Three Rivers Campus
574 New London Turnpike
Norwich, CT 06360-6598

Main number (860) 886-0177

Off-Campus Centers/Locations
Ella Grasso Regional Vocational Technical High School
189 Fort Hill Road
Groton, CT 06340

Naval Submarine Base
Building 83
Groton, CT 06349

General Contact Info
TRCC Web Site www.trcc.commnet.edu
Online Information Services
http://my.commnet.edu
E-mail Info3Rivers@trcc.commnet.edu
TRCC on Facebook
www.facebook.com/ThreeRiversCC
TRCC on Twitter http://twitter.com/3RiversCC

Directory

Please call for office hours
General Information (860) 886-0177
Accounting Office 823-2899
Admissions Information 383-5260
Advising & Counseling 383-5217
Assessment of Prior Learning 383-5227
Bookstore 887-6842
Career Placement Services 383-5298
Cashier 823-2810
Continuing Education Office 885-2608
Disability Services 383-5217
Financial Aid Office 823-2870
Health and Wellness Center 823-2881
Library 885-2346
Lost and Found/Security 885-2322
Registrar’s Office 892-5756
Student Programs Office 885-2333
Subase Site 445-5575
Veteran’s Office 383-5247

Fax Numbers

Academic Division (860) 886-7841
Admissions Office 885-0562
Business Office 886-0691
Cashier’s Office 886-8128
Registrar’s Office 886-6670
Student Programs Office 886-9136
Student Services Center 885-0562
Subase 445-9186
Fall 2010 Semester

August 25  Professional Day
Orientation for New Students

August 26  Classes Begin/Late Registration Begins
Add/Drop Period Begins
First 7-Week Mods Begin

September 2  Instructrue Signature Required to Add Classes

September 6  Labor Day - College Closed

September 8  Last Day of Add/Drop and Partial Tuition Refund

September 15  Constitution Day - Classes in Session

September 22  Last Day to Select Audit Option

October 11  Columbus Day Observed – Classes in Session

October 19  Second 7-Week Mods Begin

October 20  First 7-Week Mods End

November 3  Last Day to Select Pass/Fail Option

Last Day to Submit Incomplete Work from Spring ‘10 and Summer ‘10 Semesters

November 11  Veteran’s Day Observed – Classes Not in Session

November 15  Last Day to Apply for Spring Graduation (May ‘11) and for Summer (August ‘11) Completers Who Wish to Attend the May ‘11 Ceremony

Nov. 23-24  Make-up/Supplemental sessions - Instructor Discretion

Nov. 25-28  Classes Not in Session – No Support Services Available

December 9  Last Day to Withdraw from Classes

December 16  Last Day of 15-Week Session
Second 7-Week Mods End

Dec. 17-20  Makeup/Supplemental Sessions – Instructor Discretion

December 21  Final Grades Due Registrar’s Office

Dec. 24-25  Holiday Reces - College Closed

December 29  Grades Available on Web

Fall 2010 Modular Courses

SEVEN WEEK - MOD 1

Monday & Wednesday Begins Aug. 30/Ends Oct. 20

Tuesday & Thursday Begins Aug. 26/Ends Oct. 14

SEVEN WEEK - MOD 2

Monday & Wednesday Begins Oct. 25/Ends Dec. 15

Tuesday & Thursday Begins Oct. 19/Ends Dec. 16

Inter session 2011

(3-week session)

December 23  Last Day for Full Tuition Refund

December 27  Classes Begin

December 29  Instructor Signature Required to Add Classes

January 11  Last Day to Withdraw from Classes

January 14  Last Day of Classes

January 18-19  Class/lab, Makeup/Supplemental Session

January 20  Final Grades Due

January 27  Student Grades Available on Web

About the Catalog

This catalog is a web-based publication that contains academic and general information statements of policy in effect at Three Rivers as of April 2010. This unabridged catalog on the Internet provides the most complete, accurate and timely academic and general information statements of policy. In addition, students should consult subsequently published information in the student handbook, semester class schedules and program brochures for more current information.

It is each student’s responsibility to become thoroughly familiar with College policies and procedures. Each student is held accountable for the rules, regulations and requirements that appear in their entirety in the unabridged catalog on the web. Students are responsible for compliance with all regulations contained in the unabridged catalog and dates cited in the official academic calendar for each semester as found on the web and in the semester schedules. While every effort has been made to ensure the accuracy of the information provided, Three Rivers reserves the right to make any changes at any time without prior notice.

The College provides catalog information solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred. The catalog cannot be considered as an agreement or contract between individual students and the College or its administration.
Spring 2011 Semester

January 17 Martin Luther King Day - College Closed
January 19 Professional Day
New Student Orientation
Last Day for Full Tuition Refund
January 20 Classes Begin/Late Registration Begins
Add/Drop Period Begins
January 24 First 7-Week Mods Begin
January 27 Instructor Signature Required to Add Classes
February 2 Last Day of Add/Drop and Partial Tuition Refund
February 3 College Professional Day - Classes Not in Session
February 17 Last Day to Select Audit Option
February 21 President’s Day Observed – Classes Not in Session
March 13-19 Spring Break - Classes Not in Session
March 22 First 7-Week Mods End
March 23 Second 7-Week Mods Begin
April 7 Last Day to Select Pass/Fail Option
April 8 Last Day to Submit Incomplete Work from Fall ’10 Semester and Inter session ’11
April 15 Last Day to Apply for Summer (August ‘11) Graduation
April 22-24 Spring Recess - College Closed
May 9 Last Day to Withdraw from Classes
May 16 Last Day of 15-Week Session
May 16 Second 7-Week Mods End
May 17-18 Make-up/Supplemental Sessions - Instructor Discretion
May 19 Final Grades Due
May 22 Commencement
May 27 Student Grades Available on Web
May 30 Memorial Day - College Closed
June 15 Last Day to Apply for Fall Graduation (December ‘11)

Spring 2011 Modular Courses

First 7-Week Mod
Monday & Wednesday Begins Jan. 24/ Ends March 23
Tuesday & Thursday Begins Jan. 20 / Ends March 22

Second 7-Week Mod
Monday & Wednesday Begins March 28/ Ends May 16
Tuesday & Thursday Begins March 24/ Ends May 10

Summer 2011

First 8-Week Module
June 3 Last Day to Drop Classes for Full Tuition Refund
June 6 Classes Begin
June 15 Last Day to Apply for Fall (December ‘11) Graduation
July 4 Independence Day Observed - College Closed
July 27 Last Day to Withdraw from Classes
August 1 Last Day of Classes
August 3 Final Grades Due

Late Start: 8-Week
June 15 Last Day to Apply for Fall (December ‘11) Graduation
June 17 Last Day to Drop Classes for Full Tuition Refund
June 20 Classes Begin
July 4 Independence Day Observed - College Closed
August 9 Last Day to Withdraw from Classes
August 15 Last Day of Classes
August 17 Final Grades Due

First 6-Week Module
May 17 Last Day to Drop Classes for Full Tuition Refund
May 18 Classes Begin
May 30 Memorial Day Observed – College Closed
June 15 Last Day to Apply for Fall (December ‘11) Graduation
June 28 Last Day to Withdraw from Classes
June 29 Last Day of Classes
July 1 Final Grades Due
July 4 Independence Day Observed - College Closed

Late Start: 6-Week Module
July 1 Last Day to Drop Classes for Full Tuition Refund
July 4 Independence Day Observed – College Closed
July 5 Classes Begin
August 9 Last Day to Withdraw from Classes
August 15 Last Day of Classes
August 17 Final Grades Due

Late Start: 1-Week Session
July 15 Last Day to Drop Classes for Full Tuition Refund
July 18 Late Start – 1-Week session Classes Begin
July 20 Last Day to Withdraw from Classes
July 22 Late Start – 1-Week session Classes Ends
July 24 Final Grades Due

For complete and up-to-date academic information, visit www.trcc.commnet.edu
Programs of Study

Associate Degree Programs

Accounting Career (A07) & Accounting Transfer (A09)
Architectural Design Technology (A21)
Aviation Maintenance Technology (A28)
Business Administration Management (B60)
Business Administration Transfer (A62)
Business Information Systems (B75)
Civil Engineering Technology (A80)
Computer Science Technology (B86)
Construction Management Technology (B80)
Criminal Justice, Enforcement Option (A02)
Criminal Justice, Treatment Option (A04)
Early Childhood Education (A46)
Electrical Engineering Technology (B17)
Engineering Science (B18)
(A College of Technology Pathway)
Environmental Engineering Technology (B19)
Exercise Science
Finance and Banking (A97)
Fire Technology and Administration (F05)
General Engineering Technology (B25)
General Studies (B31)
Advising Tracks
• Connecticut State Univ. Transfer Compact
• Three Rivers Pre-Nursing
• UNH Dental Hygiene
Hospitality Management
• Casino Management (B68)
• Hotel Management (B69)
• Restaurant Management (B70)
Human Services (B37)
Laser and Fiber Optic Technology (A95)
Liberal Arts and Sciences (B57)
Advising Track
• UC ONN Guaranteed Admission
Manufacturing Engineering Technology (B64)
Laser Manufacturing Option (B72)
Marketing (B61)
Marketing Transfer (A91)
Mechanical Engineering Technology (B62)
Nuclear Engineering Technology (A92)
*Nursing (F30)
Pathway to Teaching Careers (C35)
Small Business and Entrepreneurial Studies (A52)
Technology Studies (F11)
(A College of Technology Pathway)
• Biomedical Science Option (F21)
• CAD (Computer-Aided Drafting) Option (F15)
• Electrical Option (F06)
• Engineering Technology Option (F12)
• Lean Manufacturing & Supply Chain Mgmt. Option (F20)
• Technology and Engineering Education Option (F13)
• Wastewater (F04)
Visible Fine Arts (A60)
* Selective admissions program. Contact the Nursing Admissions Office at (860) 892-5702.

Associate Degree Programs

Accounting (J05)
Advertising/Public Relations (J10)
Architectural Drafting Technology (J19)
Basic Business Skills (K25)
Business Administration (J42)
Business Information Systems (J50)
CAD (Computer-Aided Drafting) (J46)
College of Technology: Technological Studies:
Wastewater (N03)
Wastewater Advanced (N11)
Computer Applications (J98)
Construction Management (J03)
Criminal Justice (J75)
Customer Service (J06)
Early Childhood Education (J89)
Entrepreneurial Studies (J91)
Environmental Health and Safety Management (K09)
General Studies (J57)
Advising Tracks
• UNH Pre-Dental Hygiene
Graphics and Communications Arts (J23)
Health Career Pathways (K55)
Hospitality Management:

Certificate Programs

• Casino Management (K02)
• Communication & Customer Relations (J03)
• Hotel Management (K03)
• Restaurant Management (K04)
Human Services: Case Management (K06)
Laser and Fiber Optic Technology (K20)
Lean Manufacturing (N13)
Library Technology (J66)
Manufacturing, Introduction to (Level 1) (K56)
Marketing (J68)
Networking Technology (K07)
Retail Management (J14)
Security and Loss Prevention (J26)
Supply Chain Management (N14)
Sustainable Landscape Ecology & Conservation Technician (K58)
Technical Writing (J04)
Web Design and Development (K08)

Non-Degree Program

Non-Degree
General Admissions Philosophy

Three Rivers maintains an open admissions policy and extends the opportunity for higher education to individuals who demonstrate the motivation and maturity needed to benefit from community college instruction. The College provides educational opportunities to people regardless of age, religion, racial or ethnic background or disabilities.

The College accepts all graduates of accredited high schools, individuals who hold a General Educational Diploma (GED), mature adults who demonstrate the ability to perform academically at a college level, high school students accepted for early admission or those participating in the College Career Pathways Program or the High School Partnership Program. Applications are accepted year-round for fall, spring, summer and winter sessions and may be printed from our website. To request an Application for Admission form, interested students should contact the Admissions Office. Applications are also available at all high school guidance offices in the College’s service area, and at the College’s Subase Office in Groton. An Application for Admission form is also provided in the back of this catalog.

Applicants who are new to Three Rivers may also apply online. Instructions are found in the Admissions section of this catalog under “Applications”. Applications are also available at all high school guidance offices in the College’s service area, and at the College’s Subase Office in Groton. An Application for Admission form is also provided in the back of this catalog.

Admissions Office
Three Rivers Community College
574 New London Turnpike
Norwich, Conn. 06360
Phone: (860) 383-5260
admissions@trcc.commnet.edu

Inquiries regarding admission should be addressed to:
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Three Rivers Community College
574 New London Turnpike
Norwich, Conn. 06360
Phone: (860) 383-5260
admissions@trcc.commnet.edu

For complete and up-to-date academic information, visit www.trcc.commnet.edu

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How to Apply

Degree or Certificate Students

1. New Students (first time attending college)

a. Complete the Application for Admission form (provided in the back of this catalog). A $20 non-refundable application fee must accompany the completed application form. (If you have applied to another Connecticut Community College, you do not pay the fee again.) High school seniors may take the completed application and fee to their high school’s guidance office to be mailed to the College. Official high school transcripts and/or proof of high school completion must be submitted upon high school graduation.

b. Submit proof of high school completion. Adult students may submit evidence of high school completion such as a photocopy of the original high school diploma in lieu of official transcripts. Students who have completed the high school equivalency test should submit a copy of their GED Certificate with the Application for Admission form. Adults who have not graduated from high school and those who are home schooled are strongly encouraged to take the GED examination. Once an applicant has submitted official transcripts from another school, they become the property of the College and will not be returned to the student. This applies even if the applicant does not enroll.

c. Take the Computerized Placement Test (CPT). The CPT assesses the student’s basic skills in mathematics, reading and writing. Information about the test and instructions on how to prepare for and schedule the test is provided to new students at their new student workshop appointment, provided with the acceptance letter. More information on this requirement is included in the Additional Admissions Information section of this catalog. Students who scored 450 or higher on the verbal or essay portion of the SAT, and/or scored 550 or higher on the math portion of the SAT may be waived from the CPT. Transfer students from other colleges please see next page.

d. Submit evidence of the Immunization requirements. Section 10a-155 of the Connecticut general statutes require each full-time or matriculating student born after 1956, to provide proof of adequate immunization against measles, rubella and varicella vaccine. More information, including exemptions from this requirement, is provided in the Registration and Records section of this catalog.

e. Admission to the Nursing Program requires the completion of specific application materials available from the Admissions Office. For details, please see the Connecticut Community Colleges Nursing Program in the Admissions section of this catalog.

f. All students must complete the admissions process including the computerized placement test (if applicable) before registration. Applicants are encouraged to complete the admissions and financial aid process at least 6 weeks prior to their intended first semester. After placement testing (if applicable), new students attend a freshman advising seminar to learn more about planning their program of study and to register for classes.

2. Transfer Students

Transfer students from another regionally accredited institution of higher education who wish to transfer credits to Three Rivers must follow the steps for new students. Transfer students will be required to take the computerized placement test unless they have earned college-level credits including English and math with a “C” grade or higher. Unofficial transcripts or grade reports can be submitted for placement test waiver and/or registration into higher level courses.

In addition, transfer students wishing to receive credit at Three Rivers for course work completed at another college or university, by CLEP or DSST (formerly DANTES), or through the military must request that an official transcript be sent to the Registrar’s Office. Once students are admitted into a degree or certificate program of study and registered for classes, their credits will be evaluated upon receipt of the official transcripts. For detailed information about receiving credit by transfer, see the General Academic Information section of this catalog.

3. Readmitting Students

Readmitting students are ‘former’ Three Rivers’ students who are returning to Three Rivers after an absence of at least two years (excluding summer and winter intersessions). Readmitting students must complete and submit an Application for Admission form (provided at the back of this catalog) before they are able to register for courses. An application fee is not required if paid at the time of initial application to the College. In addition, readmitting students are encouraged to contact an admissions advisor to discuss how prior course work at Three Rivers or from other colleges attended may apply to current degree requirements. Readmitting students may be required to take the Computerized Placement Test if they have not previously tested and have not completed college-level English and mathematics with a “C” grade or higher. Readmitted students must meet the immunization requirements and must have submitted proof of high school completion as described in this catalog.

Note: Students seeking readmission who have been on academic or disciplinary suspension should refer to the General Academic Information section of this catalog.

4. International Students

Three Rivers is authorized under Federal law to enroll nonimmigrant students with a permanent residence outside of the U.S. but who wish to be in the U.S. on a temporary basis and hold an appropriate visa. Applicants for a student visa (F-1 status) should contact the Admissions Office at (860) 383-5260 for more information at least six months in advance of the semester in which they wish to enroll. All admission application procedures must be completed no later than four months in advance, including:

a. Submit a completed Application for Admission form with translated copies of a transcript or diploma that certifies high school completion. A statement of educational equivalency by an authorized official or foreign credentialing service may be necessary.

b. Take the computerized placement test (CPT) to assess basic skills in English and mathematics and demonstrate English proficiency. Three Rivers does not provide qualified intensive English as a Second Language instruction. For this reason, all international F-1 students must have sufficient proficiency in English to allow them to enroll in a full-time program at the college. The computerized placement test is administered in person only at Three Rivers.

Applicants who have previously attended other U.S. Colleges or universities and have earned college-level credits including English and math with a “C” grade or higher may be waived from the CPT when they provide unofficial transcripts or prior college coursework.

c. Submit evidence of the Immunization requirements. Beginning August 1, 2010 all incoming students will be required to show proof of two doses of measles, mumps, rubella and varicella vaccine. More information, including exemptions from this requirement, is provided in the Registration and Records section of this catalog.
Non-Degree Students

Non-degree students are those who are taking credit courses but are not working towards a degree or certificate at Three Rivers. Persons applying as non-degree students must complete the required Application for Admission form. A $20 non-refundable application fee must accompany the completed application form. (The application fee will be waived if it has been submitted to another Connecticut Community College.) Non-degree students are ineligible for financial aid and some veterans’ benefits.

College transcripts are required when non-degree seeking students wish to 1) enroll in advanced courses that have pre-requisites or 2) be waived from the Computerized Placement Test. Information about how to prepare for and sign-up for a placement testing session is included in the Additional Admissions Information section.

Non-degree students may be required to take the computerized placement test. Information about how to prepare for and sign-up for a placement testing session is included in the Additional Admissions Information section of this catalog.

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Non-degree students are those who are taking credit courses but are not working towards a degree or certificate at Three Rivers. Persons applying as non-degree students must complete the required Application for Admission form. A $20 non-refundable application fee must accompany the completed application form. (The application fee will be waived if it has been submitted to another Connecticut Community College.) Non-degree students are ineligible for financial aid and some veterans’ benefits.

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er. A new minimum score has yet to be determined due to an ATI-TEAS upgrade to version 5.0. The test results will be valid for three years from the testing date. Please consult the nursing admissions office for the minimum acceptable score on the 5.0 version of the TEAS.

- Computer literacy – A passing score on the computer proficiency test or completion of Connecticut Community College CYS*105 or CYS*101 or equivalent, with a grade of C or higher, completed prior to application deadline of February 1, 2011.
- Connecticut Community College BIO*211: Anatomy and Physiology I, or equivalent, with a grade of C+ or higher, successfully completed within five years prior** to application deadline of February 1, 2011.
- Connecticut Community College ENG*101: English Composition, or equivalent, with a grade of C+ or higher, successfully completed prior to application deadline of February 1, 2011.
- Connecticut Community College BIO*212: Anatomy and Physiology II, or equivalent, with a grade of C+ or higher, successfully completed within five years prior** to application deadline of February 1, 2011 or successfully completed during, but no later than spring semester of application year.

** “five years prior” is defined as having completed the course between December 2005 and February 1, 2011. There may be prerequisite courses that must be successfully completed prior to taking the admission requirements. Please consult with the college catalog at the College of First Choice for specific information. Students should complete the required Accuplacer computerized placement test. The placement test may be waived for students who have prior college English and/or mathematics credits.

ATI-TEAS Standardized Admission Test for Nursing

Applicants must receive a minimum acceptable score on the ATI-TEAS test. The minimum score prior to February 1, 2010 was an adjusted individual total score of 65% (minimum score has not yet to be determined). The test results will be valid for three years from the testing date.

- The non-refundable fee for the test is $25.
- Students may not reschedule.
- The test is a computerized multiple choice test that evaluates essential academic skills: math, science, reading, and English.
- The test takes approximately 3½ hours to complete.
- It is recommended that applicants review biology, chemistry, and math content in preparation for taking the ATI-TEAS Test.
- The ATI-TEAS Study Manual is available through www.atitesting.com, (cost: approximately $35.00). The study manual will assist the applicant in preparing for the exam. The applicant can also subscribe to practice tests offered on-line by ATI.
- For more information about the ATI-TEAS Test, visit the ATI website at www.atitesting.com.

Testing Sites

The following Connecticut Community Colleges administer the ATI-TEAS test: Capital, Gateway, Quinnipiac Valley, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers.

Go to ATI’s website at www.atitesting.com/ccteas to review all testing dates and registration information. If the test is taken at a site other than one of Connecticut Community Colleges, applicants must have official results sent by ATI to the College of First Choice by the application deadline.

- An applicant may retake the ATI-TEAS test as many times as desired.
- There must be a 45 day period between each testing.
- Applicants may register to retake anytime, however, the testing date must be later than the 45 days.
- Applicants applying to retake the TEAS test before the 45 day period will not be permitted to test and testing fees paid will not be refunded.

Formula for Computing Ranking

Applicants who meet all of the application and admission requirements are assigned a rank number. Rank numbers are computed by the following formula:

\[
\text{Rank Number} = 0.25 \times \text{ATI-TEAS score} + 0.25 \times \text{BIO*211 Anatomy } & \text{ Physiology I grade} + 0.50 \times \text{GPA}
\]

Selection Process:

- Rank, Random, Waitlist
- Rank Selection (60%): All eligible applicants will be ranked by the CT-CCNP.
- Once each college has filled 60% of their seats by rank, the remaining applicants will go into the random pool. 40% of the seats will then be filled by the random pool.
- Random Selection (40%): The pool of remaining applicants will consist of all students who were eligible for the program, but were not selected through rank selection.
- Applicants will be randomly selected from the pool and placed in their College of First Choice until college full.
- Applicants will be considered for random selection at their second or third choice college if either of those colleges has spaces that weren’t filled through their own random selection process.
- Once all colleges are filled, the remaining applicants will go onto a waitlist.
- Waitlist: Applicants on the waitlist will be ranked using the original ranking from the CT-CCNP.

The waitlist will be divided into five separate lists based on the College of First Choice. When openings occur, applicants will be selected from the waitlist at that college and offered the nursing seat. An applicant can refuse the offer, but he/she will not go back onto the waitlist. If a student declines the offer, he/she will be removed from consideration for the current academic year.

