A.A. DEGREE (62-66 CREDITS)

COLLEGE CORE REQUIREMENTS (35-43 CREDITS)

	Credits
*ENG 101 Composition	3
ENG 102 Literature and Composition	3
CST 121, or CST 153, or CSC 207	3
MAT 254 Calculus I	4
CHE 121 General Chemistry I	4
*PSY 111 General Psychology I	3
*HIS 201 US History I **OR**	
HIS 202 US History II	3
Foreign Language[3]	0-8
*COM 173 Public Speaking	3
Fine Arts 1	6
Philosophy 2	3

MAJOR REQUIREMENTS (19-21 CREDITS)

CHE 122 General Chemistry II	4
CHE 211 Organic Chemistry I	4
CHE 212 Organic Chemistry II4	4-6
**EPY 204 Adolescent Development in School[6]	3
**HLT 215 Health Issues in the School[7]	3
Praxis exam[5]	1

ELECTIVES (0-8 CREDITS)

*These courses must be passed with a minimum grade of C

** These courses must be passed with a minimum grade of B

[1]Students must take two courses/6 credits, either appreciation, history, or studio, from two different fine arts disciplines, including but not limited to art, music, or theater. Consult your advisor as to which courses in the fine arts are transferable. Only one of the two courses can be a studio course. One course must be IDS 210 The Creative Voice.

[2] Either PHL 101 Intro to Philosophy, PHL 111 Ethics, PHL 112 Medical Ethics, or PHL 151World Religions

[3]The foreign language requirement may be satisfied by any of the following:

(a) 3 years of successful high school study in a single foreign language

(b) Three years of successful high school study of two foreign languages with an overall "B" average

(c) Two semesters of successful college study in a single foreign language

(d) Successful completion of a foreign language proficiency exam

Students who have met the foreign language requirement under the provisions of note 3 will use the equivalent credits here.

[5]One credit will be awarded upon successfully passing the Praxis I exam

[6]This course will be available through cross registration for full-time students or through special permission for part-time students at WestConn

[7]This course may be taken at either NCC or WestConn through cross registration. At WestConn it is called HPX 215 Health Issues in the Schools. Students must select the course that will meet the requirements of the CT State University to which they intend to transfer.

These courses are:

CCSU — Educational Technology

ECSU — Current Issues in Health Education or Personal Health

SCSU — Introduction to Special Education

WCSU — Health Issues in the Schools

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
CST 121, or CST 153, **OR** CSC 207	3
MAT 254 Calculus I	4
CHE 121 General Chemistry I	4
Foreign Language or elective	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
CHE 122 General Chemistry II	4
PSY 111 General Psychology I	3
HIS 201 US History I **OR**	
HIS 202 US History II	3
Foreign Language or elective	3-4
SEMESTER 3	
EPY 204 Adolescent Development in School	3
COM 173 Public Speaking	3
CHE 211 Organic Chemistry I	4
Fine Arts	3
Foreign Language **OR** elective	3-4
SEMESTER 4	
HLT 215 Health Issues in the School	3
CHE 212 Organic Chemistry II	4
Philosophy	3
Fine Arts	3
Praxis exam	1

Pathway for Secondary Education: Mathematics

REQUIREMENTS FOR THE A.A. DEGREE (64-68 CREDITS)

COLLEGE CORE REQUIREMENTS (39-47 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
*COM 173 Public Speaking	3
CST 121, or CST 153, **OR** CSC 207	
MAT 254 Calculus I	4
Science electives1	8
*PSY 111 General Psychology I	3
*HIS 201 US History I **OR**	
HIS 202 US History II	3
Foreign Language[4]	0-8
Fine Arts [2]	6
Philosophy[3]	3

MAJOR REQUIREMENTS (18 CREDITS)

MAT 256 Calculus II	4
MAT 268 Calculus III: Multivariable	4
MAT 268 Differential Equations **OR**	
MAT 272 Linear Algebra[5]	3
**EPY 204 Adolescent Development in School[7]	3
**HLT 215 Health Issues in the School[8]	3
Praxis exam[6]	1

ELECTIVES (0-7 CREDITS)

*These courses must be passed with a minimum grade of C

** These courses must be passed with a minimum grade of B

[1]Students must take two courses/6 credits, either appreciation, history, or studio, from two different fine arts disciplines, including but not limited to art, music, or theater. Consult your advisor as to which courses in the fine arts are transferable. Only one of the two courses can be a studio course. One course must be IDS 210 The Creative Voice.

[2] Either PHL 101 Intro to Philosophy, PHL 111 Ethics, PHL 112 Medical Ethics, or PHL 151World Religions

[3]The foreign language requirement may be satisfied by any of the following:

(a) 3 years of successful high school study in a single foreign language

(b) Three years of successful high school study of two foreign languages with an overall "B" average

(c) Two semesters of successful college study in a single foreign language

(d) Successful completion of a foreign language proficiency exam

Students who have met the foreign language requirement under the provisions of note 3 will use the equivalent credits here.