In the event that a college’s waitlist is emptied, any further openings will be filled by selecting, in order, the top ranked student from the remaining colleges. The top ranked applicant will be offered the seat regardless of the colleges on the application. An applicant can refuse the offer and go back onto the waitlist at his/her College of First Choice.

The waitlist will not carry over from year to year. Applicants who are not selected from the waitlist will need to submit a new application if they want to be considered for admission to the nursing program the following year. Students would need to contact the Admissions Office at the College of First Choice to see what application information is still on file.

Additional Information

- Before being permitted to participate in clinical experiences, all students must have on file a health and immunization assessment by a Healthcare Provider which documents fitness to participate in the clinical area. This is to be documented per the instructions on the Health Assessment Form (available on the College Website on the Nursing Resources Page). All students must demonstrate proof of current Basic Life Support Certification as a Healthcare Provider through the American Heart Association or the American Red Cross. Clinical experiences are provided at various community hospitals and other health care facilities within the broader Eastern Connecticut community.
- In addition to regular tuition and fees, nursing students incur additional expenses such as: uniforms, nursing textbooks and supplies, nursing lab fee, cost of required standardized testing and transportation to clinical settings.

Please note that all nursing courses currently use an Internet based Course Management System that requires computer access and several specific software programs. If you have questions regarding computer requirements, please call the Nursing Division office at (860) 383-3541.

Early Admission Students

1. High School Partnership Students

High school juniors and seniors attending schools participating in the High School Partnership Program are required to submit a special application available at participating high school guidance offices. Priority is given to high school seniors. They are also required to take the computerized placement test (CPT). Students who scored 450 or higher on the verbal or essay portion of the SAT, and/or scored 550 or higher on the math portion of the SAT may be waived from the CPT.

High School Partnership students are eligible for a scholarship to take one course in the designated semester; all tuition and fees are included. Course selections are determined by placement test scores. Scholarship recipients may enroll on a space available basis. To determine if a high school participates in this program, and to learn about other opportunities interested students should call the Admissions office at (860) 892-5742.

2. College Career Pathways Students

College Career Pathways (CCP) is a federal dual- enrollment program that allows high school students to sample college level academic rigor while enrolled in high school, as well as earn college credit towards a future degree. Participating students enroll in a pathway of courses resulting in a college transcript from Three Rivers. The program requires students to complete a specified course in English, math, and science, as well as one or more courses in a designated career area.

There is a formal articulation agreement between Three Rivers and 20 area high schools throughout Eastern Connecticut. The pathway courses have been comprehensively reviewed by both TRCC faculty and the respective high school faculty to ensure college level academic rigor. All CCP courses are offered and taught by high school faculty. Students may receive both high school and TRCC college credit for these courses.

Up to 16 college credits may be earned by the end of the senior year of high school. Students may matriculate into an associate degree program at Three Rivers during their senior year of high school. A college transcript showing which credits they have earned will become available in the summer following their high school graduation. The college transcript may also be presented to other higher
Admission to English as a Second Language Courses

English as a Second Language (ESL) courses at Three Rivers Community College are designed to serve the needs of non-native English speakers who wish to improve their basic English proficiency. These courses have been developed to enhance students' fluency in English.

Admission to Developmental Courses

Students needing review in mathematics or English courses are required to complete specific courses determined by placement test scores prior to enrolling in college-level course work. These courses are designed to give students the foundational skills that are fundamental to successfully completing college-level courses. See ENG 002, ENG 012, COU 024, MAT 075, and MAT 095 in the Credit Course Description in this catalog.

Career Exploration Course

This course is designed to give undecided students (recent high school graduates and mature adult learners) an opportunity to explore their interests, abilities and career options. See COU K130 in the Credit Course Descriptions section of this catalog.

Veterans and Reservists

Veterans and other students eligible for Veterans Administration (VA) education benefits must complete the College's application procedures for degree or certificate programs. In addition, such students MUST contact the VA Representative to request the VA's application form. Those students who have served on active duty must also submit copies of their separation papers. Reserve officers eligible for the Montgomery GI Bill (Chapter 1606) must contact the College VA Representative and supply the Notice of Basic Eligibility form in order to file for benefits. Students who are the spouse or dependent of an active duty military person, who is going to transfer their educational benefits to them under the Post 911 GI Bill, must first have the spouse or parent apply to transfer their benefits online. The spouse or dependent MUST then come in to see the VA Representative at the College for further processing of these benefits. See the Tuition and Fee Information section for specific dates and times of service to determine eligibility. Connecticut tuition waiver may apply to some veterans. Married veterans who are eligible for Montgomery GI Bill-Active Duty (Chapter 30) benefits and have remaining entitlement from old GI Bill (Chapter 34) benefits must have their marriage certificate and birth certificates of any children certified by either the Veterans Administration or the College VA Representative.

Regional Student Program of the New England Board of Higher Education [RSP/NEBHE]

Each New England State admits qualified out-of-state New England residents to its public, degree-granting two-year colleges providing that the students are eligible by either of the following rules:

Rule 1: When a degree or certificate program is not offered at an in-state institution, a qualified student may enroll at any participating out-of-state institution offering that program.

Rule 2: When a degree or certificate program is offered at both in-state and out-of-state institutions, and the out-of-state institution is closer in traveling time to a qualified student's legal residence, then the student may enroll out-of-state. Upon admission into a degree or certificate program at Three Rivers, qualified out-of-state students pay the in-state tuition plus a 50% surcharge. Additional information about the program may be obtained from the Three Rivers Admissions Office or from the New England Board of Higher Education, 45 Temple Place, Boston, MA 02111; (617) 357-9620.

Admission for a Second Degree

Students who already hold an associate degree may earn a second degree in a different area of study at Three Rivers. A minimum of 25% of the coursework in the second degree must be specific to the second degree (not used in the first degree) and must be from Three Rivers Community College. This is the residency requirement for the second degree. A student may earn two degrees simultaneously at Three Rivers by fulfilling all requirements stated in the above paragraph. Requests for additional degrees beyond the second require prior approval from the Academic Dean. Completion of requirements of an additional program option, in addition to a different certificate, program or degree, may be completed under a different certificate program or degree program at Three Rivers, qualified out-of-state students must contact the College VA Representative to request the VA's application form. A student wishing to earn a certificate and degree in the same program must complete the requirements of the certificate prior to earning the degree.

Student Right-To-Know Act

In keeping with the Federal Student Right-To-Know Act (PL 102-26), information is available at http://www.comnet.edu/planning/Research/SRK/srk.htm concerning the completion or graduation rate of first-time, full-time degree or certificate seeking students that start at the College each Fall semester and finish their degree or certificate within 150% of the expected program completion time (i.e., three years for a two-year associate degree program or 18 months for a 12 month certificate program). In reviewing this information it is important to understand that graduation rate information is reported by cohort years which represent the year of the Fall semester that students first started at the college. All reporting is delayed by one year, beyond the 150% allowed completion time, due to the federal reporting schedule. Graduation rate information is always updated at the end of May of each year and is delayed by one year. For example 2009 graduation rate information would be reported under the heading of the Fall 2006 cohort after May 2010.
Registration Procedures
All students must be admitted to the College in order to register for classes during designated registration periods preceding each semester. Students should go to http://my.commnet.edu to see the schedule of classes for each semester. Registration procedures and policies are on the TRCC website; click on Register.

Registration for New and Readmit Students

Times and locations for registration appear on the web. New and re-admit students should bring unofficial transcripts or grade reports of previous work to registration.

Registration for Continuously Enrolled Students
Students who have attended Three Rivers within the last two years may register during the early registration period. Times and locations for registration appear on the web. There are two types of student classifications for registration:

- **Degree Candidate (matriculated student)** - A student who is in a plan of study at Three Rivers which, upon successful completion, will result in the award of either an associate degree or a certificate of completion.

- **Non-Degree (non-matriculated student)** - A student who is enrolled on a course-by-course basis and is not in a degree or certificate program at Three Rivers.

Students in either of the above classifications may register for a full-time (minimum of 12 credits per semester) or part-time (maximum of 11 credits per semester) course load. Degree Candidates are eligible to apply for financial aid.

Measles and Rubella Immunization Requirement

By law (Public Act 89-90) all higher education institutions in Connecticut require all full-time or matriculating students born after December 31, 1956, to submit evidence of immunization against measles and rubella and beginning August 1, 2010, provide proof of adequate immunization against mumps and varicella before being permitted to register for classes.

- **Measles** - The required immunization consists of two doses of measles vaccine (administered at least one month apart). The first dose must have been given on or after January 1, 1969 (and after the student’s first birthday) and the second dose on or after January 1, 1980.

- **Rubella** - The required immunization for rubella (German Measles) is one dose of rubella vaccine administered after the student’s first birthday.

Mumps and Varicella (Chicken Pox) - Beginning August 1, 2010, Colleges will be required to collect proof of immunization, unless a student is exempt, for mumps and varicella as well as measles and rubella.

**NOTE:** These health records must be submitted to the Admissions Office prior to registration for courses.

Exemptions from Measles and Rubella Immunization Requirements
Exemptions are granted only:

- for medical reasons, confirmed by a physician’s statement
- if medical records indicate a student is immune to measles and/or rubella (a titer test)
- a health department or physician’s certificate states a student had a confirmed case of measles and/or rubella
- if inoculation is contrary to student’s religious beliefs, a letter of explanation must be submitted.

Graduates from Connecticut high schools from 1999 or later who were not exempt from the high school for measles and/or rubella do not have to provide proof of adequate measles and rubella immunizations.

Students claiming a religious or medical exemption may be excluded from college activities, including classes and exams when there is an outbreak of measles or rubella on campus.

Auditing Courses
A student who wishes to take a credit course without receiving credit can register as an auditor by the fourth week in the semester. Auditors are charged regular tuition and fees but do not receive a final letter grade.

With instructor approval auditors attend class regularly but graded activities such as exams are limited. Audited courses are shown on a student’s transcript. Students are not eligible to receive financial aid, VA, or Tuition Assistance for audited courses. Please check the Academic Calendar for the deadline to request an Audit.

Change in Schedule or Program

Students may add courses through the first week of the semester (specific dates are in the academic calendar) provided:

- there is an opening in the desired class
- the student meets course prerequisites, if any
- the advisor approves and signs the add/drop form, if the student has less than 6 credits.

In addition, a student must obtain written permission from the instructor to add a class in the second week of classes.

Dropping Courses
Students may drop courses up to the final drop date as specified in the academic calendar. Courses dropped prior to or during the first two weeks of classes in a standard semester or the first two days of a summer session or modular course are removed from the official class roster. Dropped courses will not appear on the student’s transcript.

- To drop a course, the student must complete the add/drop form available on the college’s website, in the Registrar’s Office or any Student Service Office, or verbally notify the Registrar’s Office.
- Late drops will not be permitted.

Withdrawal from Courses

After the last drop date as specified in the academic calendar, students may withdraw from courses by completing the appropriate form which is available online or in any Student Services Office. If necessary you can withdraw by phone by calling the Registrar’s Office. Withdrawals are accepted up until the week before classes end – check the specific date in the academic calendar. A grade of “W” will be entered for each course from which a student withdraws. The course(s) and grade of “W” will appear on the student’s transcript.

NOTE: Failure to attend class is not an acceptable method of either dropping or withdrawing. This will result in a failing grade of “F” on the student’s permanent transcript and can seriously affect future reinstatement, transfer to another college and financial aid. Non-attendance either before or after the start of classes does not cancel the financial obligation to pay fees and tuition incurred at the time of registration for classes. Students will remain liable for any outstanding payments of tuition and fees due the College.

Changing Program of Study

Students who wish to change their enrollment from one degree program to another (for example, to change from General Studies to Accounting) should first discuss the change of program with their advisor or a counselor. A change of program form, available online or at any Student Services Office, must be completed and submitted to the Student Development Office.

Registration between Connecticut Community Colleges
The Connecticut Community Colleges have adopted a coordinated policy that may broaden the student’s education at a reduced total cost to the student.

- Full-time students (those paying maximum General Fund tuition) in one Community College may enroll for courses at another Community College tuition free, if the home college does not offer the course, and if space is available at the host college which is offering the course.
- A student wishing to enroll in a host college course must complete a Three Rivers Application for Admission and present a receipt at registration to show that the maximum full-time tuition was paid at the home college. The policy does not apply to self-supporting courses.

Summer Session and Winter Intersession Registration

The College offers day and evening self-supporting courses during the summer and winter intersession at a single tuition rate (Educational Extension Credit Program tuition rate). The College welcomes experienced students from other colleges and universities who wish to make up courses or earn advanced standing at their home institution. Credits earned at Three Rivers are generally acceptable to other colleges, but students are advised to consult their home institution for information regarding transfer of credits. Students should follow the required admission and registration procedures. Generally, students enrolling in the summer session or winter intersession are admitted with non-degree status.

Three Rivers students may attend the summer session to lighten their study load during the regular academic year or to reduce the time needed to earn their degrees. Students are encouraged to check the appropriateness of their course selection with their advisors. Summer session schedules are available in early spring via the internet at http://my.commnet.edu or by calling the Admissions Office.

Registration Website:

Visit www.trcc.commnet.edu and click on “Register for classes”
Retention of Records

Three Rivers maintains the permanent records on all students: admission, academic, and financial aid. The record retention policies are described in the Student Handbook and with the State of Connecticut retention policies and schedules. Accord-
gingly, secondary documents are periodically purged from student files after mandated periods of retention have expired.

Students Rights Under the Family Educational Rights and Privacy Act (FERPA)

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

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

2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identifying the part of the record he or she wants changed, and specify why he or she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of its decision and inform the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A “school official” includes but is not limited to the following: a person employed by the College; a person elected to the Board of Trustees; a person serving on the Board of Trustees who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

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

- to comply with a judicial or lawfully issued subpoena
- to appropriate parties in a health or safety emergency
- to officials of another school, upon request, in which the student seeks or intends to enroll
- in connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid
- to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs
- to accrediting organizations to carry out their functions
- to organizations conducting certain studies for or on behalf of the College
- the results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence or in connection with the alleged victim of that crime with respect to that crime.
- directory information as defined in the policy of the Board of Trustees.

4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3. This is called the “Opt-Out” option. A student exercising this right must notify the Registrar in writing. There is an “Opt Out” form on the college website that can be used for this purpose. Once filed, this notification becomes a permanent part of the student’s record until the student instructs the College, in writing, to remove it.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office is available in the Registrar’s Office.

Directory Information

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

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

Web Access to Student Information

Three Rivers’ students can access college information including their academic history, schedule, and financial information via the internet: http://my.commnet.edu. Students with a hold will not be able to access the Secure Information Area. The self-service area also leads students to their course schedule and registration status; their holds, course, display; their grades; their academic history; their charges and payments; and financial aid information at all twelve community colleges. Go to http://my.commnet.edu or click on myCommNet from the college’s web site www.trcc.commnet.edu. Students will need their Student ID # (example: @0012345) and other personal information to sign on.

Official Transcripts

Students can request their official transcripts via the Internet: http://my.commnet.edu. In order to access a student’s information, the student needs to login using their Student ID and some other personal information. Official transcripts can be sent to the student or other parties outside the College. There is no fee for this service. If it has been more than two and a half years since you last attended TRCC, you will not be able to use the online request system. In this case, submit a written request for an official transcript. Requests should include the student’s full name, former names if applicable, address, date of birth, signature, social security number or student ID number, date of graduation or last term of attendance and the complete name and address of the recipient of the transcript. Official transcripts bearing the College seal will be sent to the recipient designated by the student. Allow 5 to 7 working days for processing. There is a Transcript Request Form on the college’s website. No telephone requests can be accepted.

Unofficial Transcripts of the Academic Record

Students can access their unofficial transcripts via the Internet: http://my.commnet.edu. In order to access a student’s information, the student needs to login using their Student ID and some other personal information. Students who have not attended TRCC within the last two and a half years or do not have access to the Internet can request an unofficial transcript in writing, free of charge, through the Registrar’s Office. No telephone requests can be accepted.

Age of Majority

Under Connecticut law, the age of majority is 18 and students that are age and older have the full rights and responsibilities of adults. The College will communicate directly with students in matters pertaining to grades, academic credits, academic and disciplinary status, and College bills. Any student wishing to have information released to their parent or guardian must complete a Disclosure Form available in the Registrar’s Office. Disclosure forms must be submitted each semester if desired.

Under 20 U.S.C. 1232g(d) all rights of parents (including the rights to inspect education records and consent to the disclosure of personally identifiable information) transfer to the student at the earlier of: 1) the attainment of age 18; or 2) attendance at an “institution of postsecondary education.” FERPA regulations at 34 C.F.R. 99.3 define a student who thus acquires rights under FERPA as an “eligible student.”
Most financial aid at Three Rivers is provided by federal programs. Grants are considered “gift” aid and do not need to be repaid. Low interest loans are to be repaid over an extended period once a student ceases half-time attendance. Part-time employment is another form of assistance; the student is paid an hourly wage (Work-Study Program). Any information provided to the Financial Aid Office is treated confidentially and used only to determine need and award of aid. The Financial Aid Office supplies information about the various forms of financial aid to students including grants, loans, scholarships, and work-study opportunities. This information is also fully described in the College catalog. Students must reapply each academic year for financial aid.

Applying for Financial Aid
The Free Application for Federal Student Aid (FAFSA) is available on-line at (www.fafsa.ed.gov). This application enables the student to apply for all sources of financial assistance awarded by the college as well as the Federal Pell Grant. Upon completion of the application procedures outlined below, the applicant will have applied for all sources of aid available through the Financial Aid Office. Applications should be submitted to the Federal Government by May 1 for students enrolling in August (fall semester) or January 1 for students enrolling in January (spring semester). Adhering to these deadlines will assure students of an answer concerning eligibility before the semester begins. However, applications are accepted throughout the academic year since financial aid is awarded to students until funds are depleted.

To be considered for financial aid, the applicant must complete the following steps:
1. Complete the process for admissions (see the Admissions section of this catalog for instructions).
2. Complete and submit the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov.
3. Provide any additional documentation required by the Financial Aid Office after completion of the FAFSA application.

Determination of Need
Financial aid is granted on the basis of need. A student’s financial need is the difference between the total cost of one academic year of study at the College and the total resources available to the student, based on information supplied on the Free Application for Federal Student Aid (FAFSA). The amount of aid awarded to a particular student is determined by the Financial Aid Office and depends on the student’s financial need and the availability of funds. The cost of education includes the direct costs of tuition, fees, books and supplies, and indirect costs including personal expenses, transportation, meals, and housing costs.

Requirements for Financial Aid Recipients
Applicants must:
- be enrolled in a degree or certificate program by having completed all necessary admissions steps.
- be in good academic standing and making satisfactory academic progress. This is defined as a progression toward successful academic completion of course requirements for a degree or certificate by maintaining a minimum Grade Point Average (GPA) and successfully completing at least 67% of the credits attempted on a cumulative basis. See the next section “Satisfactory Academic Progress Policy” for complete details.
- be a citizen or eligible non-citizen of the U.S. or Trust Territories.
- not be in default in the repayment of any educational loans or owe a refund on any Title IV grant program at any institution.
- be registered with the Selective Service if you are a male.
- never have been convicted of an illegal drug offense.

Satisfactory Academic Progress Policy
The Satisfactory Academic Progress Policy is available at: www.commnet.edu/finaid/Documents/FinAid_Academic_Progress_Policy.pdf

Satisfactory Academic Progress (SAP) Appeals Policy
Students may appeal any decision under the SAP Policy. A student must complete the Satisfactory Academic Progress Appeal form which one can obtain from the financial aid office. Appeals will be considered for emergency circumstances including illness, death of a family member or other unusual situation. All students will be expected to provide clear evidence in their appeal form of the following issues: 1) state the reason for appeal 2) what has changed from the time when unsatisfactory academic progress occurred and 3) how (s)he will be capable of overcoming past academic difficulties. In addition, students must provide third party documentation to support their claims (i.e., medical evidence of illness, death certificate, etc.).

Financial Aid Programs
Programs of Financial Aid described herein are subject to change due to Federal, State and local regulations or funding fluctuations.

Federal Pell Grant Program
This grant, based on need, is intended to be the “base” of a financial aid package, and may be combined with other forms of aid to meet the direct cost of education.

Federal Supplemental Educational Opportunity Grant (SEOG)
This program provides grants to eligible students demonstrating financial need. Preference is given to students with exceptional need.

Connecticut Aid for Public College Students (CAPS)
Connecticut grants are awarded to Connecticut resident students who have serious financial need. Grants range up to the direct cost of education (tuition, fees, books) per academic year and are based on satisfactory academic progress, financial need and the availability of funds.

Community College Grant Program
This State program provides for the remission of tax-supported tuition, fees, and cost of books for resident students who demonstrate substantial financial need.

Federal Family Education Loan Programs (Formerly Stafford Loan)
Lending institutions and the federal government jointly sponsor this loan program. To borrow through this program, the student must complete an application from a participating local lending institution (banks, credit unions, and savings and loan associations). Interest rate is variable for new borrowers. Repayment begins six months after the recipient leaves college.

Federal College Work-Study Program (FCWSP)*
This program provides college jobs for students who need money. Students work up to a maximum of twenty hours per week during academic periods and up to thirty-five hours per week during vacation periods depending on their financial need and the availability of funds. Hours can be arranged to suit a student’s academic schedule. Any student seeking work-study campus employment should contact the Financial Aid Office.

*State work-study funds are also available.

Financial Aid Website:
Visit www.trcc.commnet.edu and click on “Student Services” then “Financial Matters”
Non-Refundable Fees
All students at the time of registration for credit courses must make a non-refundable payment of the college services and student activity fees, plus lab fees, applicable to the courses for which a student is registered.

Tuition
Tuition charges are based on the number of credits and the student's residency status at the time of registration. Students who register for more than 17 credits in any semester will be charged an additional flat amount of $100 tuition. This tuition is subject to the normal tuition refunding rules. The total tuition owed is payable by the payment date deadline specified by the College each semester. All registrations between the announced deadline and the first day of classes shall be accompanied by full payment of all applicable tuition and fees unless an installment payment plan option or other deferred payment arrangement option has been approved by the College. Student accounts that have not been paid by the tuition due date are subject to a $15 late payment fee.

On-Line Course Tuition and College Service Fees
Students registering for On-Line (distance learning) courses will be charged tuition and fees based on their residency.

Special Fees (Non-Refundable)
Application Fee:
- Full-time Student $20
- Part-time Student $20

The application fee will be waived for those students who previously applied to any Connecticut Community College.

Late Payment Plan Fee $15
Late Registration Fee $5
Academic/Military Evaluation Fee $15
Credit by Examination $15
One-Time Replacement of Diploma $10
Payment Plan Fee $25
Portfolio Assessment Fee $50
Returned Check Fee $25

Fees are subject to change; College presidents, with the approval of the Chancellor, are authorized to waive General and Special Fees of students enrolled in special programs when the circumstances justify such action.

New England Regional Student Program (RSP/NEBHE)
Each New England state admits out-of-state New England residents for study at its public, degree-granting colleges, universities and institutions. At Three Rivers Community College, these students pay the same tuition and fees as a Connecticut student, plus a 50% surcharge. See the “Admissions” section for program eligibility requirements.

Tuition and Fee Waivers
Senior Citizens
Tuition, general fees, and the application fee are completely waived for people 62 years of age and over who wish to register for state-supported (General Fund) courses on a space available basis. Special fees must still be paid. Those requesting the waiver must present verification of date of birth. Senior citizens register at the conclusion of each registration period on a space available basis.

Connecticut Tuition Waiver
This waiver is available for eligible Connecticut veterans. Public Act 03-85 amended the definition of “service in a time of war.” For purposes of identifying eligible veterans, Connecticut has adopted the Federal definition (U.S. Code 38 USC 101, as amended). War periods include:
- Spanish-American War
- Mexican border period
- World Wars I and II
- Korean conflict
- Vietnam era
- Persian Gulf War (August 2, 1990 until a date prescribed by the President or law)

Periods beginning on the date of any future congressional declaration of war and ending on the date prescribed by the presidential proclamation or concurrent resolution of Congress.

Note: Because the Persian Gulf War is still in progress, veterans currently serving or who have served at least 90 days any time between August 2, 1990 and the date the Persian Gulf War ends are eligible for war service benefits. Connecticut continues to recognize certain smaller conflicts that are not included in the Federal definition:
- Lebanon conflict (7/1/58 to 11/1/58 Combat or combat support role only)
- Peacekeeping mission in Lebanon (9/29/82 to 3/30/84)
- Invasion of Grenada (10/25/83 to 12/15/83)
- Operation Earnest Will (escort of Kuwaiti oil tankers 2/1/87 to 7/23/87)
- Invasion of Panama (12/20/89 to 1/31/90)

To use the Waiver, students must present proof of service plus proof of residency. The latter may include rent receipts, tax bills, voter registration cards, or other documentation showing residence in Connecticut.

The 100% tuition waiver is applicable only to General Fund courses and is available for veterans if they are residents of Connecticut. In addition, any child of a Vietnam-era veteran who has been declared a MIA/POW is eligible, provided that the parent entered the service after January 1, 1960 and was a Connecticut resident upon entry or while serving in the Armed Forces. Veterans from other states who established residency through marriage to a Connecticut resident during the above times may also be eligible.

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

Installment Payment Plan Policy
An installment payment plan option will be available to students in good standing enrolled in General Fund courses for six or more credits during the fall or spring semesters. The first payment includes all general fees, the $25 installment plan fee and the first tuition of the third. A student wishing to utilize the installment payment plan must make arrangements with the College’s Cashier Office during specified times prior to each semester. The Cashier’s Office will complete the Installment Payment Plan Agreement, which will be signed by the student or legal guardian.

Payments must be made by the due dates indicated on the agreement to avoid the late payment fee ($15).

Tuition & Fee Schedule
Tuition and fees for Connecticut Community Colleges are established by the Board of Trustees of Connecticut Community-Technical Colleges. These charges are subject to change by the Board without prior notice. Students are urged to consult the College’s web site for complete and current tuition and fee information.
Refunds

Refund of Tuition and Fees
Student will receive a full refund of tuition and fees if the College cancels a course.

Refund of Tuition Only
Please refer to the Academic Calendar or the website for refund deadlines. Requests for refunds of tuition must be directed to the Registrar's Office by mail, e-mail (registrar@trcc.commnet.edu) or fax (860-886-6670). Students should retain a confirmation receipt for their records. Withdrawal and reduced course load requests may also be made in person at the Registrar's office during normal business hours.

Note: College Service and Student Activity fees are not refundable unless the college cancels the course.

Fall and Spring Full Semester Courses
Students who wish to drop all registered courses and receive a refund shall direct their request to the Registrar's Office. If the written notice is received prior to the first day of classes for the semester, 100% of the tuition for all dropped courses will be refunded. If written notice is received on or after the first day of classes for the semester through the first 14-calendar days of the semester, a 50% refund of tuition will be made.

Fall and Spring Module Courses
Students wishing to drop from modular courses with beginning and ending dates which do not correspond to the full semester schedule are required to direct their request to the Registrar's Office. This must be done prior to the first scheduled class meeting in order to receive a 100% refund of tuition. A 50% refund of tuition will be granted if written notice is received according to the following schedule:
- 1 week module - within the first day of the module
- 5 week module - within the first 5 calendar days of the module
- 6 week module - within the first 6 calendar days of the module
- 7 week module - within the first 7 calendar days of the module
- 8 week module - within the first 8 calendar days of the module

Reduction in Course Load
For a reduction in course load which occurs on the first day and through the fourteenth calendar day of that semester, 50% of the difference of the tuition applicable to the original and revised schedule will be refunded.

Reduction in Course Load for Financial Aid Students
Financial Aid students who reduce their course load will incur the same costs as non-financial aid students, but these costs and credits are not included in determining their financial aid amount. Awards are based on the number of credits the student is registered for at the conclusion of the add/drop period. Please contact the Financial Aid office if you have any questions.

Summer and Winter Session Courses Supported by the Educational Extension Fund
Students who wish to drop all registered summer or winter session courses shall direct their written requests for course drops and refunds to the Registrar's Office. One hundred percent of tuition will be refunded if notice is received prior to 4:00 p.m. on the day preceding the first scheduled class meeting (requests must be received by 4:00 p.m. Friday for courses that meet first on Monday). No refund of tuition will be granted if the notice is received on or after the first day of class.

Refund Exceptions
A 100% refund of tuition and fees is granted to students who enter the armed services before earning degree credit for that semester. In this case, notice and a certified copy of enlistment papers must be submitted to the Registrar's Office. No other refund of tuition will be granted for either full-time or part-time students beyond the 14th calendar day after the first day of classes. Upon written request submitted to the Dean of Administration, exceptions to the tuition refund policy due to extenuating or extraordinary circumstances will be considered.

Refund of Tuition Only
If written notice is received on or after the first day of classes for the semester, 50% of the difference of the tuition for all dropped courses will be refunded. If written notice is received on or after the first day of classes for the semester through the first 6 calendar days of the semester, a 50% refund of tuition will be made. If written notice is received prior to 4:00 p.m. on the day preceding the first scheduled class meeting (requests must be received by 4:00 p.m. Friday for courses that meet first on Monday). No refund of tuition will be granted if the notice is received on or after the first day of class.

Reduction in Course Load for Financial Aid Students
Financial Aid students who reduce their course load will incur the same costs as non-financial aid students, but these costs and credits are not included in determining their financial aid amount. Awards are based on the number of credits the student is registered for at the conclusion of the add/drop period. Please contact the Financial Aid office if you have any questions.

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Repayment Policy for all Federal Aid Recipients
Effective October 2000, regulations governing the administration of Federal Title IV Financial Aid Funds (i.e. Perkins Loan, Pell Grant, Supplemental Educational Opportunity Grant and Family Educational Loan Program) have changed significantly. All students receiving this federal student aid who withdraw or stop attending all classes prior to the 60% point of the semester will be required to return and repay a portion of this funding. In case of early withdrawal, the college is required to recalculate that student's financial aid eligibility and determine what percentage of federal aid has been earned based on the date of the student's withdrawal. (This percentage is directly proportional to the number of calendar days attended by the student divided by the number of calendar days in the semester.) Any "unearned" federal aid must be returned as follows:

- Any "unearned" federal aid collected by the college for student tuition and fees. These funds must be returned in total to the Federal Government. The student will then become liable to the college for this amount and will be billed accordingly.
- Any "unearned" federal aid paid directly to the student or on the student's behalf (bookstore charges, daycare transportation, etc.). 50% of this debt will be forgiven, but the remaining 50% must be repaid to the Federal Government by the student within 45 days.

Since these Federal Title IV Regulations must be strictly enforced, all participating students are urged to take the following action to prevent potential problems in this area:

- Work closely with the Financial Aid Office to understand their rights and responsibilities under the new regulations.
- Work closely with their academic advisor in selecting courses and determining reasonable academic loads for each semester.
- Consider the demands of work and family when deciding how many courses to take.
- Attend classes and maintain satisfactory academic progress as required. Failure to attend classes and to comply with these financial aid regulations will permanently jeopardize future eligibility for federal assistance.

Residency Requirement
To be entitled to the in-state tuition rates established for Connecticut residents, a student must be a Connecticut resident for a minimum of 12 months, with the exception of active duty military personnel and their families and those who meet the New England Board of Higher Education (RSP/NEBHE) guidelines. International students issued an I-20 and those on temporary work visas are not entitled to the in-state tuition rates for Connecticut residents.

For complete and up-to-date academic information, visit www.trcc.commnet.edu
The mission of the Student Development and Services Division is to provide a welcoming and supportive environment which will enhance students’ ability to achieve their highest potential through learning, programs, and services. Through our activities and services we strive to:

- build community awareness of college programs and services
- recruit and enroll a diverse student population
- provide an environment that encourages learning beyond the classroom
- develop skills in decision-making, problem solving and leadership
- encourage students to participate in community service, athletics, and cultural enrichment programs in the arts
- recognize and encourage individual achievement
- recognize alumni and include them in enriching programs and services
- create opportunities for students to explore personal and career choices.

**Counseling and Student Development Services**

Attending college is an exciting and challenging experience for students. So much is new: courses, people, learning and future opportunities. Along with the exciting, new experiences often come a variety of unexpected experiences. Whether a first-time, returning, or transfer student, there are often challenges to be managed: personal and family life, academics, time, and financial constraints. The Counseling Center supports students during their college journey.

Staffed with dedicated professionals, the Counseling Center offers a full range of academic and personal support services. Counselors and staff work in conjunction with faculty to foster student growth and success. Services in the Center help students clarify and establish meaningful academic, career or personal goals and help them build and implement action plans to fulfill their goals. One-on-one, workshops, assessments and special groups support students as they sort through competing interests and needs to achieve these goals.

Services of the Center focus on:

- academic advising and counseling
- career counseling and information
- college transfer
- employment counseling and resources for full and part-time jobs and internships
- personal counseling and development

**Academic Advising**

The Counseling Center is a major resource for students adjusting to and navigating through college. The Center focuses on academic success and developing the necessary skills and understanding for students to navigate the system effectively. Freshmen Advising Seminars introduce students to the wide array of services provided by the college. The seminar includes interpretation of initial math and verbal placement scores and selection of appropriate courses. Students are prepared for their first semester at the college and equipped with the knowledge of important tools and tips to be successful.

Further into their tenure, students are supported with ongoing advising regarding the choice of courses or the selection and change of major. Student learning styles are also assessed to understand strengths and needs, and help students improve needed skills. Graduation audits are completed by assigned counselors as students prepare to complete their studies or transfer to another institution.

**Career Counseling**

The Counseling Center approaches career counseling within a framework of student empowerment and with the objectives of increasing career and personal information and awareness. A four-step model is used:

1. Exploring personal values, skills, interests and personal preferences
2. Exploring the variety and reality of careers
3. Relating academic majors to career outcomes
4. Building plans and experiences to enhance success

Specific services include: individual counseling, career workshops, and assessment of interests and personal preferences as they relate to careers. A variety of resources to help students explore the world of work and expand their options are also provided.

**Employment Counseling**

Most of TRCC students work full- or part-time while enrolled at the College. Many look to enhance the significance of that work in relation to long-term career goals they establish while a student. The Counseling Center works with students to increase understanding and effectiveness in looking for and obtaining employment.

An online student employment service lists full- and part-time jobs and internships at www.collegecentral.com/three rivers. The site features opportunities at local and state businesses and organizations. Students have unlimited free access to this service. Workshops and individual sessions with students are conducted to help write effective resumes, enhance and practice interview-skills, and implement job search strategies.

Employers are welcomed on campus to recruit students and attend the career expo. Ongoing collaboration with faculty across disciplines supports development of specific skills or resources for students in various academic programs. Alumni are engaged in helping build networks for students who seek career information or employment in a variety of fields.

OptimalResume is a computerized service for students to develop their resume, create a personal web site, host “portfolio” content, and practice interviewing with on-line modules. It is also free and available through any web browser at trcc.optimalesume.com.

**Personal Counseling**

The Counseling Center provides confidential counseling to all students. Counselors support students’ adjustment to college as a learning and development process. Skill building focuses on personal life skills as well as skills to overcome learning challenges. Students can use an online confidential assessment to identify these learning challenges and then follow up with self-study modules to overcome them. Common challenges to effective learning include anxiety, motivation, focus, study skills, test-taking strategies, and time management. Workshops are also offered on these and other topics.

Counselors are available for faculty and students when an unexpected need arises and a calm, private place to talk through issues is required.

**Physical, Psychological and Special Learning Needs**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1992, Three Rivers offers support services and reasonable accommodations on an individual basis to qualified students with documented disabilities (physical, psychological and learning).

Students new to college will find these services different from those of high school, and will be responsible for self-identifying the need for accommodations and providing necessary support documentation to obtain it. All students receive information on this process in the admissions acceptance packet and it can be obtained in the Counseling Center.

Students with disabilities are encouraged to meet with a disabilities service provider several weeks before registering for classes in order to allow adequate time for processing their needs and communicating those needs to faculty. All information is confidential between the student, the Counseling Center staff and designated faculty.

**Community Resources and Referrals**

Three Rivers Community College students can access support services pertaining to personal or family non-academic needs through a network of community based agencies. Student Support Services in the Counseling Center has resource and referral information to help students in a wide variety of areas. These include, but are not limited to, mental health, basic needs (housing, food, energy), money management, addiction, health care, family and parenting needs.

**College Transfer**

The Counseling Center provides students with information on transfer options to a variety of other educational institutions. This support includes:

- individual transfer counseling and advising
- group workshops on the process of transfer
- college fairs with representatives from prospective transfer institutions
- guaranteed transfer options to state and private colleges and universities

Transfer compacts with many state and private colleges are open to students who apply prior to completion of 15 credits at TRCC. For other transfer students, counselors work to insure the completion of the maximum coursework at TRCC that will transfer to another college. The Counseling Center also provides information to incoming transfer students, helping them understand the transfer-in process for credits from other educational institutions.

**Student Services Information**

For complete and up-to-date academic information, visit www.trcc.com. Click on “Student Services” for the Student Services Website: www.trcc.commnet.edu. Click on “Student Services” for the Student Services Information.
Guaranteed Admission and Transfer Agreements

The following programs have been developed to guarantee admission and to help students transfer successfully to four-year universities. Additional information on these programs is available on the web or at our Admissions or Student Development offices.

Guaranteed Admission to the Connecticut State University System

Graduates of an associate degree program within the Connecticut Community College System with a grade point average of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System. Students are guaranteed admission upon completion of the degree with a 2.0 grade point average.

Students are advised by the Associate’s degree within five years of signing the agreement in order to participate in the program. All credits earned in the degree program at TRCC will transfer to Mitchell. Students enrolled in this program will be advised by both Three Rivers and Mitchell College throughout their associate degree program.

Guaranteed Admission Agreement Between Three Rivers Community College and Fairfield University School of Engineering

The School of Engineering of Fairfield University will accept associate degree graduates from the Electrical Engineering Technology and Mechanical Engineering Technology programs at Three Rivers into its baccalaureate degree program in Electrical Engineering and Mechanical Engineering provided that these transfer students have earned a grade point average of 3.0 or better (on a 4.0 scale). Students with a GPA between 2.5 and 3.0 will be considered on an individual basis only. This transfer agreement requires also that the student pass Fairfield University’s specified bridge course (ENG 101), which may be offered online, and pass Calculus 1 (at Three Rivers) with a grade of B or better before matriculation at Fairfield University. Fairfield agrees to transfer in most of the general education, science and engineering courses taken at Three Rivers, up to 64 credits.

Guaranteed Admission Agreement Between Three Rivers Community College and Mitchell College Criminal Justice Program

The Guaranteed Admission Agreement with Mitchell College’s Criminal Justice Program allows Three Rivers Community College students who graduate with an A.S. degree in Criminal Justice (Enforcement Option) placement into the junior year of a Bachelors degree in Criminal Justice at Mitchell College. Student must declare their intent to transfer prior to earning 30 credits and earn a minimum GPA of 2.0 upon completion of the associate degree in order to participate in the program. All credits earned in the degree program at TRCC will transfer to Mitchell. Students enrolled in this program will be advised by both Three Rivers and Mitchell College throughout their associate degree program.

Guaranteed Admission Agreement Between Three Rivers Community College and Sacred Heart University

The Guaranteed Admission Agreement with Sacred Heart University serves to assist students in a seamless transition from Three Rivers to the University. This program guarantees admission into the BGS program upon the successful completion of the associate degree with an overall grade point average of 2.0 or better. Students are also guaranteed that they will begin studies at UConn in junior level status.

Transfer Compact Agreement with the Connecticut State University System: Central, Eastern, Southern and Western

Three Rivers and the Connecticut State University System have entered into an agreement for incoming Three Rivers’ students to dually enroll with a designated Connecticut State University. Students must apply for this dual admission program before earning 15 college credits. Certain programs at Sacred Heart may require a higher overall cumulative average, additional prerequisites or a separate admissions application to enter their program. Students enrolled in this program will be advised by both Three Rivers and Sacred Heart throughout their associate degree program.

Transfer Agreement Between Three Rivers Community College and Mitchell College Criminal Justice Program

This program is an agreement between the Connecticut Community College System and the Bachelor of General Studies Program at the University of Connecticut. The program guarantees admission into the BGS program upon the successful completion of the associate degree with an overall grade point average of 2.0 or better. Students are also guaranteed that they will begin studies at UConn in junior level status.

Guaranteed Admission Program to the University of Connecticut

The Guaranteed Admission Program (GA Program) is an agreement between several Connecticut Community Colleges, including Three Rivers, and the University of Connecticut. This program guarantees incoming Three Rivers’ students admission to UConn’s College of Liberal Arts & Sciences or College of Agriculture and Natural Resources upon completion of associate degree with a 3.0 cumulative minimum average. Students enrolled in this program will be advised by both Three Rivers and UConn staff throughout their associate degree program.

Agreement Between the Connecticut Community College System and the Bachelor of General Studies Program at the University of Connecticut

This program is an agreement between the Connecticut Community College System and the Bachelor of General Studies Program at the University of Connecticut. Guaranteed admission into the BGS program guarantees admission upon completion of associate degree with a 3.0 cumulative minimum average. Students enrolled in this program will be advised by both Three Rivers and UConn staff throughout their associate degree program.

Guaranteed Admission to the University of Bridgeport

This Guaranteed Admission Agreement serves to assist Three Rivers’ students in Accounting, Business, or Marketing Transfer programs into baccalaureate degrees in the School of Business at the University of Bridgeport. Students who graduate with the Associate’s degree and a GPA of 2.5 are guaranteed admission to the University of Bridgeport in the following degree programs: Accounting, Business Administration, Computer Applications & Information Systems, Finance, Marketing, International Business, or Management. All courses with a grade of “C” or better will be accepted for transfer credit. Students who complete the Bachelor of Science degree at the University of Bridgeport have the possibility of earning a Master’s degree (MBA) with only one additional year of study.

Student Handbook

The Student Handbook is a user-friendly publication that provides information about the many college services students can use to further their academic and personal development. In addition, there is information about student activities and opportunities to participate in college governance. The Student Handbook is available online and at the Student Services Welcome Center.

Orientation

The New Student Orientation program is a special orientation event designed to introduce new students to the academic community and to student life at Three Rivers. This special orientation program presents administrative, faculty, and student body to the incoming class in an interpersonal manner. This format allows us to demonstrate in very nontraditional ways the breadth of opportunities and experiences that Three Rivers has to offer students.

Student Health Services

Health services at the College are available on an emergency basis only. Students who require immediate medical assistance should report to the nearest administrative office or security station.
Student Programs
Faculty and staff seek to fully involve students in the academic and social life of the college. We view this involvement as a vital part of a student’s development. Therefore, students have the opportunity to, and are encouraged to become active in student government, clubs and organizations, social and cultural college sponsored activities, and to volunteer their service in the community. A complete list of student organizations is available in the Student Handbook and at the Student Programs office.

Veteran Services and Benefits
Eligibility for benefit use is determined by the Veterans Administration. Eligible students may use VA benefits to pursue a degree or certificate as approved by the Veterans Administration. Only students enrolled in approved degree or certificate programs may apply for educational benefits. With the exception of voc-rehab students and Chapter 33 (Post 911), once a student has registered and paid the applicable fees for a given term, the College will certify the student’s enrollment to the Veterans Administration, which will then pay the appropriate benefits to the student and to the college if using Chapter 33 (Post 911).

Continued eligibility for benefits is contingent upon the student complying with College regulations, documenting continued class attendance, and confirming with plan of study requirements. Only courses required for degree or certificate completion are covered by VA benefits programs. Additional courses selected by the student become the financial responsibility of the student. Admissions and Tuition & Fees sections in this catalog.

Oasis Center
The Oasis Center is a resource center for student veterans. It is a place where veterans can meet, offer support to one another, and obtain information about benefits and other services available to them. The Oasis Center is located in room E121.

Child Care Services
Access to child care services is available through a licensed provider, Pooh Corner. Pooh Corner provides a safe and high quality educational place to care for your child while you attend school. Programs are available for infants, toddlers and pre-schoolers. For enrollment information call (860) 892-5708.

College Cafeteria
The cafeteria is a popular gathering spot for students and staff. In addition to eating areas, the cafeteria provides vending machines for food and beverages and also serves as a general lounge area. Breakfast items, hot meals, sandwiches, and snacks are provided when classes are in session. The cafeteria accepts cash only. A Cyber Café located at the main entrance also provides additional quick food and beverage services.

College Bookstore
The bookstore is located at the main entrance of the college. Students may purchase required and optional textbooks, both new and used as well as placing special orders. The campus bookstore also stocks school supplies, reference books, imprinted clothing, software, backpacks, and snacks. Bookstore hours of operation are published in the schedule of classes each semester. Students can also visit the bookstore web site at www.ebooklet.com.