[5]One credit will be awarded upon successfully passing the Praxis I exam

[6]This course will be available through cross registration for full-time students or through special permission for part-time students at WestConn

[7]This course may be taken at either NCC or WestConn through cross registration. At WestConn it is called HPX 215 Health Issues in the Schools. Students must select the course that will meet the requirements of the CT State University to which they intend to transfer.

These courses are:

CCSU — Educational Technology

ECSU — Current Issues in Health Education or Personal Health

SCSU — Introduction to Special Education

WCSU — Health Issues in the Schools

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
CST 121, **OR** CST 153, or CSC 207	3
MAT 254 Calculus I	4
Science elective	4
Foreign Language **OR** elective	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
MAT 256 Calculus II	4
PSY 111 General Psychology I	3
EPY 204 Adolescent Development in School	3
HIS 201 US History I **OR** HIS 202 US History II	3
Foreign Language **OR** elective	3-4
SEMESTER 3	
COM 173 Public Speaking	3
Science elective	4
MAT 268 Calculus III: Multivariable	4
Fine Arts	3
Foreign Language **OR** elective	3-4
SEMESTER 4	
HLT 215 Health Issues in the School	3
MAT 268 Differential Equations or MAT 272 Linear Algebra	3
Philosophy	3
Fine Arts	3
Foreign Language **OR** elective	3-4
Praxis exam	1

WEB DESIGN

(See Art and Design)

WOMEN'S STUDIES

An Advisement Sequence in the Liberal Arts and Sciences A.A. Transfer Program

Women's Studies is an interdisciplinary curriculum that examines women's lives, issues and work. It offers students the opportunity to study how gender intersects with sexuality, class, race, ethnicity, and nationality within cultural, historical and global contexts. Courses will equip students to describe the conditions of women in various cultures and societies; understand the causes and consequences of those conditions; evaluate a range of theories of gender construction and inequality, and discuss related philosophical issues; and appreciate women's contributions and achievements. In addition, the program will look at the ways that scholars differ about women's experiences in the world.

Students intending to transfer as a WS major to a specific four year institution must work closely with their faculty advisor and the Counseling Center. Some course substitutions can be made to ensure optimal transfer of credits.

REQUIREMENTS FOR THE A.A. DEGREE (60-65 CREDITS)

COLLEGE CORE REQUIREMENTS (37-39 CREDITS)

	Credits
ENG 101 Composition	3
ENG 102 Literature and Composition	3
COM 173 Public Speaking	3
PSY 111 General Psychology I	3
MAT 136 Intermediate Algebra (or higher level mathematics courses)	3
Computer elective (CSA/CSC/CST 100 or higher)	3
BIO 105 Introduction to Biology	4
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
Foreign Language	6-8
Humanities electives***	6

MAJOR REQUIREMENTS (18 CREDITS)

WMS 105 Gender in the Everyday World	3
Advised electives in Women's Studies****	15

LIBERAL ARTS AND SCIENCES ELECTIVES (3-8 CREDITS)

Students should select these courses in consultation with a faculty advisor.

* To meet the mathematics requirement for transfer to most four-year colleges, the student should take MAT 146 or MAT 201. (See your advisor.)

** Students with no college level credits in a foreign language must take a placement exam to register for any foreign language above the 101 level. Students passing the foreign language placement exam for 101 will receive credit for that course.

*** One Interdisciplinary (IDS) course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

****This must include courses in more than one discipline, and a course in a non-western culture, literature, or history. Students may take one discipline-specific internship as part of this requirement. Fifteen credits of WMS courses must be taken from courses cross-listed in at least two of the following disciplines (that is, WMS/HUM, WMS/SOC, WMS/SCI):

The following courses count toward the Women's Studies credit requirements:
BIO 103/WMS 103 Women's Health
ENG 160/WMS 160 Introduction to Literature by Women
ENG 265/WMS 265 Women's Autobiography
HIST 124/WMS 124 Women of the World
PHL 123/WMS 123 Ethics: Feminist Perspectives
PHL 125/WMS 125 Feminism
PSY 211/WMS 211 Psychology of Women
PSY 250/WMS 250 Psychological Aspects of Human Sexuality

RECOMMENDED SEQUENCE OF STUDY

	Credits
SEMESTER 1	
ENG 101 Composition	3
COM 173 Public Speaking	3
MAT 136 Intermediate Algebra	3
Computer elective (CSA/CSC/CST 100 or higher)	3
Foreign Language	3-4
SEMESTER 2	
ENG 102 Literature and Composition	3
PSY 111 Introduction to Psychology	3
BIO 105 Introduction to Biology	4
WMS 105 Gender in the Everyday World	3
Foreign Language	3-4
SEMESTER 3	
HIS 101 Western Civilization I **OR**	
HIS 102 Western Civilization II	3
COM 173 Speech Communication	3
WMS 103/BIO 103 Women's Health	3
Foreign Language **OR**	3
Advised electives in Women's Studies	3-6
SEMESTER 4	
Advised electives in Women's Studies	6-9
Advised electives in Liberal Arts and Sciences	6-9