Health and Wellness Center
Our fully equipped Health and Wellness center is available free of charge to everyone actively part of the college community. In addition to the cardio and weight training rooms, the center includes a studio room that is used for a variety of noncredit programs, health screening, mini workshops and Student Activity sponsored events. Showers and lockers are available within the center. The operating hours are generally Monday – Friday 7 a.m.- 6 p.m. This schedule may vary during semester breaks or during the summer. After completing a liability form, an annual membership card will be issued. Photo ID must be presented to the attendant to utilize the facility. If you have any questions regarding the center, please call (860) 823-2681.

Art Gallery
Three Rivers Gallery is a contemporary visual art space with rotating exhibits featuring works of emerging and established artists, both local and national. A Student Art Show is hosted annually in May. Through relevant exhibitions with diverse perspectives, and related educational programming, the gallery is dedicated to providing cultural enrichment to the college and the surrounding community. The gallery has the unique opportunity to explore challenging subjects and provide a venue for artists whose work is best suited to non-commercial spaces.

Lost and Found
The central location for processing, storing and releasing lost and found items is the Security Desk located in the main lobby. All lost items found on campus should be turned into the Security Officer at the Security Desk by the individual finding the item. Valuable items will be turned over to the Coordinator of Public Safety and Environmental Health. Every reasonable effort will be made to identify the owner of the item turned in. Flash drives and computers will be turned over to the Information Technology Division in an effort to determine ownership of those items. Inquiries concerning lost items and claiming lost items should be addressed to the Security Officer at the Security Desk.

Parking
Several lots are available for student parking. For evening students, parking is also available in the lot directly across from the B-wing after 5:30 p.m. Students are strongly encouraged to obey campus parking regulations to avoid disciplinary sanctions and/or having their vehicle towed. Handicap parking permits must be prominently displayed when parking in a space designated for the handicapped. Violators of State Handicap Parking Laws will be identified and will be issued parking tickets from the local or state law enforcement agency.

Student Services Information
For complete and up-to-date academic information, visit www.trcc.commnet.edu

FOR COMPLETE AND UP-TO-DATE ACADEMIC INFORMATION, VISIT WWW.TRCC.COMMNET.EDU
A complete text of all institutional policies is available in the office of the Dean of Student Development and Services and is located on the TRCC website.

Affirmative Action Policy/ Nondiscrimination Statement

The Community College System of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental handicap, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(b) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68.33 of the administrative regulations.

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

Racism and Acts of Intolerance Policy

The Community Colleges have long been committed to providing educational opportunities to all people who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board and the Colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and tolerance of other beliefs. The Board of Trustees, the Connecticut Community Colleges and the Connecticut Community College System, have an obligation not only to punish proscribed actions, but to provide ways to avoid or correct them. Therefore, the Community Colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to a...
be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law, and regulation and Board of Trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct. These provisions shall apply to all colleges under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with board policy, the consumption of alcoholic beverages on campus may only be authorized by written permission of the president for special events as appropriate.

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

Failure to comply with this policy will result in revocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

Students are urged to seek information, advice, or confidential counseling regarding drugs and/or alcohol by contacting the counseling staff. Also, Three Rivers is prepared to refer students to appropriate professionals (medical, legal, mental health, etc.) according to the needs of the individual student. Contact will be held in complete confidence. A student who ignores opportunities for help and assistance and who willfully violates College policies and the law faces disciplinary action as outlined in the Policy Statement on Student Discipline.

The College’s full policies and programs on the Drug Free Workplace and other decision affecting academic standing in accordance with the following procedure:

Student Rights Policy

Section 1: Rights of Students

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

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

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

Student Rights Policy

Section 2: Student Grievance Procedure

1. Definition: A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3).

2. How to file a grievance: A grievance is to be submitted in writing to the dean of students or such other college official as the president may designate (hereinafter, the dean of students), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

3. Procedure for grievance resolution. The dean of students shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:

a. In the course of each investigation, the dean of students shall consult with the dean responsible for the area of college operations in which the grievance arose.

b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the dean of students shall consult with the college’s affirmative action officer during the course of the investigation.

c. In the case of a grievance against a dean, the grievance shall be filed with the president. The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within fifteen days of receipt of the recommendation, except for good cause or as provided in number 4.

4. Advisory Committee: The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the dean or the president. The president may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Review of Academic Standing

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

1. The grade or academic decision affecting academic status should be discussed informally with the instructor/official responsible for the decision within fifteen calendar days of the student’s awareness of the decision.

2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the academic dean by filing a written appeal. The appeal must be filed with the academic dean within thirty calendar days of the student’s awareness of the decision, which is being appealed.

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

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

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

5. The foregoing decision may be appealed to the president by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.

The president, for good cause shown, may modify the time frames provided herein.

Institutional Policies

Student Discipline Policy

Section 1: Student Conduct Philosophy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. This Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference. This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and skills are likely to find success and fulfillment in their academic, professional, family and personal endeavors.
This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

Section 2: Application of the Student Conduct Policy

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

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

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

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

Section 3: Expectations for Student Conduct

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

1. Demonstrate respect for the College community by:
   - refraining from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior consent.
   - refraining from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior consent.
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   - refraining from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior consent.

2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student’s academic performance, including but not limited to: cheating on an examination, collaborating with others in work to be presented, contrary to the stated rules of the course, plagiarizing, including the submission of others’ ideas or work, altering or simulating work, as defined in the College’s official academic policy, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy.

3. Demonstrate respect for the College and of others by not damaging or destroying or attempting to damage or destroy College property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises.

4. Demonstrate respect for others by: refraining from conduct that constitutes a danger to the personal health or safety of one’s self or other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury, refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-sponsored or College-authorized activities; and refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person’s pursuit of his or her customary or usual affairs.

5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement).

6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College that involves denial of all student privileges, including entrance to College premises.

7. Comply with the directions of College staff members acting within the scope of their employment responsibilities.

8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession of any weapons or dangerous instruments as defined by law and Board Policy, and by refusing to possess or using other objects in a manner that causes harm, threatens or endangers oneself or others.

9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement.

10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior consent.

11. Demonstrate good citizenship by not engaging in conduct prohibited by federal, state or other laws.

12. Conduct oneself in a civil and respectful manner, both within and outside the College.

Students who are found to have violated any of the above-stated expectations by any means, such as electronic, computer, telephone, internet, text, electronic storage devices or any other means of any kind whatsoever wherever it may occur or whether or not on campus may be sanctioned.

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

Section 4: Sanctions

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

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

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

2. “Suspension” is a temporary separation from the College that involves denial of all student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement.

3. “Removal of College privileges” involves restrictions on student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program.

4. “Probation” is a status that indicates either (a) serious misconduct not warranting expulsion, suspension or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed.

5. A “Warning” is a written notice to the student indicating that he or she has engaged in conduct that is in violation of Section 3 of this Policy and that any repetition of such conduct or other conduct that violates this Policy is likely to result in more serious sanctions.

6. “Community restitution” requires a student to perform a number of hours on campus or in the community at large.

Section 5: Procedures

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of College activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

Interim restrictions are limitations on the student’s participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
“Interim suspension” is the temporary separation of the student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposition of an interim suspension, the Dean shall make a good faith effort to meet with the student. At this meeting, the Dean shall inform the student of the information received and provide the student an opportunity to present other information for the Dean’s consideration. Based upon the information received, in that time, the Dean shall determine whether the student’s continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) business days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the Dean’s investigation, the Dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this Policy, the Dean shall dismiss the matter and shall so inform the student in writing.

4. If, upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the possible violations and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following:

a. a concise statement of the alleged facts
b. the maximum permissible sanction

and a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5 p.m. on the following business day.

6. If the student requests a hearing, he/she is entitled to the following:

a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean.

b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student to appear in person and to have a nonlawyer advisor.

If, however, there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter to hear and to question the information presented to present information, to present witnesses and to make a statement in his or her behalf, to receive a written decision following the hearing. (See Section 6 for additional procedures regarding sexual misconduct.)

7. As used herein, the term “impartial” shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commence-

ment of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. At that time, the Dean shall determine whether the assertion was substantiated. If so, the impartial party or panel member shall be removed. If not, the appointment of the impartial party or panel shall continue.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a writ-

ten request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the student’s request.

10. A written request for review of the decision of the impartial party or panel must be received by the Pres-

dent within three (3) calendar days after the student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request and supporting documentation submitted with the request by the student. The decision of the impartial party or the panel shall be upheld unless the President finds that (a) violation of the procedures set forth herein significantly prejudiced the student; and/or (b) the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or (c) the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.

11. Decisions under this procedure shall be made only by the college officials indicated.

Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

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

a. be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present.); and

b. receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

Section 7: Miscellaneous

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

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

Section 8: Publication of Student Conduct Policy

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

Section 9: Policy Review

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

Sexual Misconduct and Relationship Violence Statement

To ensure that each member of the Connecticut Com-

munity College community has the opportunity to participate fully in the process of learning and under-

standing, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy, and support to victims of sexual misconduct and relationship violence.

Sexual Misconduct is defined as: Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
Sexual harassment, which includes sexual abuse, can be any offensive sexual contact taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner’s consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner’s knowledge.

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

Stalking is defined as: Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance of the victim’s property or person, and any other intent to intrude on the victim’s privacy.

Relationship Violence is defined as: Physical abuse, which can include, but is not limited to, slapping, pulling hair or punching.

Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.

Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s pets and humiliating another person.

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

- sexual flirtation, touching, advances or propositions;
- verbal abuse of a sexual nature;
- pressure to engage in sexual activity;
- display of sexually suggestive objects, pictures or photographs;
- sexual jokes;
- stereotypic comments based upon gender;
- threats, demands or suggestions that retention of one’s educational status is contingent upon submission to such conduct;
- use of sexually degrading words to describe an individual;
- sexual harassment has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim’s employment or learning experience.

Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions;
- verbal abuse of a sexual nature;
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Institutional Policies

To the fullest extent possible try to extinguish smoking materials before leaving your vehicle. Only light up and use tobacco products within the designated areas, not en-route to these locations. Dispose of used tobacco products only in the trash receptacles provided, not on the ground. If violations are noted, please remind students, staff or visitors involved about these new rules and about the location of authorized smoking areas. Please report any habitual or flagrant violations to any of the Three Rivers’ management staff.

Disturbances on Campus Policy

In the interest of assisting in the preservation of academic freedom, including the important characteristics of access to sources of knowledge, freedom to reach unpressured conclusions, and respect for freedom of movement, and the performance of responsibilities relating to this, the Board of Trustees of Community-Technical Colleges sets forth the following policies to guide faculty, students, and administrators in cases of disruptions on campuses of the public community colleges of Connecticut.

1. College staff, faculty, and students shall be free to exercise their rights as professional staff, students, and citizens of the United States or as foreign nationals protected by the laws of the United States respecting those professionals and humane courtesies which contribute to the success of the academic community.

2. The president, staff, faculty, and students should work to maintain study and research of ideas and facts of humanity and the universe, lawful free assembly, access to sources of knowledge, and the freedom of staff to perform teaching and administrative functions.

3. The Board of Trustees believes that activities as listed below and those akin to them might result in the need to take disciplinary action to maintain the right and opportunities for all segments of the campus community to learn and to teach and to administer:

   a. occupying and preventing authorized use of facilities
   b. damaging, removing, or destroying college property
   c. preventing instruction, research, or other authorized activity by disorderly conduct and/or interfering with access to facilities
   d. physically detaining or removing any person engaged in lawful and/or normal college functions
   e. failing to comply with directives from college officials or law enforcement personnel issued in the performance of their duties.

Copies of the crime report will also be on file in the library, in the office of each Dean, and on the College web site. The College is also required to monitor and report on any liquor law violations, drug abuse violations, and weapons violations occurring on campus. Copies of these crime statistic reports are available upon request in the office of each Dean and in the library.

Weapons on College Campuses Policy

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

Smoking Policy

Smoking is permitted on the Three Rivers campus only in specifically designated locations, which change from time to time. Smokers may refer to the college web site for information about current locations or refer to signage posted at the college.

Since the success of this program is largely dependent on the support of the entire college community, everyone, including smokers and non-smokers are asked to comply or assist with the following new rules:

Do not smoke or use tobacco products in front of the main campus or within 100 feet of any entrances or windows (unless in a specifically designated smoking area)

To the fullest extent possible try to extinguish smoking materials before leaving your vehicle.

Light up and use tobacco products within the designated areas, not en-route to these locations. Dispose of used tobacco products only in the trash receptacles provided, not on the ground. If violations are noted, please remind students, staff or visitors involved about these new rules and about the location of authorized smoking areas. Please report any habitual or flagrant violations to any of the Three Rivers’ management staff.

Uniform Campus Crime Report

Annually, each institution of higher education within the State is required to prepare a Uniform Campus Crime Report (UCCR), which is consistent with the FBI’s Uniform Crime Reporting System (UCR). The report is to reflect the crime statistics on the property of the institution for the preceding calendar year and covers crimes such as rape, assault, burglary, larceny, and arson.

Distribution of Crime Statistics and Security Reports

These crime statistics and security reports are published in the student handbook. Copies of the student handbook are distributed annually to all students and employees. Prospective students and prospective employees will be advised of the availability of this information, a description of its contents, and information on how to obtain a copy. Information will be provided as requested.
Academic Advising
All students admitted are assigned to an academic advisor. Advisors are members of the professional staff, usually full-time faculty members, whose backgrounds make them especially suitable to help students make academic and vocational choices. During the school year, the advisor helps the student select appropriate courses, based on the student’s background, previous records, and standardized test scores. The advisor also discusses with the student the course of action to be taken when the student is ready to leave Three Rivers Community College.

Students initially admitted as Non-Degree who are interested in changing their status to degree-seeking will be assigned an advisor when they submit a Change of Curriculum Request. The advising system insures each student receives individual help with educational and vocational problems, provides each student with advice from a professional with expertise in a particular subject and ensures the professional staff to interact with individual students in matters not directly related to classroom instruction.

Students should consult the Master Advisor List on the following page, published each semester, to determine the name of their academic advisor.

Plan of Study
A Plan of Study is a work sheet that outlines the course requirements for a specific Three Rivers degree or certificate program. Students enrolled in a degree or certificate program must obtain a Plan of Study during their first semester to use as a planning guide for future course selection and registration. During the first semester of enrollment, a student may meet with his or her academic advisor to review the course requirements and select courses. During the first semester of enrollment, students are not permitted to register for more than 18 hours of credit per semester in liberal arts and career programs. Students in technical programs may register for up to 21 credits. Some students are advised to limit their course load to 9 credits or less for academic reasons. Students wishing to exceed the credit load limits may take one additional course with the approval of a counselor.

Variable Credit
A student receives, as a total of credits in a variable credit course, no more than the maximum number of credits for which the course is offered. Generally, variable credit is awarded only for independent study, work experience or field work, with the approval of the Academic Dean.

Both students and advisors may request reassignment when a favorable relationship is not achieved by submitting a Program/Advisor Change form.

Change of Curriculum
Students who find they must change their plan of study should see their academic advisor or a counselor before beginning the next semester. In making such a change, a student may lose credit for already completed courses that are not required in the new curriculum. Students are advised to check the requirements for the new curriculum, or graduation may be delayed because of the change. There are some programs that limit enrollments; students should ensure they are not changing into one of these without advising. Students who change their curriculum must complete and submit a Change of Curriculum Request form.

Attaining Academic Credit

Unit of Credit
The credit hour is the unit of academic credit earned at Three Rivers. A course yielding three hours of credit typically requires 45 hours of classroom time.

Residence Requirement
Twenty-five percent (25%) of the total credits applicable to an associate degree or certificate must be granted by Three Rivers. No more than 30 credit hours of non-traditional credit may count towards the associate degree. Non-traditional credit includes CLEP, DSST, Challenge Exams, Military Service Schools and Assessment of Prior Learning.

Course Load
Usually students are not permitted to register for more than 18 hours of credit per semester in liberal arts and career programs. Students in technical programs may register for up to 21 credits. Some students are advised to limit their course load to 9 credits or less for academic reasons. Students wishing to exceed the credit load limits may take one additional course with the approval of a counselor.

Variable Credit
A student receives, as a total of credits in a variable credit course, no more than the maximum number of credits for which the course is offered. Generally, variable credit is awarded only for independent study, work experience or field work, with the approval of the Academic Dean.
Master Advisor List

<table>
<thead>
<tr>
<th>NAME</th>
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<th>OFFICE</th>
<th>PHONE (860)</th>
<th>E-MAIL</th>
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<td>Krcmar, Chantal</td>
<td>Liberal Arts/General Studies</td>
<td>C-162</td>
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<td><a href="mailto:CKrcmar@TRCC.commnet.edu">CKrcmar@TRCC.commnet.edu</a></td>
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<td>Kugelmas, Dow</td>
<td>Liberal Arts/General Studies</td>
<td>C-164</td>
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<td><a href="mailto:DKugelmas@TRCC.commnet.edu">DKugelmas@TRCC.commnet.edu</a></td>
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<td>Lamondy, Anne</td>
<td>Nursing</td>
<td>C-212</td>
<td>383-5218</td>
<td><a href="mailto:ALamondy@TRCC.commnet.edu">ALamondy@TRCC.commnet.edu</a></td>
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<td>Leask, Ronald</td>
<td>Computer Science</td>
<td>C-170</td>
<td>885-2391</td>
<td><a href="mailto:RLeask@TRCC.commnet.edu">RLeask@TRCC.commnet.edu</a></td>
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<td>All Curricula</td>
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<td>C-204</td>
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<td>Rich, John</td>
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<td>Roychoudhuri, Mani</td>
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<td>Rozek, Amy</td>
<td>Dental Hygiene</td>
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<td>Skahan, Sheila</td>
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<td>Wengertman, John</td>
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Developmental Studies

The College offers developmental courses in reading, writing, and math. These courses are designed to help students whose academic skills need improvement before they take required courses in their programs of study. All developmental classes provide individual support and concentrate on the specific skills students need for academic success. Areas of emphasis for each course are covered under course descriptions.

First Year Experience

This three-credit course is designed to help new college students meet the expectations of college life. Prerequisite(s) for the course require completion of ESL* K060 and ESL* K061, if applicable.

For additional information regarding the First Year Experience, refer to the www.trcc.commnet.edu/academics/first_yr_exp.htm, or e-mail derireis@trcc.commnet.edu or call the First Year Experience Coordinator at (860) 383-5229.

Independent Study

In specific areas sanctioned by the College, the College offers a program of independent study. Topics vary with the student and the subject. The student works with the approval and under the direct supervision of a faculty member specifically qualified in the area of the student’s interest. Independent study courses are by written contract between the student and the instructor. Contract and registration forms are available only from the Office of the Academic Dean. Completed independent study registration forms must be submitted to the Office of the Academic Dean for approval prior to submission to the Registrar’s Office for processing.
Acceptance of Transfer Credit at Community Colleges:

Board of Trustees of Connecticut Community-Technical Colleges Policy:

1. Credit from Other Collegiate Institutions

At all the community colleges, degree and certificate credit shall be granted only for credit courses completed at all institutions within the Connecticut state system of higher education and at all other collegiate institutions accredited by an agency recognized by the Connecticut Commission on Higher Education. Credit for technical or specialty courses from a non-accredited program must be from the appropriate means for the validation of the student's competency in the technical specialty course areas. TAC/ABET-accredited programs, such technical specialty credits should be from TAC/ABET-accredited programs.

2. Credit for Recognized Courses from Non-Collegiate Organizations

Students who have completed courses sponsored by employers, government agencies, labor unions, and professional associations may be eligible for transfer credit. The award of credit is based on the recommendations in the American Council on Education's (ACE) National Guide to Credit Recommendations for Noncollegiate Courses, The National Program on Noncollegiate Sponsored Instructio's (PONSI) College Credit Recommendations, and Charter Oak State College's Connecticut Credit Assessment Program Course Reviews.

a. Credit may be awarded for military training, ratings and occupational specialties as recommended in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.

b. Credit may also be awarded for work completed in specific areas at non-collegiate institutions if formal approval has been sought and granted by the Connecticut Community Technical Colleges Chancellor's Office and the Connecticut Department of Higher Education. Only an institution may apply for recognition of non-collegiate work, not an individual student.

3. Completing Degree Requirements at Other Colleges

Students enrolled in a degree program who wish to complete Three Rivers' degree requirements at other colleges or universities should request approval when possible, from their advisor before undertaking such work. This procedure is referred to as "reverse transfer."

4. Credit By Examination

Credit by examination may be recognized if applicable to the degree or certificate program in which a student is enrolled. Any credit earned by examination is recorded on the student's transcript as semester hours but without grades and grade points.

a. External Examinations

Three Rivers awards credit for College Level Examination Program (CLEP) General and Subject Examinations and DSST Standardized Tests according to the applicable college policy, which is based on the American Council on Education's credit recommendations.

The specific policy for awarding credit in the foreign languages follows: Students can receive academic credit for proficiency in the languages offered at Three Rivers (French and Spanish). They can receive up to six academic credits for proficiency in Elementary French I and II and Elementary Spanish I and II by taking the CLEP standardized test. If the student's CLEP score entitles him or her to twelve credits, the additional six credits will be awarded as Language Electives. Or, if they wish, they may receive academic credit for Intermediate Spanish I and II and Intermediate French I and II (fourth semester Spanish and French) by taking an institutional exam. CLEP and DSST tests are administered at Three Rivers during the fall and spring semesters. Contact the Student Development Office for information about this program.

b. Internal (Challenge) Examinations

In specific areas sanctioned by the College, a student may, on the basis of previous study and experience, take a special examination for credit for a course without having enrolled in that course. The student is not permitted to earn credit by examination in a course in which he or she has already received a grade.

5. Advanced Placement Examinations

Three Rivers also grants credit for Advanced Placement Examinations of the College Examination Entrance Board with scores of 3 or above according to current college policy.

6. Assessment of Credit for Prior Learning Through Portfolio Development

Students who plan to apply for such credit must enroll in a four-credit course entitled COU K122: Portfolio Development. The student develops a portfolio in which he or she describes the learning acquired through prior experiences, specifies learning outcomes, provides appropriate documentation, and requests college credit for that learning. An Assessment Committee reviews and evaluates the portfolio and then determines how many credits the student should receive. The credits gained through this evaluation process are applicable towards an associate degree at Three Rivers. A minimum of 25% (15 credits for career programs and 17 credits for technology programs) must be granted in residency by Three Rivers.

No credit shall be awarded via portfolio review outside of the subject areas encompassed by the approved curricula of this program. No less than 50 percent of the credits required for a degree can be satisfied through non-traditional learning. Non-traditional learning includes credit for prior learning, challenge exam and military credit.

Transfer to Bachelor's Degree Programs

With advance planning, a student who earns an associate degree in one of Three Rivers' transfer programs can transfer to a bachelor's degree program and begin upper division work immediately. Students who plan to transfer should confer with their academic advisor or a counselor early in their college enrollment to ensure that their course selections parallel as closely as possible the first and second year requirements of the transfer college or university. It is especially important to consult with an advisor/counselor when choosing electives.

Three Rivers Community College has a number of specific transfer articulation agreements with both public and private colleges and universities. These articulation agreements are typically written on a program/curriculum basis, providing the potential transfer student with specific course equivalencies.

Up-to-date information about course selection and program planning for transfer to Connecticut State Universities, the University of Connecticut, and many private colleges and universities is available in the Student Development Center or from a counselor.

Connecticut College of Technology

The Connecticut College of Technology is a concept rather than a physical college. There are two discrete plans: a pre-engrering plan and a pre-technology plan. After successfully completing the pre-curriculum requirements, the student will be accepted into an engineering program at the University of Connecticut or a technology program at Central Connecticut State University with advanced placement status. For more information about these programs see pages 73-76 in the catalog, or please contact the Admissions Office or Professor Anthony Benoit at (860) 885-2386 for specific information and course availability.

Connecticut State Universities

Graduates of the Connecticut Community Colleges with a grade point average of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System. Community College graduates admitted to the Connecticut State University of their choice shall be given the same consideration for admission to specific majors and admitted on the same terms as students who began their studies at the university. In the case of majors for which articulation agreements have been adopted, Community College students preparing for transfer should follow the
terms of the articulation agreement regarding course prerequisites, grade point averages, and other requirements stated in the agreement.

Graduates of the Community College will be admitted as juniors and will be expected to complete two years of full-time (or equivalent part-time) study at the university to be eligible for the bachelor's degree.

Graduates of the Community College must make application by the date and on the forms prescribed by the university, including the submission of all the required transcripts, documents, and fees.

Honors Program

The Three Rivers Community College Honors Program is designed to provide academically talented and motivated students an opportunity to develop their intellectual skills through challenging work that emphasizes critical and analytical thinking. In addition to developing advanced academic skills, students enrolled in the Honors program will benefit from the following:

- Early course registration
- Honors designation on transcripts
- Honors seminars or colloquia
- Invitation to special events and programs
- Personal letters of recommendation

Students who graduate from the program may also be eligible for:

- Honors recognition at Commencement
- Honors Diploma and Honors Alumni activities

Admission Requirements

A student wishing to participate in the Honors program must have a 3.5 high school cumulative GPA or a 3.5 college GPA based on a minimum of 12 credit hours. Two letters of recommendation must accompany the application, followed by a personal interview with the program coordinator and/or the program advisory panel. In addition, students must score at the MAT* K137/ENG* K101 level of the placement exams or have successfully completed those courses. Students may enter the program at the start of any semester and must maintain a minimum 3.5 GPA in order to remain in good standing.

Program Requirements

Any student who meets the acceptance criteria may participate in the program. However, those who intend to graduate from the program must fulfill the following:

- complete the requirements for an Associate's Degree with a minimum 3.5 GPA
- complete 4 Honors Contracts (minimum of 12 credits) with grade of B+ or higher

Class Attendance Policy

Instructional staff assigned to all sections of credit bearing courses at Three Rivers are required to take attendance at each class meeting and retain accurate records of attendance for at least three calendar years. The manner in which attendance is taken is determined at the professional discretion of the instructor. In certain instances, these records are furnished to the Financial Aid Office and the International Student advisor.

Administrative Notations and Grade Points for Courses

At the end of each semester, students receive grades in every course in which they are enrolled. Grades represent various levels of accomplishment. Except for developmental courses, grades carry certain 'grade points', which are numerical expressions used to determine each student's academic standing.

The following table lists the grades used and their corresponding grade points:

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<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Non-Academic Grades

(no grade points)

AU = Audit

An administrative transcript notation for students auditing a course. Students not wishing credit may audit a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers critiqued, but faculty members are not required to grade an auditor's course work. Full tuition and fees are charged for courses audited. A student who wishes to change from credit to audit status must request this within the first four weeks of the course, using such forms and procedures as the college may prescribe. Students auditing a course may not change to credit status.

I = Incomplete

A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The student and instructor both must sign a contract to permit an "incomplete" grade. This contract will denote what must be completed to resolve the "I" grade. The "I" must be resolved by the end of the 10th week of the next academic semester (except summer) or it automatically converts to an "F" or "NC" for incomplete (remedial) courses.

N = No Grade

An administrative transcript notation for any situation where there is no grade reported at the end of the traditional semester (i.e., no grade received from a faculty member, courses in progress, or no basis for a grade). The "N" grade can only be awarded by the Registrar.

P = Pass

An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Pass ("P") is a final grade awarded to a student who elects the P/F Option prior to the end of the 10th week of the fall or spring semester prior to the completion of two-thirds of a summer session or module course. The "P" is not figured in the Grade Point Average, but it does count as a course attempted. The "P" is figured in the Grade Point Average. The Pass/Fail Option is not available for use on courses to be applied toward a technology degree or for courses in the Nursing Program. The P/F Option is irrevocable.

TR = Transfer

An administrative transcript notation in lieu of a grade for courses accepted for credit completed at all institutions within the Connecticut state system of higher education and at all other regionally accredited collegiate institutions in accordance with policy adopted by the Board of Trustees of Community Technical Colleges.

W = Withdrawal

An administrative transcript notation used to indicate that a student is withdrawing from a course in accordance with the procedures prescribed by the college. Students may withdraw, in writing or verbally at the Registrar’s Office, for any reason until the end of the 14th week of classes. Financial aid students and International students withdrawing from all courses must notify respectively the Financial Aid Office and the International Student advisor through the end of the semester.

Grades For Developmental Courses

Developmental courses do not carry grade points, and the credits assigned to these courses do not count toward the required credits necessary for graduation. Developmental courses are graded AR, A-, B+, B, B-, C+, C, C-, D+, D, D- and F and are not calculated in the Grade Point Average.

Grades received and credits earned or not earned in developmental courses do not affect graduation honors in any way, positively or negatively. Credits received in developmental courses do not count towards graduation and consequently cannot be applied towards the 25% minimum residency requirement.

Grades For Credit-Free Courses

CS: Completed satisfactorily, eligible for CEU as assigned.

CU: Completed unsatisfactorily, not eligible for CEU award.

CN: Course not completed by student.

NI: Indicates no grade assigned by instructor.

Repeated Courses

Effective Fall 2002, the repeat policy is: No course may be repeated more than twice. The highest grade received will be used in calculating the student’s academic average. This does not apply to those courses that are designed to be repeated for additional credit.

From Fall 1995 through Summer 2001, the repeat policy was: a student may repeat any course, regardless of the grade received. In every instance, the last grade received will become the valid grade for computation of the Grade Point Average (GPA). All grades still appear on the transcript, with the annotation “E” for excluded after the first attempted course grade. The meaning of “E” is that the grade points associated with the grade have been excluded from the GPA calculation. Credit for any given course is awarded only once.

For the benefit of all students who repeated courses during the period of Fall 1993 through Summer 1995, the earlier restriction on repeating courses graded “C” or better has been removed. The revised policy of unrestricted repeats introduced with the Fall 1995 semester has been applied retroactively to those students who received an unauthorized repeat symbol instead of an earned grade.
grade for the repeated course. Students placed on academic probation or suspension who believe extenuating circumstances affected their performance, including financial aid recipients who have their funding suspended due to unsatisfactory academic progress, may submit a written letter of appeal to the Academic Dean.

Academic Honors
At the conclusion of each fall and spring semester, Three Rivers publishes a Dean’s List recognizing students who earned three (3) credits or more in that semester and demonstrated exceptional academic performance.

Dean’s List
Students who earn a 3.40 or higher semester GPA will be awarded Dean’s List Honors. Students are ineligible for academic honors consideration in a given semester if they have:
1) a grade of “P” (Incomplete)
2) a grade of “W” (Withdrawal)

Grading Honors
Required cumulative grade point averages:
• for Cum Laude (honors), 3.4 - 3.699 cumulative GPA
• for Magna Cum Laude (high honors), 3.7 - 3.89 cumulative GPA
• for Summa Cum Laude (highest honors), 3.9 - 4.0 cumulative GPA

Graduation Honors for Associate Degree
Summa Cum Laude
To graduate with highest honors, a student must have completed a minimum of 25% of the AS degree requirements with earned credits at Three Rivers Community College, and achieved a cumulative GPA of 3.9 or higher.

Magna Cum Laude
To graduate with high honors, a student must have completed a minimum of 25% of the AS degree requirements with earned credits at Three Rivers Community College, and achieved a cumulative GPA of 3.70 – 3.89.

Cum Laude
To graduate with honors, a student must have completed a minimum of 25% of the AS degree requirements with earned credits at Three Rivers Community College, and achieved a cumulative GPA of 3.4. An incomplete grade for any class during the semester will make the student ineligible for honors at the graduation ceremony.

The Grade Point Average (GPA)
The GPA is used to determine a student’s standing in his or her class and in the College generally. Total grade points for a semester are calculated by multiplying the grade points allocated to each letter grade times the number of credits (in semester hours) assigned to each course. The GPA is calculated by dividing the total number of grade points by the total number of credits earned, either in one semester or over the student’s entire college career. For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT* K117</td>
<td>B</td>
<td>3</td>
<td>3.0 = 9.0</td>
</tr>
<tr>
<td>ENG* K101</td>
<td>A</td>
<td>3</td>
<td>3.7 = 11.1</td>
</tr>
<tr>
<td>PSY* K111</td>
<td>C</td>
<td>3</td>
<td>2.0 = 6.0</td>
</tr>
<tr>
<td>BIO* K121</td>
<td>A</td>
<td>4</td>
<td>4.0 = 16.0</td>
</tr>
</tbody>
</table>

This student’s GPA would be 3.24 (42.1 divided by 13).

Combined Academic Standing
Effective with Fall 2004 grading, the combined academic standing will determine whether a student can continue taking courses for the next term with no restrictions. This student’s GPA would be 3.24 (42.1 divided by 13).

Academic Progress Standard #2 - Progress Evaluation (PREV)
Progress evaluation is based on the satisfactory completion of a minimum of 50% of all credits (not courses) taken at the college. Courses that have been graded or that carry the following annotations will be counted as non-completions: F, P#, W, N and N#.

The progress evaluation percentage is calculated as:
(Total cumulative credits minus credits that have been graded as non-completions) divided by total cumulative credits

For example, if a NEW student takes four three-credit courses this fall and receives grades of C, B, F and W, then the calculation will be: (12 - 6) divided by 12 = ½ or 50%. The student will be in good standing because they have successfully completed a minimum of 50% of total credits.

Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a Written Warning.

Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a Written Warning.

Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7 and those who have completed 31 or more credits whose CGPA falls below 1.9 will be given a written notice that they are placed on Academic Probation. Students will receive written notification of the academic probation status and will be required to reduce their registered course load for the next enrollment period. Financial Aid recipients placed on academic probation will also have their funding suspended until they regain satisfactory academic progress.

Students who fail to regain satisfactory academic progress at the conclusion of the Academic Probation Semester will be subject to Academic Suspension from the College for a minimum of one semester. Students placed on Academic Probation or Suspension who believe extenuating circumstances affected their performance, including financial aid recipients who have their funding suspended due to unsatisfactory academic progress, may submit a written letter of appeal to the Academic Dean.

Reinstatement of Suspended Students
Suspended students who are reinstated to the College must satisfactorily complete all course work and achieve a minimum semester grade point average of 1.7 or higher each semester following their reinstatement until they regain satisfactory academic standing. Students who do not meet these criteria shall again be subject to suspension from the College. Subsequent reinstatement requests must be submitted to the Academic Dean.

Students who have been placed on academic probation for one semester and who have not attained the overall GPA to move back into good standing will be placed on suspension.
Graduation Honors for Certificate

Summa Cum Laude
To graduate with honors, a student must have completed a minimum of 50% of the certificate requirements with earned credits at Three Rivers Community College, and achieved a cumulative GPA of 3.9 or higher.

Cum Laude
To graduate with honors, a student must have completed at least 25% of the certificate requirements with earned credits at Three Rivers Community College, and achieved a cumulative GPA of 3.8 or higher.

Magna Cum Laude
To graduate with honors, a student must have completed a minimum of 50% of the certificate requirements with earned credits at Three Rivers Community College, and achieved a cumulative GPA of 3.70 - 3.89.

Cum
To graduate with honors, a student must have completed a minimum of 50% of the certificate requirements with earned credits at Three Rivers Community College, and achieved at least a cumulative GPA of 3.4.

An incomplete grade for any class during the semester will make the student ineligible for honors at the graduation ceremony.

Fresh Start
The Fresh Start Option permits a fresh start for students who have been away from the College for two (2) or more years, who would return on probation or have been suspended, and who have a GPA (Grade Point Average) of less than 2.00.

If approved, the student will receive credit for the courses with a grade of “C” or a grade of “P” or “P” (Pass). Courses with a grade less than a “C” will not retain credit. All courses and grades remain on the student’s academic record with an additional notation of “Fresh Start”.

Academic Integrity Policy (revised January 8, 2003)

The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the following policy in addition to the Student Discipline Policy, sections 2.10 and 3.1-10, as provided by the Board of Trustees of Connecticut Community Colleges. Since collaboration is central to the learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.

Definitions of Academic Dishonesty

General Definition
(2.10) Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student’s academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed, or otherwise obtained) as one’s own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student whose name the work is submitted or performed.

Academic Dishonesty in a Service Learning, Practicum, Internship, Co-operative, or Fieldwork Environment

Conduct in community settings entered by a student as part of coursework must be equally characterized by integrity and honesty. Dishonest conduct proscribed under this policy includes but is not limited to (a) making false statements to community partners about the student’s skills, credentials and accomplishments, (b) making false statements to community partners or the instructor about progress in the work the student has agreed to do in the community, including supplying false documentation of work, (c) failing to abide by the rules and policies of the community partners that the student agreed to accept as a condition of entrance into the community setting, (d) failing to return materials belonging to the community partner or instructor (e) violating the ethical principles common to professional researchers, including violation of confidentiality or anonymity agreements with research subjects, deceiving or harming research subjects, or coercing participation in research.

Process for Faculty to Follow if They Suspect Academic Dishonesty

1) The faculty member will meet with the student and discuss the incident in question. If the faculty member is not comfortable with meeting the student privately, the Academic Dean or designee may be invited to attend the meeting. A faculty member may instead refer a suspected incident of academic dishonesty to the Dean’s office.
2) During the course of the meeting, the faculty member should explain why he or she suspects academic dishonesty.
3) The student should be given a full opportunity to respond to the faculty member’s concerns.
4) If, at the end of the meeting, the faculty member is convinced that no academic dishonesty has in fact occurred, the incident is considered resolved.
5) If, at the end of the meeting, the faculty member is not certain that an incident of academic dishonesty has occurred, the faculty member may warn the student that the assignment is questionable and that future assignments will be scrutinized carefully. The incident is then considered resolved.
6) If, at the end of the meeting, the faculty member feels strongly that an incidence of academic dishonesty has occurred, he or she may assign a grade of F or 0 for the assignment in question, or the faculty member may require that the student complete a make-up assignment or a corrected revision in lieu of the questionable assignment. In a situation where the incident of academic dishonesty does not involve a gradable assignment, the faculty member may require the student to complete some other form of correction (e.g., returning materials taken from a community partner).
7) If the student accepts the penalty assigned in Step 4, the faculty member is encouraged to report the student’s name, date, assignment type, type of academic dishonesty and any disciplinary measures taken to the Academic Dean’s office for confidential tracking of repeat offenders, and the incident is considered resolved.

a) If the student refuses to accept the penalty assigned in Step 4, the faculty member will report the student’s name, date, assignment type, type of academic dishonesty and any recommended disciplinary measures to the Academic Dean’s office for confidential tracking of repeat offenders. Furthermore, the faculty member will initiate the Discipline Procedures as defined by the Board of Trustees of Connecticut Community Colleges, in the Student Discipline Policy, section 3.1-10 by submitting a statement of possible violation with the Academic Dean.

Promoting Academic Integrity at Three Rivers
Faculty are encouraged to distribute and discuss this document in their classes.
Faculty are encouraged to include the following statement in their syllabi:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person’s ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the materials you use from others; and act at all times with honor.

Faculty are encouraged to have students write and sign Honor Statements for assignments where they would be appropriate.

For example:

“I have not given nor received any unauthorized assistance in completing this assignment.”

Or:

“I assert that the work presented in this assignment is my own original effort.”

These assertions are intended to confirm the understanding between faculty and students that academic integrity is essential and not to imply a lack on integrity on the part of any student. Faculty should specify the consequences of failure or refusal to sign and may consider alternative means of affirming academic integrity.

Appeal of Grades
A student who wishes to appeal an awarded grade should first confer with the faculty member concerned within 15 days of becoming aware of the grade. If the student is not satisfied with the outcome of that conference, the
Course Substitutions for Students with Disabilities
The Americans with Disabilities Act (1992) addresses the substitution of courses required for a degree. In certain situations, provided the college has adequate documentation of the student's disability, a substitution of a course requirement for another appropriate course is possible. Students are encouraged to contact a disabilities advisor for the specific policy and procedures to follow.

Graduation
Three Rivers awards the Associate in Applied Science (AAS), Associate in Arts (AA) and the Associate in Science (AS) degrees and certificates to qualified candidates as authorized by the General Assembly of the State of Connecticut.
Graduation is not automatic, you must apply. Three Rivers accepts applications and certifies student eligibility for graduation three times each year following the fall and spring semesters and at the end of the summer session.
Application for graduation must be made according to the following schedule:

Graduation Application Deadlines and Procedure
Spring (May) Graduation  Apply by November 15
        (Summer completers who wish to attend the May ceremony must also apply by November 15th)
Summer (August) Graduation  Apply by April 15
Fall (December) Graduation  Apply by June 15

Students are encouraged to apply early. Students who do not qualify for graduation in the semester for which they apply will be required to reapply. A second application will not qualify for graduation in the semester for which they are required. Students are encouraged to apply early. Students who do not qualify for graduation in the semester for which they are required.

Program Requirements for Graduation
The Plan of Study used to determine graduation eligibility is that under which the candidate first enrolled, except as noted in the following:

1. If the candidate was readmitted to the College, after an absence of two years or more, the Plan of Study used shall be that under which the candidate was readmitted.
2. If the candidate changed his/her program one or more times during attendance, the Plan of Study used shall be that which was in effect at the time of the last change of program.
3. If the courses required within a program have been significantly changed since the time of enrolled reevaluation or change of program, or if other unusual circumstances exist as determined by the Registrar, the catalog in effect at the time of graduation may be used. If the candidate disagrees with the selection of catalog, he/she may seek written permission from the program coordinator and/or department chair to be evaluated under another catalog.
4. In no case will a student be permitted to use requirements from more than one catalog, or from a combination of catalogs, to meet graduation requirements.

Graduation Requirements
1. Official enrollment in a Three Rivers Community College certificate or degree program.
2. Satisfactory completion of all courses required in the certificate or degree program with a cumulative grade point average of at least 2.0 and no more than 12 credits carrying a grade of P.
3. A minimum of 25% (15 credits for career programs and 17 credits for technology programs) of the graduation credit requirements must be granted by Three Rivers.
4. Completion of a basic computer literacy requirement, if required in the specific degree program.
5. Successful completion of at least 50% of all courses attempted at Three Rivers.
6. Prompt and timely completion of the Application and Plan of Study.
7. Fulfillment of all financial obligations to the College.

As a courtesy, students planning to graduate in August are permitted to participate in the June commencement held before the date of their August graduation provided they apply by the appropriate deadline.
Please note that the preliminary honors announcements at the June graduation ceremony is based on the student’s academic record effective at the end of the prior Fall semester. Official honors determination is made based on the student’s complete record, which includes the Spring semester prior to graduation. For this reason, the official honors recognition may differ from that announced at graduation.

Board of Trustees Medallion for Academic Excellence
The Board of Trustees Medallion for Academic Excellence is awarded in recognition of outstanding academic accomplishments of associate degree graduates of the community colleges and is presented at commencement. Annually, each community college shall determine the students eligible to receive the medallion in accordance with the following criteria:

1. recipients must have completed the degree requirement from the institution. However, since the value of computer literacy is to provide students additional tools to enhance their education, it is highly recommended that the computer literacy requirement be fulfilled by the end of the first semester.

Certification of literacy will be based on the accomplishment of one of the following criteria:
1. An acceptable score on CLEP or DSST (Defense Activity for Non-Traditional Education Support) exams in computer science and applications. Passage of either of these tests results in college credit.
2. Successful completion of a computer applications challenge exam from the Three Rivers Computer Science Dept.
3. Successful completion of a computer applications or computer science course from another regionally accredited college or university.
4. Successful completion of any course, 3 credits or more, with the following prefix: CSA*, CSC*, or CST*.
5. Successful completion of one of the following:
   - ACC* K125 (Accounting Computer Applications I)
   - BSG* K115 (Business Software Applications)
   - BOTT K111 (Keyboarding for Information Processing)
   - BOTT K137 (Word Processing Applications I)
   - BOTT K125 (Word Processing Applications II)
   - BOTT K129 (Integrated Office)
   - COM* K121 (Journalism)
   - GRA* K140 (Publication Design)
   - GRA* K155 (Advertising from the Desktop)
   - LIB* K201 (Digital Resources)
6. Successful completion of a degree program that has been approved by the Academic Dean and Curricu-
General Academic Information

Computer Resources Policy
The Community College System offers computer service to faculty, staff, and students for instructional and administrative use through the system data center and local campus computer centers. The availability and use of these resources carry with it a set of responsibilities for all the users of these resources. All accounts for the usage of these resources are allocated on the condition that their use is governed by the following policy. Colleges shall post the policy in all student computer laboratories and other areas that contain computer resources (e.g., libraries) and shall include the policy in either their catalogs or student handbooks. Further, this policy statement shall be distributed to all faculty and staff involved with college computing resources and be reviewed in all pertinent classes at the first meeting of each semester.

Conduct and Ethics for Use of Computer Resources
Every individual with access to computer resources and facilities at Three Rivers is bound by these policies. Any individual who breaks, or is suspected of breaking these rules, may have their authorization to use or access the computer resources immediately withdrawn. In this regard, the College reserves the right to access all accounts and/or media being used on Three Rivers’ computer resources for management and security purposes.

All computer related resources and facilities at Three Rivers are under the jurisdiction of the Information Technology Division. They will be used solely for legitimate and authorized academic and/or administrative purposes required in the performance of assigned duties/academic endeavors at Three Rivers. They shall not be used for personal (private or non-profit) work not specifically authorized by the College, without the written approval of the Dean of Information Technology. Any unauthorized or illegitimate use of the computer system resources and/or facilities may necessitate disciplinary and/or legal action against the violators. Legal action or violation of 53a-250 et seq. of the State General Statutes may lead to action against the violators. Legal action or violation of the Information Technology Division is made with the understanding that the allocation and/or account(s) are (1) to be used solely for the purpose indicated and required by Three Rivers, (2) to be used only by the person to whom they have been allocated, and (3) to be used only while they are active members of the staff or currently registered student body.

Any person who has been authorized to use computing resources at Three Rivers, shall be expected to regard all copyrighted account(s) or proprietary information, which may become available as confidential. It may not be copied, modified, or otherwise used for other than the intended use unless prior written permission from the owner/licensee has been obtained and a copy of this authorization provided to the Division of Information Technology. Unless otherwise legitimately noted as "Public Domain", all software used by Three Rivers shall be considered copyrighted unless cleared by the Three Rivers Information Technology Division.

Any non-State employee who uses State Computer Resources while engaged in a software development project intended for State use shall, prior to starting the project, make written arrangements with Three Rivers for payment, or sign an agreement to ensure that the product belongs to the State. All software developed by State employees using State resources is the property of the State. No one shall attempt to disassemble, modify, repair, change configuration or relocate any computer-related equipment unless expressly authorized to do so by the Information Technology Division.

Internet access is provided at various levels. Transmission or receipt of data from the network is permitted as long as it falls within the law; complies with the restrictions imposed by our access vendor; supports College activities to enhance educational and research activities; does not contain threatening, obscene, or harassing materials; and does not contaminate or overload site resources. Applicable laws include laws of the country, states, counties and cities, etc. through which the traffic flows. Legal non-executable file formats are permitted and may be used on the system. Compressed files (.zip, .tar, .xz, etc.) can be downloaded, but NOT used (not even an executed one) on College equipment and must be removed from all College systems immediately. Executable and self-extracting files can only be downloaded to College equipment if they are converted to a compressed format prior to receipt and the procedures for compressed files are followed.

Donald R. Welter Library
The Donald R. Welter Library contains books, periodicals, pamphlets, and audio-visual materials for use by both the College community and the general public. As a member of the Ex Libris Voyager network, the Donald R. Welter Library shares resources with Connecticut Community Colleges Libraries, providing access to more than 800,000 volumes.

In addition, materials can be retrieved through the interlibrary service provided by OCLC (a network of over 10,000 libraries, both nationwide and international) and reQuest (a statewide Library Catalog of Connecticut). In reQuest, one can search over three million titles located in over three hundred Connecticut libraries and place items on interlibrary loan. Please note all interlibrary loan transactions within the state are delivered once a week to the library.

The Donald R. Welter Library is staffed with a reference librarian who provides assistance and information to all patrons. The library offers instructional programs on properly utilizing the library. Instruction is available for both groups and individual upon request. The library instruction program is emphasized so that the library is also a teaching unit in the college, which will provide an unlimited interdisciplinary approach to knowledge. Its purpose is to help create a richer learning environment in which students learn to do independent study with individualized instruction. In addition, the library provides computers for general use.

The ultimate goal of the Donald R. Welter Library is to provide a laboratory where learning takes place for lifelong learners.

Tutoring and Academic Success Centers (TASC Website)

Visit www.trcc.commnet.edu and click on “Learning Resources”

The Tutoring and Academic Success Centers (TASC) are located in room C-117, next to the Donald R. Welter Library. TASC provides free individual and group academic assistance to students using skilled peer tutors and professional tutors, as well as faculty volunteers and staff members. TASC also offers a variety of Adaptive Technology services and equipment for special needs students. In addition, TASC has many useful handouts and has numerous books, CDs, and DVDs for loan. At TASC’s website, students can obtain information about hours of operation, online workshops, and numerous useful links. TASC consists of a Tutoring Center, a Writing Center, a Math Lab, and a Language Arts Lab.

Tutoring Center

The Tutoring Center provides free one-to-one and group tutoring for most courses taught at Three Rivers, and can help students organize study groups. Tutoring is available on a walk-in basis or by appointment. Appointments are suggested and can be made in person, by phone or requested online at the address above. The complete tutor schedule is posted on the TASC website.

Send questions to: TASC@trcc.commnet.edu.

Writing Center

Visit www.trcc.commnet.edu and click on “Learning Resources”

The Writing Center provides writing assistance for all students in all subjects. Appointments to review writing are available on a walk-in basis or by appointment. Additionally, papers can be submitted via e-mail to the address below. The Writing Center website also hosts a collection of academic writing resources, links to admission essay samples, and guides for writing resumes and cover letters. Services of the center are intended to help students learn how to improve their writing and to revise and edit their own work successfully.

Send questions or paper submissions to: TRWritingCenter@trcc.commnet.edu.
Mathematics Computer Tutoring Lab
Students can improve their math skills at the Mathematics Computer Tutoring Lab working alone or with the aid of a TASC tutor. A variety of text-specific and generalized mathematics software is available in the sixteen-station mathematics lab. Additionally, CAD and computer programming software packages are installed on several computers for tutoring purposes.

Language Arts Lab
The Reverend Cannon Language Arts Lab has five computer stations and specialized software for ELL (English Language Learners) including “Writing in English,” “Idioms in English,” “Pronunciation in American English,” and “Focus on Grammar,” along with software to help students and others prepare for the TOEFL (Test of English as a Foreign Language). The computers also have software for those learning a foreign language, including “Rosetta Stone” software for learners of Spanish.

Online Tutoring
Online tutoring is available to Three Rivers students. “Ask TASC” consists of three components: The Ask TASC discussion board, where students can post a question online, the Ask TASC chat room, where students can make an appointment to meet with a tutor online, and a link to the Writing Center, where students can submit a paper to the Writing Center. All currently enrolled students can access Ask TASC by logging onto “myCommNet,” clicking on the link to “Blackboard Vista,” and selecting “Ask TASC” from their course list.

Distance Learning
Distance Learning offers you a convenient way, without leaving the comforts of your home or office, to earn college credit part-time while continuing to work full-time. Distance Learning courses allow you to customize your higher education goals and to gain the collaborative and technical skills needed in today’s workplace. Learners should have some general knowledge of the Internet, e-mail and file transfer. In addition, students should be self-starters with strong organization and time management skills.

At present, Three Rivers offers individual courses in a variety of academic areas. It is also possible for a student to take a sufficient number of distance learning courses offered by the twelve public community colleges in Connecticut to earn an A.S. degree in General Studies, in Computer Information Systems, and in Criminal Justice. Certificates in Health Information Management Technician and Fiber Optics may also be available. Students pursuing some degrees or certificates may be required to fulfill the college’s residence requirement and take a minimum of fifteen credits at the granting college. Students are strongly encouraged to have virus protection software installed on the computer. Any infected files that are uploaded to the Blackboard servers will be blocked on upload or deleted to prevent the spread of infection.

Tuition for the courses is listed under the course description and is payable directly to the institution offering the courses. Check starting dates with the individual institution. You are expected to comply with the policies and regulations of the institution that offers the course(s) in which you enroll.

Technical Support: Technical Requirements
Some of the courses require a CD-ROM drive, as well as browser plug-ins to assist with displaying video streaming; interactive quizzes, activities and animation; and to navigate, view and print PDF files. To view these portions of the site, you may need one or more of the following plug-ins: RealPlayer, QuickTime, Shockwave, Adobe Flash Player and Adobe Reader. Generally, Internet Explorer will automatically download any plug-ins required by a particular page. To learn more about computer requirements visit the Browser Tune-up link at www.commnet.edu/tuneup/default.asp.

Technical Requirement/ Support

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OPERATING SYSTEMS

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<tr>
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<td>* OS X is compatible with the Safari and Firefox browsers. Some features may be limited; more information can be found at <a href="http://www.commnet.edu/portal/tuneup/default.asp">www.commnet.edu/portal/tuneup/default.asp</a>.</td>
<td></td>
</tr>
</tbody>
</table>

Service Learning
A course-based, credit-bearing educational experience in which students:
- participate in an organized service activity that meets identified community needs
- reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility.

FOR COMPLETE AND UP-TO-DATE ACADEMIC INFORMATION, VISIT WWW.TRCC.COMMNET.EDU
Software Training Center
Three Rivers Software Training Center offers state-of-the-art computer software training. Some of the courses we can offer to you and your staff are Adobe Photoshop CS, Office products, and others. These classes are also WIA funded.

Professional Development
Three Rivers offers a variety of professional development in the areas of leadership skills, real estate, small business, Residential Radon Certification, Hazwoper/Hazmat, GIS, and more! Noncredit online learning is offered two ways:

- Instructor-Facilitated Online Learning ed2go®: ed2go®, in conjunction with TRCC, offers wide variety of short-term online courses ranging from preparatory certifications programs to personal enrichment. Courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. You can ask questions and give or receive advice at any time during the course.

- Gatlin Educational Services: Three Rivers, in partnership with Gatlin Educational Services (GES), offers more extensive online training with a focus toward career training programs. These programs are open enrollment and provide the skills necessary to acquire professional level positions for many in-demand occupations. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor’s evaluation of students’ work and computer graded tests. The majority of these classes are designed to be completed with 90 to 180 days (3 to 6 months).

All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Visit the ed2go® Online Instruction Center for more information and a complete listing of courses at www.ed2go.com/trccce and Gatlin Educational Services for more information and a complete listing of career training programs at www.gatlineducation.com/trccce.

Enrollment Policy
Continuing Education & Community Services has an open enrollment policy for noncredit programs. Noncredit registrations are accepted on a first-come, first-served basis. Due to limited seating, we encourage early registration.

Registration
Noncredit registrations will only be accepted and processed if all information is complete. You must provide the completed noncredit registration form, any prerequisite requirements (see course description), and payment in full. You will be contacted by mail or phone if the class is full. Your name will then be added the current semester’s call list, and your name and address will be placed on the following semester’s mailing list.

Payments
All noncredit registrations received must be accompanied by the full amount due. Acceptable forms of payment are cash in the exact amount, check or Credit card payments (Visa/MasterCard/Discover only). Credit card payments sent by fax or mail will be processed for the full amount of tuition and fees unless otherwise directed. A $25 returned check fee will be charged for any check not honored by a banking institution. Books and supplies are additional costs that must be paid for at the time of purchase.

Third Party Payments
If you receive tuition assistance from employers, agencies, or companies, you must submit a payment authorization on official letterhead signed by a recognized official of the organization to the Continuing Education Office. Attach this letter to your noncredit registration, mail it to our Office, or fax it to (860) 886-5063.

Refund Policies for Noncredit Courses
There is no financial aid for noncredit courses. They do not meet federal guidelines. If you have aid for credit courses and have an account balance, the Financial Aid office at (860) 823-2870 can provide details on how your balance could apply to noncredit program payments.

Veterans’ Tuition Reimbursement
Please contact the Three Rivers’ Veterans Representative at (860) 383-5247 for qualification requirements.

Continuing Education Website:
Visit www.trcc.commnet.edu and click on “Continuing Education”.
Customized Job Training
TRCC provides high quality, professionally instructed, training and education programs for businesses & organizations in southeastern Connecticut and Rhode Island. Contact Peg Stroup, Director, Business & Industry Services, at (860)885-2310.

Leadership Sessions
• Creativity & Critical Thinking
• Effective Problem-Solving
• Building & Maintaining High Performance Teams
• Self Awareness Assessment & Application to Learning & Working Styles
• Customer Service Orientation

Supervisory Sessions
• Planning & Strategizing for the Future
• Diversity & Beyond: Inclusion & Sensitivity
• Leadership Think Tank & the Successful Leader
• Communication Skills/Master Communicator
• Managing Change & Conflict
• Leading the Difficult Employee
• InterGenerational Communication Styles
• Interviewing Skills

Personal & Professional Development
• Human Relations Process & Emotional Intelligence
• Abundance Mentality: the Pursuit of Happiness
• Public Speaking
• Time and Stress Management
• How to Be a Confident Writer in the Workplace
• Computer Training (MS 2007 Office, Digital Photography, Adobe Photoshop)

Noncredit Course Cancellation and Changes
The College reserves the right to limit the number of students registered in any course, to cancel any courses for which there is insufficient enrollment, and to make changes in the schedule as circumstances require. Cancellations will be announced before the first day of class. A full refund of tuition will be granted if the College cancels a course and the student chooses not to substitute another course.

Continuing Education Units
The Continuing Education Unit, or CEU, is a nationally recognized standard of measurement for continuing education activities. The concept provides individuals with recognition for their efforts to update or broaden their knowledge or skills. A CEU is generally defined as being equal to 10 class hours (50-minute hours).

Transcripts
Official transcripts for noncredit courses are not available at this time. In lieu of this, Continuing Education will provide you with a course history report. This report will have record of your noncredit course, the college seal, along with the appropriate signatures. A written request is required. There is no fee.

Contact Continuing Ed
For information about the noncredit programs and services of the Continuing Education Department and Community Services please call 860-885-2608 or visit our website at www.trcc.commnet.edu/cont_ed.

Seniors’ Programs
Adventures in Lifelong Learning
Adventures in Lifelong Learning (ALL), an affiliate of Exploritias, is locally sponsored by the Continuing Education Department of Three Rivers. The program offers an extensive selection of learning enrichment courses. The noncredit programs encompass such topics as art, history, religion, politics, and a myriad of other subjects. The curriculum also provides courses for entertainment, such as the classic movie series. Field trips to art galleries and studios, museums, and historic edifices are also an integral part of each semester’s lifelong learning agenda. The programs are open to those aged 50 years and older. Registration is in the fall and spring; the cost is $15 for both semesters. This yearly membership due enables you to participate in as many classes as you wish. Classes are held at the Three Rivers as well as locations within the local community.

Transcripts
Three Rivers Community College’s Mission Statement
Three Rivers is an accessible, affordable, and culturally diverse community college that meets varied educational needs by creating an environment that stimulates learning. To accomplish its mission, Three Rivers Community College:

• offers post-secondary educational opportunities
• encourages life long learning
• provides a well-rounded and rewarding educational experience with an emphasis on critical thinking, effective communication, and the College’s institutional values
• fosters an appreciation of the natural and social sciences, humanities, technology and the arts
• helps students achieve their goals
• serves as a community resource for people and institutions within its service area
• delivers its services efficiently and measurably
• contributes to economic development of this region and the state.

Connecticut’s Mission
Connecticut’s Community Colleges are statewide leaders and partners in the academic, economic, and cultural lives of our communities, providing comprehensive, accessible, innovative, and affordable learning opportunities to diverse populations.

To realize this distinctive mission, the Community Colleges, including Three Rivers:

• provide a broad range of credit and non-credit liberal arts and sciences, career, and technical, associate degree and certificate programs leading to transfer, employment, and lifelong learning
• promote learner success and inclusion through a stimulating, nurturing learning environment, high quality instruction, support services, and co-curricular activities

Three Rivers Community College’s Mission Statement
Three Rivers Community College will be a college of choice with a reputation for innovation, quality, and accessibility, serving a dynamic student population.

Vision Statement
Three Rivers Community College will be a college of choice with a reputation for innovation, quality, and accessibility, serving a dynamic student population.

Your future is our mission!
Throughout this catalog you will see a number of terms that are unique to higher education. This glossary lists many of those terms in alphabetical order. If you need more help, please don’t hesitate to ask your advisor.

**AA - ASSOCIATE IN ARTS:** An undergraduate degree awarded upon successful completion of a specified program of study in Liberal Arts and Sciences including the completion of a least 60 credits.

**AAS - ASSOCIATE IN APPLIED SCIENCE:** An undergraduate degree awarded upon successful completion of a program of study in an applied technology.

**ACADEMIC ADVISING:** An opportunity for students to meet with their advisors to obtain and review their plan of study and to select courses.

**ACADEMIC ADVISOR:** College staff member responsible for providing guidance in course or program related issues.

**ACADEMIC TERM (SEMESTER):** Fall and spring periods with 14 weeks of instruction and one week of finals.

**ADD A COURSE:** To enroll for additional courses after registration is complete, accomplished through the Registrar’s Office.

**ADD/DROP PERIOD:** A period of approximately two weeks (Fall and Spring semester) after the first day of classes when students can add or drop a class through the Registrar’s Office.

**ADMINISTRATIVE NOTATIONS:** Grades as signed to a student’s transcript.

**ADVANCED ELECTIVE:** Course requirement(s) in a program of study which generally may be fulfilled by a course numbered 200/2000 or above. These courses satisfy this requirement may vary from program to program; please consult with advisor.

**ADVANCED LIBERAL ARTS AND SCIENCES ELECTIVES:** The courses that satisfy this elective may vary; students should consult with their advisors. Advanced Liberal arts courses, numbered 200/2000 or above, generally include courses in the humanities, social sciences, math or natural sciences fields. The courses that satisfy this requirement may vary from program to program; please consult with advisor.

**ARTICULATION AGREEMENT:** A formal agreement between Three Rivers and a four-year college or university which outlines specific course, grade point, and credit requirements necessary to transfer from Three Rivers to that four-year institution. Some articulation agreements are also established with high schools to provide advanced placement opportunities, advanced college credit and College Career Pathways or 2+2 articulated college credit.

**APL/ASSESSMENT OF PRIOR LEARNING:** A process through which students may earn credit for college-level learning acquired through non-collegiate experiences such as employment, military training, community service, and volunteer activities.

**ARTS ELECTIVE:** The courses that satisfy this elective may vary; students should consult with their advisors. Courses in the arts generally include courses in art, creative writing, graphics arts, music, world music cultures and Architecture of the World.

**AS - ASSOCIATE IN SCIENCE:** An undergraduate degree awarded upon successful completion of a specified program of study either in a subject area or in General Studies including the completion of at least 60 credits.

**AUDIT:** To take a course under a written arrangement with the faculty member and student in which the final grade is AU. Generally involves regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition and fees; paperwork must be returned to the Registrar’s office no later than the fourth week of the first day of classes.

**CAREER PROGRAM:** A specialized degree designed to equip a student with the skills and general educational background needed for employment in a specific field (i.e., Accounting, Business Administration, and Nursing).

**CERTIFICATE PROGRAM:** An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally requiring 30 credits or less. A certificate is awarded upon successful completion of the program.

**COMMENCEMENT:** The formal ceremony conferring degrees and certificates upon qualified graduating students.

**COMMON COURSE NUMBERING:** Courses that are numbered the same at all Connecticut Community Colleges. Courses which have been converted to a common number are noted with an * after the descriptor (e.g., NUC*).

**COREQUISITE:** A course which must be taken at the same time as another course. For example, General Electricity Lab is a corequisite for General Electricity.

**COURSE REFERENCE NUMBER (CRN):** A number assigned to a specific course section in the schedule of classes.

**CREDIT COURSE:** An academic course, numbered above 100/1000 in the college catalog, which may be applied toward completion of a degree or certificate. (See Developmental Course)

**CREDIT HOUR:** A standard measure of the amount of instructional time required to successfully complete a course. (For example, ENG* K101, College Composition, is a 3 Credit Hour course, which usually means it will meet for 3 hours each week.) For the length of each class session and lab hours, if any, be sure to check with your advisor or a faculty member regarding specific courses.

**CURRICULUM:** Set of courses focused in a particular field (e.g., Accounting, Criminal Justice, Liberal Arts and Sciences, Nuclear Engineering Technology, Nursing).

**DEGREE PROGRAM:** An Associate in Arts (AA) or Associate in Science (AS) or Applied Science (AAS) plan of study requiring a minimum of 60 credits for completion.

**DEVELOPMENTAL COURSE:** A basic skill development course numbered below 100/1000 in the College catalog which is credited in meeting financial aid eligibility and veterans benefits but does not count toward the minimum requirements for graduation. (See Credit Course).

**DISTANCE LEARNING:** Courses offered via the Internet.

**DROP FROM A COURSE:** To cease to participate in a course after registration is complete, accomplished through the Registrar’s Office.

**ELECTIVE:** Course requirement(s) in a program of study which may be fulfilled by choosing from a variety of specified courses.

**ELECTIVE, ADVANCED:** Course requirement(s) in a program of study which generally may be fulfilled by a course numbered 200/2000 or above. The courses that satisfy this requirement may vary from program to program; please consult with advisor.

**ELECTIVE, LIBERAL ARTS & SCIENCES:** Course in a plan of study which a student may choose from the humanities, social sciences, math or natural sciences fields. The courses that satisfy this requirement may vary from program to program; please consult with advisor.

**ELECTIVE, OPEN (or UNRESTRICTED):** Course requirement(s) in a program of study that may be fulfilled with any course (numbered above 100/1000) of the student’s choosing.

**ELECTIVE, TECHNICAL:** A college credit course chosen by the student to fulfill the academic credit requirements for a degree from the student’s major technology or any technology with the approval of the academic advisor.

**ENGINEERING TECHNOLOGY:** Lies closest to the engineer in the occupational spectrum between the crafts person and the engineer. Requires the application of scientific and engineering knowledge and methods combined with technical skills in support of engineering activities. “Engineering technician” refers to a graduate of an associate degree program. Graduates of baccalaureate programs are called “engineering technologists.”

**FIELD WORK EXPERIENCE:** Work experience given for credit, under supervision of an agency or employer and College staff or faculty member.

**FINANCIAL AID:** Funding provided to students from various sources to assist in defraying expenses of college (See Financial Aid section of this catalog).

**FINANCIAL AID FORM (FAFSA):** A standardized application including detailed financial data, which is required to determine eligibility for all financial aid programs.

**FOREIGN LANGUAGE ELECTIVES:** Two semesters of the same foreign language are required. (Liberal Arts and Sciences electives may be substituted if two years of the same foreign language with a grade of “C” or higher were completed at the high school level. High school transcript and college verification are required for substitution.)

**FULL-TIME (STUDENT):** Student registered for 12 credits or more during a regular term.

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or more credits in a semester at Three Rivers.

GPA (Cumulative GPA): Grade Point Average. Used to compute academic standing (see Academic Information Section of this catalog).

GRADUATION: Certification of the completion of all degree/certificate requirements by the posting of the appropriate degree to the student’s academic record.

HYBRID: Courses offered via the Internet and on-ground.

HUMANITIES: Humanities courses which satisfy elective requirements may vary from program to program; please consult with advisor.

LAB HOURS: Lab hours are learning activities, which are “hands-on” rather than the traditional lecture/discussion. Lab hours are assigned for students who plan to continue their academic careers beyond the associate degree level through transfer into a four-year college.

LABORATORY: Required to participate in a course after the add/drop period, accomplished through the Registrar’s Office.

MATRICULATION: Enrollment in credit courses applicable to the requirements of a degree or certificate program.

NATIONAL SCIENCE ELECTIVES: The courses that satisfy this elective may vary; students should consult with their advisors. Liberal arts courses generally include courses in the humanities, social sciences, natural sciences and math.

MATRICULATION: Enrollment in credit courses applicable to the requirements of a degree or certificate program.

NATIONAL SCIENCE ELECTIVES: The courses that satisfy this elective may vary; students should consult with their advisors. Courses in the social sciences generally include courses in anthropology, economics, history, geography, psychology, political science, sociology, international studies and selected courses from other disciplines.

TAC of ABET: Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

TRANSCRIPT: Permanent record of student academic grades.

TRANSFER GUIDELINES: Informal documents which suggest courses to be taken at Three Rivers that transfer into a four-year college.

TRANSFER PROGRAM: A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

TUITION: Charges to student by the college for registration in credit courses of instruction.

WITHDRAW FROM A COURSE: To cease to participate in a course after the add/drop period, accomplished through the Registrar’s Office.

WITHDRAW FROM THE COLLEGE: To cease to participate in all courses for one semester or more, accomplished through the Registrar’s Office.

Accounting Career & Accounting Transfer
Architectural Design Technology
Aviation Maintenance Technology
Business Administration Management
Business Administration Transfer
Business Information Systems
Civil Engineering Technology
Computer Science Technology
Construction Management Technology
Criminal Justice: Enforcement & Treatment
Early Childhood Education
Electrical Engineering Technology
Engineering Science
Environmental Engineering Technology
Exercise Science
Finance and Banking
Fire Technology and Administration
General Engineering Technology
General Studies, Advising Tracks
• Connecticut State Univ. Transfer Compact
• Three Rivers Pre-Nursing
• UNH Dental Hygiene
Hospitality Management:
• Casino Management
• Hotel Management
• Restaurant Management

Human Services
Laser and Fiber Optic Technology
Liberal Arts and Sciences, Advising Track
• UCONN Guaranteed Admission
Manufacturing Engineering Technology
Laser Manufacturing Option
Marketing & Marketing Transfer
Mechanical Engineering Technology
Nuclear Engineering Technology
Nursing*
Pathway to Teaching Careers
Small Business and Entrepreneurial Studies
Technology Studies
(A College of Technology Pathway)
• Biomolecular Science
• CAD (Computer-Aided Drafting)
• Electrical
• Engineering Technology
• Lean Manufacturing and Supply Chain Mgmt.
• Technology and Engineering Education Option
• Wastewater
Visual Fine Arts

* Selective admissions program. Contact the Nursing Admissions Office at (860) 892-5702.
Program Outcomes
Upon successful completion of all program requirements, graduates will:
1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Accounting.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Accounting.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. have obtained a well-rounded general education.
5. obtain employment in the field of Accounting after graduating.

Accounting Transfer
Prog. Coordinator: Matthew Hightower, 860-383-5275
Accounting is concerned with the preparation and maintenance of adequate, informative, and accurate systems of financial records for all kinds of public and private organizations and is among the fastest growing occupations in Southeastern Connecticut. This program is designed primarily for students who plan to transfer to a four-year college. Students are urged to investigate and select the institution to which they will transfer as early as possible since each transfer situation must be planned to meet specific baccalaureate requirements. A minimum of 64 credits is required for graduation.

Architectural Design Technology
Prog. Coordinator: Mark Comeau, 860-885-2387
This program is designed to expand opportunities for those interested in the drafting/design fields. It serves those seeking entry-level positions and those who plan on continuing studies at a university. It exposes students to the fundamentals of traditional drafting and design and incorporates leading edge technology of computer-aided drafting (AutoCAD). Graduates will be qualified to fill many diverse positions in the industry or transfer to a baccalaureate or professional degree program. Positions may include: design and production under the supervision of a registered architect, drafter/technician for construction or development firms, architectural representative for vendor sales, and designer/draftsperson for facility planners.

Program Objectives
Graduates of the program will:
1. be qualified to make technical and creative contributions to and find employment in drafting, development, and design in the practice of architectural design technology.
2. have an appreciation for the need to be lifelong learners.
3. demonstrate professionalism and a sense of societal & ethical responsibility in their professional endeavors.
4. engage in professional development or study in a four-year degree program to pursue flexible career paths amid future technological changes.

FOR COMPLETE AND UP-TO-DATE ACADEMIC INFORMATION, VISIT WWW.TRCC.COM/ANETEDU
FOR COMPLETE AND UP-TO-DATE ACADEMIC INFORMATION, VISIT WWW.TRCC.COM/ANETEDU
Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:

1. practice the skills needed to work effectively in teams and as an individual.
2. demonstrate the ability to use appropriate mathematical, computational, and graphic-thinking skills needed for architectural design technology applications.
3. combine oral, graphical, and written communication skills to present and exchange information effectively and communicate design solutions.
4. know a professional code of ethics.
5. describe concepts relating to architectural design, construction, and continuous improvement.
6. describe how the concepts of design program, spatial analysis, historical precedence, and material methods and assemblies affect the design process.
7. illustrate an ability to think critically and identify, evaluate, and solve complex design problems; demonstrate creativity and functionality in design problem solutions; and communicate solutions graphically and effectively.
8. recognize actions and acts of professionalism that allow them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.
9. recognize the need to be lifelong learners.

Aviation Maintenance Technology
Program Coordinator: Anthony Benoit, 860-885-2386
Aviation Maintenance Technology is an Associate in Science Degree Program. Requirements include successful completion of a Federal Aviation Administration approved Airframe and Powerplant Mechanics Program. The student must also obtain an active license for which 22 semester hours of college credit will be required. In addition, 48 semester hours of college instruction will be required as prescribed in the curriculum below. Graduates of this program have obtained employment as mechanics at airports or technicians with aircraft and power plant companies. Students may also continue their education in the aviation maintenance field.

CURRICULUM (suggested two-year sequence)
Course ID Title of Course Credits
FMA at Elks Regional Vo-Tech High School 4

GRAND TOTAL 22

Course ID Title of Course Credits
FMA at Elks Regional Vo-Tech High School 4
TOTAL 22

Program Outcomes
Upon successful completion of all program requirements, graduates will:

1. explain the principles of airframe maintenance.
2. explain the principles of aircraft powerplant maintenance.
3. utilize the library and World Wide Web to obtain information.
4. apply the principles of college physics and material science.
5. explain basic electric circuits.
6. demonstrate basic computer skills.
7. take the FAA examinations and seek employment in the aviation maintenance field.

CURRICULUM
Course ID Title of Course Credits
ENG* K110° Composition 3
MAT* K186° Precalculus 4
EET* K143° Electrical and Power Systems Fundamentals Lab 1
EET* K142° Electrical and Power Systems Fundamentals 3
MEE* K264° Materials of Science 3
MEE* K263° Materials of Science Lab 1
ENG* K101° Composition 3
TOTAL 14

GRAND TOTAL 22

Program Coordinator: Larry Flick, 860-383-5277
Accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 11520 West 119th Street Overland Park, KS 66213; telephone: 913-339-9356. This management career program prepares individuals for management positions in small businesses, corporations, government, and public and private agencies upon completion of a 63-64 credit curriculum. Recent surveys show that there are increasing opportunities for managerial employment in areas such as finance, retailing, and many other business services. Individuals already employed in business or industry seeking career advancement would also benefit from this program as a source of professional development.

CURRICULUM
Course ID Title of Course Credits
ENG* K111° Principles of Accounting I 4
ENG* K115° Business Software Applications 3
ECN* K101° Principles of Microeconomics 3
ECN* K102° Intermediate Algebra or higher 3
BMK* K201° Principles of Marketing 3
ACC* K112° Principles of Accounting II 4
BBG* K231° Business Law I 3
BMG* K202° Principles of Management 3
BMG* K203° Human Resources Management 3
BMG* K204° Principles of Marketing 3
TOTAL 16

GRAND TOTAL 64

Program Outcomes
Upon successful completion of all program requirements, graduates will:

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Business Administration.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Business Administration.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. have obtained a well-rounded general education.
5. successfully transfer to a 4-year college/university.

Business Administration
Program Coordinator: Larry Flick, 860-383-5277
Accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 11520 West 119th Street Overland Park, KS 66213; telephone: 913-339-9356. This management career program prepares individuals for management positions in small businesses, corporations, government, and public and private agencies upon completion of a 63-64 credit curriculum. Recent surveys show that there are increasing opportunities for managerial employment in areas such as finance, retailing, and many other business services. Individuals already employed in business or industry seeking career advancement would also benefit from this program as a source of professional development.

CURRICULUM
Course ID Title of Course Credits
ENG* K111° Principles of Accounting I 4
ENG* K115° Business Software Applications 3
ECN* K101° Principles of Microeconomics 3
ECN* K102° Intermediate Algebra or higher 3
BMK* K201° Principles of Marketing 3
ACC* K112° Principles of Accounting II 4
BBG* K231° Business Law I 3
BMG* K202° Principles of Management 3
BMG* K203° Human Resources Management 3
BMG* K204° Principles of Marketing 3
TOTAL 16

GRAND TOTAL 64

Program Outcomes
Upon successful completion of all program requirements, graduates will:

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Business Administration.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Business Administration.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. have obtained a well-rounded general education.
5. successfully transfer to a 4-year college/university.
**Program Objectives**

Upon successful completion of all program requirements, graduates will:

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Business Administration.
2. demonstrate the ability to apply learned principles and skills applicable to general business and those specific to the field of Business Administration.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. have obtained a well-rounded general education.
5. be prepared for employment in the field of Business Administration.

**Course ID**

- **MAT** K137° Intermediate Algebra or higher 3
- **ENG** K101° Composition 3
- **ECN** K101° Principles of Microeconomics 3

**Credits**

- **TOTAL 17**
- **GRAND TOTAL 64**

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**Civil Engineering Technology**

Program Coordinator: Diba Khan-Bureau, 860-885-2383

Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012; telephone: (410) 347-7700.

This program prepares students with skills necessary for employment as civil engineering technicians with consulting firms, testing laboratories, utilities, and local, state and federal government agencies. Emphasis is placed on such tasks as: surveying, materials testing, drafting, construction inspection, design and erection of structures, transportation, water supplies, and sewage treatment.

**Program Outcomes**

Upon successful completion of all program requirements, graduates will:

1. practice the skills needed to work effectively in teams and as an individual.
2. demonstrate the ability to use appropriate mathematical, computational, and technical-thinking skills needed for civil engineering technology applications.
3. combine oral, technical, and written communication skills to present and exchange information effectively and communicate design solutions.
4. know of a professional code of ethics.
5. describe concepts relating to design, construction, operation or maintenance, infrastructure, policy, processes, and continuous improvement.
6. describe how the concepts of planning, design, construction, operation or maintenance of the built environment and global infrastructure affect evaluation of analysis, policies and decision making.
7. illustrate an ability to think critically and identify, evaluate and solve complex civil engineering technological problems; demonstrate technical and provide practical applications in problem and solutions; and communicate solutions technically and effectively.
8. recognize actions and acts of professionalism that allow them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.

**Program Objectives**

Graduates of the program in Civil Engineering will:

1. be qualified to make technical and creative contributions in the civil engineering field and find employment in design, construction and maintenance of the physical and naturally built environment in the practice of civil engineering technology.
2. have an appreciation for the need to be lifelong learners.
3. demonstrate professionalism and a sense of societal & ethical responsibility in their professional endeavors.
4. engage in professional development or study in a four-year degree program to pursue flexible career paths amid future technological changes.

**Program Outcomes**

By the time of graduation, students in the Civil Engineering Technology program will:

1. practice the skills needed to work effectively in teams and as an individual.
2. demonstrate the ability to use appropriate mathematical, computational, and technical-thinking skills needed for civil engineering technology applications.
3. combine oral, technical, and written communication skills to present and exchange information effectively and communicate design solutions.
4. know of a professional code of ethics.
5. describe concepts relating to design, construction, operation or maintenance, infrastructure, policy, processes, and continuous improvement.
6. describe how the concepts of planning, design, construction, operation or maintenance of the built environment and global infrastructure affect evaluation of analysis, policies and decision making.
7. illustrate an ability to think critically and identify, evaluate and solve complex civil engineering technological problems; demonstrate technical and provide practical applications in problem and solutions; and communicate solutions technically and effectively.
8. recognize actions and acts of professionalism that allow them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.
9. recognize the need to be lifelong learners.
Program Coordinator: George Volkov, 860-885-2384 & Allan Anderson, 860-885-2392

This 66-credit program is designed to provide students with skills consistent with entry-level computer programming and related jobs. The core curriculum combined with technical electives gives the student the flexibility to design a preferred track of concentration. Many students will seek employment as entry-level programmers immediately upon receiving the Associate Degree in Computer Science; however, others will use this as the first step in their pursuit of higher degrees at other institutions.

CURRICULUM

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC* K108</td>
<td>Introduction to Programming</td>
<td>4</td>
</tr>
<tr>
<td>ENG* K110</td>
<td>Composition</td>
<td>3</td>
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<td>COM* K123</td>
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<tr>
<td>MAT* K137</td>
<td>Intermediate Algebra</td>
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* Course has a prerequisite. Students should check course description.

SEMESTER I

<table>
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<tbody>
<tr>
<td>ENG* K101</td>
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<tr>
<td>MAT* K137</td>
<td>Intermediate Algebra</td>
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<tr>
<td>PHY* K114</td>
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GRAND TOTAL 13

SEMESTER II

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<td>Communication Systems</td>
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<td>ENG* K202</td>
<td>Technical Writing</td>
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<td>MAT* K166</td>
<td>Precalculus</td>
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<tr>
<td>CST* K177</td>
<td>Communication Systems</td>
<td>4</td>
</tr>
<tr>
<td>ENG* K101</td>
<td>Composition</td>
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</tr>
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<td>ENG* K202</td>
<td>Technical Writing</td>
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GRAND TOTAL 3

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<tr>
<td>MAT* K137</td>
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* Course has a prerequisite. Students should check course description.

SEMESTER III

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<td>ENG* K101</td>
<td>Composition</td>
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<tr>
<td>ENG* K202</td>
<td>Technical Writing</td>
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* Course has a prerequisite. Students should check course description.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MAT* K137</td>
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* Course has a prerequisite. Students should check course description.

GRAND TOTAL 18

SEMESTER IV

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<tbody>
<tr>
<td>CSC* K174</td>
<td>Data Processing II</td>
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<tr>
<td>CST* K241</td>
<td>Site Analysis Lab</td>
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<tr>
<td>ARC* K227</td>
<td>Building Codes and Ordinances</td>
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</tr>
<tr>
<td>ENG* K202</td>
<td>Technical Writing</td>
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* Course has a prerequisite. Students should check course description.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT* K137</td>
<td>Intermediate Algebra</td>
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</tbody>
</table>

* Course has a prerequisite. Students should check course description.

GRAND TOTAL 16.5

<table>
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<th>Title of Course</th>
<th>Credits</th>
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<tbody>
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<td>MAT* K137</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
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</table>

* Course has a prerequisite. Students should check course description.

GRAND TOTAL 3

<table>
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<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>MAT* K256</td>
<td>Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

* Course has a prerequisite. Students should check course description.

Grades are calculated as follows:

A 93-100 B 83-92 C 73-82 D 63-72 F 0-62

Students not seeking transfer to a four-year institution may substitute Technical Elective(s) for on or both calculus courses.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. analyze and solve problems in computing.
2. demonstrate entry level programming ability in structured and object-oriented programming languages.
3. model, design, implement, and program a database.
4. explain network technology protocols, including structure, communication, architecture, and standards.
5. explain the role of the Internet, Intranet, and Internet tools in business and how these technologies are applied to improve efficiency and maximize profits.
6. apply critical thinking skills acquired across the curriculum.
7. exhibit both oral and written technical communication skills.
8. transfer successfully to a 4-year college or university or obtain employment in an information technology field.

Program Coordinator: Mark Comeau, 860-885-2387

The objective of the Construction Management Technology program is to provide students desiring a career in the construction industry with entry-level skills. This Associate in Science degree introduces students to a broad range of courses required for basic performance in offices which support the construction industry, including construction companies, architecture, and engineering firms. Course subjects include construction drawings and documentation, computer-aided design, building materials and codes, site and environmental appreciation and in addition, students will gain exposure to the principal concepts of accounting and management.

CURRICULUM (suggested two-year sequence)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC* K108</td>
<td>Construction Graphics</td>
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</tr>
<tr>
<td>ENG* K101</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>MAT* K127</td>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>PHY* K114</td>
<td>Mechanics</td>
<td>4</td>
</tr>
</tbody>
</table>

* Course has a prerequisite. Students should check course description.

GRAND TOTAL 16

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. succeed in entry level work in construction management well prepared to take advantage of opportunities into supervisory positions.
2. expand their technical knowledge through lifelong learning and, if desired, further higher education.
3. work ethically and responsibly in the construction industry.
4. apply their knowledge individually and in teams to solve technical and management problems.

Program Coordinator: Jeffrey Crouch, 860-892-5721

This 65-64 credit program provides education as a basis for employment or further advancement in the criminal justice field. This program is designed for students interested in pursuing careers in an enforcement-oriented nucleus and who plan to transfer to a four-year college. Students are urged to investigate and select the institution to which they will transfer as early as possible since each transfer situation must be planned to meet specific baccalaureate requirements. A minimum of 63 credits is required for graduation.

CURRICULUM

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ANT* K105</td>
<td>Principles of Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>CJS* K101</td>
<td>Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS* K250</td>
<td>Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS* K253</td>
<td>Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS* K255</td>
<td>Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>CJS* K256</td>
<td>Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS* K257</td>
<td>Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS* K294</td>
<td>Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>COM* K173</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

* Course has a prerequisite. Students should check course description.

Program Outcomes

1. analyze and solve problems in computing.
2. demonstrate entry level programming ability in structured and object-oriented programming languages.
3. model, design, implement, and program a database.
4. explain network technology protocols, including structure, communication, architecture, and standards.
5. explain the role of the Internet, Intranet, and Internet tools in business and how these technologies are applied to improve efficiency and maximize profits.
6. apply critical thinking skills acquired across the curriculum.
7. exhibit both oral and written technical communication skills.
8. transfer successfully to a 4-year college or university or obtain employment in an information technology field.
Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate research skills through the process of accumulating, analyzing, and presenting contemporary thoughts and practices in criminal justice.
2. communicate effectively using verbal skills, written skills, and a variety of technological skills.
3. demonstrate critical thinking and problem solving skills.
4. utilize time effectively to manage workload.
5. engage in the exchange of ideas and participate in academic discourse in a respectful and informed manner.
6. network within the state and local criminal justice agencies and facilities and apply their classroom learning to the realities of the criminal justice system.
7. articulate, identify, and investigate current career requirements and opportunities with the criminal justice system.
8. display responsible self-management, integrity, and honesty and extend those attributes to facilitate cooperative working relationships with peers, faculty, and professionals within the criminal justice system.
9. recognize and evaluate the importance of the general education requirements and apply that learning to their criminal justice coursework.
10. discuss the importance of international, social, and ethical issues confronting the criminal justice system.
11. describe the historical, philosophical, and theoretical foundation of the system and demonstrate the relationship of that foundation to the complexities of the contemporary criminal justice system.
12. analyze the evolutionary nature of the criminal justice system in order to anticipate the future dilemmas and needs of state, national, and international systems of law.

Early Childhood Education
Program Coordinator: Sheila Skahan, 860-383-5522
This 61-62 credit program is designed to provide education and experiences as a basis for employment in the field of early childhood, working with children ages 0-8. It also provides a two-year educational foundation for students wishing to transfer to a four-year five year teaching certification program. This program prepares students to work in early care and education settings including child care or related human service agencies or as public school paraprofessionals (K-2). Our courses also address the needs of individuals already employed in the area of early education to enhance their professional competence and depth of knowledge. The goal is to create an "accessible pathway for career mobility for early childhood educators."

The plan awards a minimum of 18 credits in early childhood education, 3 credits in child growth and development and a minimum of 30 credits in General Education. TRCC currently has working relationships with the following colleges: ECSU, SCSC, University of Hartford, Mitchell College, St. Joseph, College, Charter Oak State College and the University of Connecticut: Human Development and Family Relations major.

Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate research skills through the process of accumulating, analyzing, and presenting contemporary thoughts and practices in criminal justice.
2. communicate effectively using verbal skills, written skills, and a variety of technological skills.
3. demonstrate critical thinking and problem solving skills.
4. utilize time effectively to manage workload.
5. engage in the exchange of ideas and participate in academic discourse in a respectful and informed manner.
6. network within the state and local criminal justice agencies and facilities and apply their classroom learning to the realities of the criminal justice system.
7. articulate, identify, and investigate current career requirements and opportunities with the criminal justice system.
8. display responsible self-management, integrity, and honesty and extend those attributes to facilitate cooperative working relationships with peers, faculty, and professionals within the criminal justice system.
9. recognize and evaluate the importance of the general education requirements and apply that learning to their criminal justice coursework.
10. discuss the importance of international, social, and ethical issues confronting the criminal justice system.
11. describe the historical, philosophical, and theoretical foundation of the system and demonstrate the relationship of that foundation to the complexities of the contemporary criminal justice system.
12. analyze the evolutionary nature of the criminal justice system in order to anticipate the future dilemmas and needs of state, national, and international systems of law.

Curriculum

**Course ID** | **Title of Course** | **Credits**
--- | --- | ---
**SEMESTER I**
ENG* K101* | Composition | 3
CJS* K101* | Introduction to Criminal Justice | 3
COM* K173* | Public Speaking | 3
FIN* K101* | Fine Arts Elective | 3
SOC* K101* | Principles of Sociology | 3
**TOTAL** | | 15

**SEMESTER II**
ENG* K202* | Technical Writing | 3
CJS* K102* | Introduction to Corrections | 3
CJS* K202* | Juvenile Delinquency | 3
MAT* K135* | Topics in Contemporary Math or higher | 3
PSSY* K115* | General Psychology I | 3
**TOTAL** | | 15

**SEMESTER III**
CJS* K124* | Spanish for Criminal Justice Professionals | 3
HSE* K181* | Understanding Sexual Abuse | 3
HSE* K183* | Substance Abuse | 3
PSSY* K245* | Abnormal Psychology | 3
CJS* K253* | Interpersonal Dynamics for Criminal Justice Professionals | 3
POL* K213* | Constitutional Law and Civil Rights | 3
**TOTAL** | | 18

**SEMESTER IV**
CJS* K201* | Criminology | 3
CJS* K291* | Criminal Justice Practicum | 3
CJS* K294* | Contemporary Issues in Criminal Justice | 3
HSE* K251* | Work with Individuals and Families | 3
PHL* K111* | Ethics | 3
NATURAL SCIENCE ELECTIVE | 3-4 | 3-4
**TOTAL** | | 15-16
**GRAND TOTAL** | | 61-64

*Course has a prerequisite. Students should check course description.

Students wishing to transfer should check MATH/SCIENCE requirements at transfer institution.
## Electrical Engineering Technology

### Program Coordinator: Daniel Courtney, 860-885-2388

Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012; telephone: (410)-347-7700.

For more than 30 years, the Electrical Engineering Technology program has been preparing qualified technicians for Connecticut industry as well as for firms throughout the New England area. The Electrical Engineering Technology program is one of four programs accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

In the program, an intensive study is made of the fundamentals of electric circuits, solid state electronics, and their application in electronic circuits and control systems. This study prepares the graduates for employment in a variety of electronic technology positions, as well as transfer to baccalaureate engineering technology programs. Due to the major impact of the computer in our society, the curriculum includes a concentration on digital circuits and digital control systems. In addition to the electrical specialties, the student in this technology studies a core of related courses such as physics and advanced mathematical applications. To meet the requirements of the degree, the student also pursues studies in the humanities and social sciences. Excellent transfer programs exist throughout New England for graduates who wish to continue on to a four-year degree.

### CURRICULUM - TAC/ABET ACCREDITED (Suggested two-year sequence)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SEMESTER I</td>
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</tr>
<tr>
<td>CAD* K106</td>
<td>Introduction to Computer Aided Drafting</td>
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<td>CAD* K107</td>
<td>Introduction to Computer Aided Drafting Lab</td>
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<tr>
<td>EET* K105</td>
<td>Electric Circuits</td>
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<td>Electric Circuits and Systems Lab</td>
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<td>ENG* K101</td>
<td>College Composition</td>
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<td>MAT* K132</td>
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<td>PHY* K114</td>
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<td>SEMESTER II</td>
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<tr>
<td>EET* K119</td>
<td>Advanced Circuits and Systems</td>
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<td>EET* K204</td>
<td>Advanced Circuits and Systems Lab</td>
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<td>EET* K206</td>
<td>Electronics I</td>
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<td>EET* K207</td>
<td>Electronics I Lab</td>
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<td>ENG* K202</td>
<td>Technical Writing</td>
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<tr>
<td>MAT* K186</td>
<td>Pre calculus</td>
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<td>PHY* K115</td>
<td>Heat Sound Light</td>
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<td>SEMESTER III</td>
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<tr>
<td>EET* K234</td>
<td>Microprocessors &amp; Controls</td>
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<td>Microprocessors &amp; Controls Lab</td>
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<td>ENG* K266</td>
<td>Automoted Controls I</td>
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<td>ENG* K267</td>
<td>Automoted Controls Lab</td>
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<td>MAT* K254</td>
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<td>ENG* K266</td>
<td>Automoted Controls II</td>
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<td>Automoted Controls Lab</td>
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<td>SOC* K211</td>
<td>Understanding Sexual Abuse</td>
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*Course has a prerequisite. Students should check course description.

### Program Objectives

1. demonstrate creativity in designing problem solutions; and solve complex technical and non-technical problems; and
2. engage in professional development or study in a four-year degree program to pursue flexible career paths amid future technological changes.

### CURRICULUM - Community College

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<th>Title of Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG* K101</td>
<td>Composition</td>
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</tr>
<tr>
<td>ENG* K102</td>
<td>Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>+ Fine Arts Elective (art, music)</td>
<td></td>
<td>3</td>
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### Science

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<th>Credits</th>
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<tbody>
<tr>
<td>CHE* K121</td>
<td>General Chemistry I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHE* K122</td>
<td>General Chemistry II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY* K211</td>
<td>Calculus-based Physics I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY* K222</td>
<td>Calculus-based Physics III w/Lab</td>
<td>4</td>
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### Mathematics

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<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT* K254</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT* K256</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MAT* K268</td>
<td>Calculus III</td>
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</tr>
<tr>
<td>MAT* K285</td>
<td>Differential Equations</td>
<td>3</td>
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</tbody>
</table>
Environmental Engineering Technology

Program Coordinator: Diba Khan-Bureau, 840-885-2333

Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012; telephone: (410) 347-7700

The Environmental Engineering Technology program is designed to educate students in the general and technical aspects of environmental issues and common practice environmental procedures. The degree focuses on practical education with classes covering the basic quantitative and conceptual skills required of environmental engineering technicians. The student population for this program varies from recent high school graduates to retraining students to post-associate degree students looking for career change. The curriculum is broad-based to meet the demands of a range of environmental positions. Graduates have gone on to work for manufacturing firms, regulatory agencies, and as consultants or have continued their education at baccalaureate institutions. Due to the expanding environmental industry and high levels of environmental concern in Connecticut, this program has been in great demand.

By the time of graduation, students in the Environmental Engineering Technology program will:

1. practice the skills needed to work effectively in teams and as an individual.
2. demonstrate the ability to use appropriate mathematical, computational, and graphic-thinking skills needed for environmental engineering technology applications.
3. combine oral, graphical, and written communication skills to present and exchange information effectively and communicate design solutions.
4. know of a professional code of ethics.
5. describe concepts relating to environmental monitoring, policy, processes, and continuous improvement.
6. describe how the concepts of environmental measurements and the design, management, and operation of environmental facilities affect evaluation of analysis, policies and decision-making.
7. illustrate an ability to think critically and identify, evaluate, and solve complex environmental problems, demonstrate technical and provide practical applications in environmental control problem and solutions; and communicate solutions technically and effectively.
8. recognize actions and acts of professionalism that allow them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.
9. recognize the need to be lifelong learners.

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 Science 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.

CURRICULUM - TAC/ABET ACCREDITED

(Suggested two-year sequence)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
</table>

**SEMESTER I**

CHE* K111° Concepts of Chemistry or CHE* K121° General Chemistry I

ENG* K110° Composition

ENV* K101° Environmental Studies

ENV* K141° Introduction to GIS

ENV* K220° Hazardous Materials (3@)

MAT* K133° Intermediate Algebra

MAT* K186° Precalculus

TOTAL 16-17

**SEMESTER II**

CHE* Elective#° Chemistry Elective

CIV* K203° Civil Hydraulics

ENG* K202° Technical Writing

ENV* K110° Environmental Regulations

Please choose one of the following courses:

MAT* K186° Precalculus

MAT* K253° Calculus I For Technologies

MAT* K254° Calculus I

TOTAL 16-17

**SEMESTER III**

BIO* K121° General Biology I

ENV* K245/° Environmental Control Processes

ENV* K246/° Water Resources Engineering

ENV* K245° Water Resources Engineering Lab

ENV* K237° Fundamental Measurements and Applications Lab

MAT* K167° Principles of Statistics

TOTAL 17

**SEMESTER IV**

BIO* K122° General Biology II or BIO* K235° Microbiology

BMG* K202° Principles of Management or ECON* K101° Principles of Microeconomics

CIV* K201° Soils Lab 1

CIV* K203° Civil Hydraulics 3

CIV* K200° Soils 3

CIV* K236° Air Quality 3

ENV* K245/° Civil/Env Engineering Technical Elective

TOTAL 17

GRAND TOTAL 66-68

* Students must complete ENV* K220° or other 40-hour HAZWOPER training before graduation.

#° Course has a prerequisite. Students should check course description.

** Students may take any other CIV or ENV* course, DFT K1104/K1105, or MEC* K114.

## Acceptable courses include CHE* K122, CHE* K210, and ENV K1105.

Program Objectives

Gradsutes of the program in Environmental Engineering Technology will:
1. be qualified to make technical and creative contributions to and find employment in environmental monitoring and measurements, policy, and design in the practice of environmental engineering technology.
2. have an appreciation for the need to be lifelong learners.
3. demonstrate professionalism and a sense of societal and ethical responsibility in their professional endeavors.
4. engage in professional development or study in a four-year degree program to pursue flexible career paths amid future technological changes.
Exercise Science
Program Coordinator: James Copeland, 860-383-5238
This 66 credit program is designed to provide a strong basic foundation in the area of exercise science as well as a broad background in general education. For those students seeking an entry level position in health and fitness, the Exercise Science program prepares students for necessary industry certifications and the knowledge and motivation to continue as life-long learners in health and fitness. For students interested in furthering their education by transferring to a four-year institution, this program prepares students to transfer to an exercise science or other health related program.

CURRICULUM
Course ID Title of Course Credits
SEMESTER I
ENQ* K101° Composition 3
HPE* K232° First Aid and Sports Injury 2
MAT* K132° Intermediate Algebra 3
HPE* K105° Introduction to Fitness and Training 3
CHE* K111° Concepts of Chemistry 4
TOTAL 15

SEMESTER II
BIO* K121° General Biology 4
HRE* K130° Literature and Composition 3
RLS* K101° Introduction to Recreation and Leisure Services 3
Fine Arts Elective 3
TOTAL 16

SEMESTER III
BIO* K211° Anatomy and Physiology I 4
COM* K173° Public Speaking 3
HPE* K241° Exercise Physiology with lab 4
HPE* K245° Programming and Presentation I 4
TOTAL 18

SEMESTER IV
CSA* K105° Introduction to Software Applications 3
PST* K111° General Psychology I 3
BIO* K213° Anatomy and Physiology II 4
HPE* K243° Kinesiology with lab 4
HPE* K246° Programming and Presentation II 3
TOTAL 17

* GRAND TOTAL 66
* Courses have prerequisites. Please refer to course description to check eligibility before registering.

Program Outcomes
Upon completion of the program requirements, graduates will be able to:
1. plan, administer, and evaluate wellness and fitness programs, nutrition projects, and exercise physiology in clinical, industrial, and corporate environments.
2. describe and apply principles of leadership, including motivating, leading, and directing.
3. develop a medically-based fitness model.
4. understand the terminology in medicine, health promotion and fitness.
5. gain an understanding of how to design exercise programs for special populations.
6. understand how to establish exercise programs/prescriptions, exercise related goals and objectives, training modifications and program evaluation strategies.
7. collaborate with a variety of health care professionals through consultations and referrals in a multi-disciplinary approach to wellness.
8. think critically to effectively solve problems in a variety of dynamic environments.
9. effectively communicate with health care providers, fitness professionals, clients, administrators, family and community in the delivery of life-long health and wellness.

Finance and Banking
Program Coordinator: Larry Flick, 860-383-5277
Accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 11520 West 119th Street Overland Park, KS 66213; telephone 913-339-9356. This 63-64 credit curriculum is for students intending on entering the workforce and pursuing a business career immediately after graduating. This curriculum places greater emphasis on Business Specialization courses and less on General Education. The goal is for graduates to be sufficiently competent to perform in the business world within their chosen career field immediately upon graduation.

CURRICULUM
Course ID Title of Course Credits
SEMESTER I
ENG* K101° Composition 3
FTI* K112° Introduction to Fire Technology 3
PHY* K114° Mechanics 4
TOTAL 10

SEMESTER II
PUB* K172° Public Speaking 3
EBG* K202° Principles of Fire 3
BBG* K232° Building Construction 3
MAT* K167° Principles of Statistics or MAP* K168° PreCalculus 3-4
PHY* K115° Heat Sound Light 4
TOTAL 11-12

SEMESTER III
ACC* K118° Managerial Accounting 4
BBG* K231° Business Law I 3
BMK* K110° Personal Finance 3
BMK* K201° Principles of Marketing 3
ECK* K102° Principles of Microeconomics 3
TOTAL 16

SEMESTER IV
BBG* K232° Business Law II 3
BBG* K291° Business Capstone 3
ACC* K292° Accounting Principles 3
ECK* K250° Principles of Finance 3
MAT* K186° Precalculus or MAT* K167° Principles of Statistics 4
TOTAL 19-20

*Course has a prerequisite. Students should check course description.

Program Outcomes
Upon successful completion of all program requirements, graduates will:
1. demonstrate knowledge of general business vocabulary and related vocabulary specific to the field of Finance and Banking.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Finance and Banking.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. have obtained a well-rounded general education.
5. be prepared for employment in the field of finance and banking.

Fire Technology and Administration
Program Coordinator: Academic Division, 860-892-5770
The Fire Technology and Administration program is designed to provide advanced training and education on the college level that develops competent technicians who are, or will become, leaders in fire protection, prevention, and administration. It also provides training and education for personnel of insurance companies and other industries involved in fire prevention and protection practices.

Working in career and volunteer fire departments, in local, state, and federal government agencies, in industry, in architectural and construction firms, insurance organizations, and in related groups, the fire technologist knows the need for fire prevention activities, the necessity to educate both children and adults in fire safety, and the importance of enforcing fire prevention codes.

The program of study, which leads to the Associate in Science Degree in Fire Technology and Administration, is planned to help students meet the professional standards established by the National Fire Protection Association, the Connecticut Commission on Fire Prevention and Control, and the Connecticut Fire Marshall’s Training Council.

CURRICULUM
Course ID Title of Course Credits
SEMESTER I
ENG* K101° Composition 3
FTI* K112° Introduction to Fire Technology 3
PHY* K114° Mechanics 4
TOTAL 10

SEMESTER II
PUB* K172° Public Speaking 3
EBG* K202° Principles of Fire 3
BBG* K232° Building Construction 3
MAT* K167° Principles of Statistics or MAP* K168° PreCalculus 3-4
PHY* K115° Heat Sound Light 4
ECK* K102° Principles of Microeconomics 3
TOTAL 19-20

SEMESTER III
CHE* K111° Concepts of Chemistry 4
FTI* K118° Fire Prevention & Inspection 3
FTI* K210° Wine Supply & Hydraulics 3
FTI* K213° Codes and Standards 3
HUM* K116° Humanities/Social Sciences Elective 3
TOTAL 12

SEMESTER IV
CHE* K211° Fire Protection 3
ENG* K202° Technical Writing 3
SEMESTER TOTAL 65-63

For complete and up-to-date academic information, visit www.trcc.commnet.edu
General Engineering Technology

Program Coordinator: Patrick Knowles, 860-885-2379

The General Engineering Technology (GET) program was developed to meet the industry’s need for generalists as opposed to technicians educated in a specific discipline. It also provides a program for students who wish to design an engineering technology curriculum to meet their own individual needs, and for students who are unsure of the specific technology discipline they want as a major.

Each student takes a core of courses in mathematics, science, technology, humanities and social sciences. The remainder of the program consists of courses chosen by the student to best meet personal goals. For example, an elective concentration in optics can provide the background for an entry-level position in Connecticut’s photonics industry. Approved military coursework may also be used to fulfill the elective requirements.

GET students are currently employed by Electric Boat, Pratt & Whitney, Connecticut Municipal Electrical Energy Coop, the US Navy, and other southeastern Connecticut industries. Students have also successfully transferred to four-year institutions in Engineering Technology such as Central Connecticut State University School of Technology. Students considering transfer are advised to see their advisor early in their studies to maximize transfer credits.

For complete and up-to-date academic information, visit www.trcc.commnet.edu

PROGRAM OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:
1. prepare technical and laboratory reports and present them orally.
2. demonstrate proficiency in computer use in fire service.
3. explain basic Chemistry concepts such as measurements in chemistry, atomic structures and chemical bonding, chemical reactions, states of matter and stoichiometry.
4. explain various parts of a drill press, milling machine, and lathe and accomplish the calculations necessary to determine the correct rotational speed for the engine lathe, drill press, and milling machine.
5. explain basic Chemistry concepts such as measurements in chemistry, atomic structures and chemical bonding, chemical reactions, states of matter and stoichiometry.
6. demonstrate skills in a discipline of choice including, but not limited to, Optics, Mechanical, Manufacturing, Electrical, Civil, CAD, or Environmental Engineering Technology options.
7. explain a option in general engineering technology that they have chosen to emphasize in their studies.

SEMINAR IV

EET* K142* Electrical and Power Systems Fundamentals 3
EET* K143* Electrical and Power Systems Fundamentals Lab 3
Humanities/Social Sciences Elective 3
Open Elective 3
Technical Elective 3
Technical Elective 3
TOTAL 16
GRAND TOTAL 68

+ May substitute EET* K105/110 Electric Circuitry/Systems/Lab

ELECTIVES FOR OPTION IN PHOTONICS (OPTICS):

PHO* K101 Introduction to Photonics 4 credits
PHO* K241/442 Introduction to Lasers and Lab 4 credits
PHO* K250 or Fiber and Integrated Optics or Computer 4 credits
MFG* K118/119 Controlled Laser Materials Processing and Lab 4 credits
KPH* K41 Applied Optics 4 credits
PHO* K290 Advanced Laser Topics or or 3 credits
PHO* K295 Photonics Co-Op 3 credits

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. prepare technical laboratory reports and present them using the latest computer software and oral presentation skills.
2. prepare drawings of machine components both manually and using Autocad software.
3. explain orthographic projection as it relates to standard board drafting and CAD.
4. explain various parts of a drill press, milling machine, and lathe and accomplish the calculations necessary to determine the correct rotational speed for the engine lathe, drill press, and milling machine.
5. explain basic Chemistry concepts such as measurements in chemistry, atomic structures and chemical bonding, chemical reactions, states of matter and stoichiometry.
6. demonstrate skills in a discipline of choice including, but not limited to, Optics, Mechanical, Manufacturing, Electrical, Civil, CAD, or Environmental Engineering Technology options.
7. explain a option in general engineering technology that they have chosen to emphasize in their studies.

Program Leader: Sandra Jeknavorian, 860-885-2345

This program is designed primarily for those individuals whose special interests cannot be accommodated within a Liberal Arts degree program or for those who wish to develop a broader base of knowledge for intellectual stimulation and personal growth. With more open electives and fewer required courses than the Liberal Arts and Sciences degree, the General Studies degree offers greater flexibility for individual interests and needs. This program can also be suitable for transfer to a four-year institution, but more care and guidance in choosing electives will be necessary. Students interested in using the General Studies Degree for transfer are advised to check carefully the specific requirements of the institution to which they intend to transfer. With the assistance of an academic advisor, the student may create a program of study suitable either as a foundation to transfer to a four-year college or as preparation for particular self-defined goals.

CURRICULUM

Course ID Title of Course Credits

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Program Outcomes and Statement of Core Values

Three Rivers is committed to the belief that the best preparation for life, and especially for careers that require specialized training, is a broad acquaintance with human knowledge. The General Studies degree program is designed to give students the opportunity to explore knowledge from multiple perspectives. Students are challenged to become intellectually curious, aesthetically aware, and critically perceptive, and to develop their communicative and quantitative skills. Through the study of the natural sciences, the social sciences, and the humanities, the General Studies degree program gives students the flexibility to adapt to the changing needs of the workplace and the foundation for lifelong learning and personal growth.

Students completing the General Studies program will develop the ability to:

- think critically and creatively
- work collaboratively as well as independently
- communicate effectively both in speaking and in writing
- reason quantitatively as well as verbally
- value artistic expression
- move beyond a narrow focus and recognize broader historical, cultural, global, and scientific perspectives
- understand and reflect searchingly upon one’s values and the values of others.

General education and career education are interactive components. They enrich each other by helping students to make career choices in keeping with their understanding of themselves and their world. Together, they provide the skills and perspectives that make possible the dignity of work and social contribution. They cultivate a framework of meaning, value, ethical purpose, and commitment that enrich every aspect of life. They foster an attitude of critical inquiry, curiosity, openness, and wonder that enables a spirit of lifelong learning.

Course ID  Title of Course  Credits
ACC* K111  Principles of Accounting I  3
BBG* K110  Business Analysis  3
ECN* K101  Principles of Macroeconomics  3
COM* K173  Public Speaking  3
HSP* K100  Principles of Business Communication  3
HSP* K105  Customer Service  3
HSP* K245  Hospitality Marketing  3
HSP* K108  Hospitality Industry Management  3
MAT* K127  Social Studies Elective  3

These courses meet all the requirements in the General Studies program. Students may substitutes some courses, as noted in the table below.

Program Outcomes

Upon successful completion of any Hospitality Management Associate in Science Degree program, graduates will:

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Hospitality Management.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Hospitality Management.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. have obtained a well-rounded general education.
5. be prepared for employment in the field of Hospitality Management.

Course ID  Title of Course  Credits
ACC* K111  Principles of Accounting I  3
BBG* K110  Business Analysis  3
ECN* K101  Principles of Macroeconomics  3
COM* K173  Public Speaking  3
HSP* K100  Principles of Business Communication  3
HSP* K108  Hospitality Marketing  3
HSP* K245  Hospitality Sales & Marketing  3
MAT* K127  Social Studies Elective  3

Hospitality Management, Restaurant Management Option

Program Coordinator: Peter Edmondson, 860-383-5259
Accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 11520 West 119th Street Overland Park, KS 66213; telephone 913-339-9356.

The Hospitality Management program prepares students for career opportunities in the growing hospitality industry in Southwestern Connecticut. Students completing the Hospitality Management degree program are well-prepared for a variety of management-level positions in the hospitality industry. In addition, students are able to successfully transfer credits to obtain higher degrees at other colleges and universities.

Program Outcomes
1. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Hospitality Management.
3. be prepared for employment in the field of Hospitality Management.
4. have obtained a well-rounded general education.
5. be prepared for employment in the field of Hospitality Management.
6. integrate knowledge and abilities in a field placement setting.
7. identify entry level career opportunities in social work settings.
8. plan for career advancement and further education.

Human Services
Program Coordinator: Joyce Martin, 860-892-5701
The Human Services Associate of Science program responds to the need to prepare students for entry-level positions in human services, and to prepare students who plan to transfer to a four-year college or university for a baccalaureate degree in social work (BSW) or some other related field of study. The curriculum is designed to help students acquire knowledge, skills and competency in the methods of casework, group work, case management and community organization, with a focus on individuals, families, small groups, organizations and communities.

Note to students who plan to continue their education beyond the associate degree: Students who intend to transfer are urged to investigate and select the institution to which they will transfer as early as possible since each transfer situation must be planned to meet specific baccalaureate requirements.

In general, the following choices will satisfy more of the requirements of baccalaureate granting institutions: 1) completing BIO* K121 with a lab or BIO* K115 with a lab instead of HLF* K155; 2) completing MAT* K137 or higher; 3) completing two semesters of Spanish or French instead of Human Services electives or Sign Language; and 4) completing ANT* K105 (Introduction to Cultural Anthropology) as satisfaction of one of the open elective requirements.

** Practicum - Requires the consent of the instructor.

* Course has a prerequisite. Students should check course description.

Total 60–63

** Course has a prerequisite. Students should check course description.

Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. explain fundamental concepts of human services, especially case management, group work, community organization, and supervision.
2. explain the ethical principles and values governing the human service/social work profession.
3. explain the historical, social, and political context within which the human services and social welfare services operate.
4. plan effective interventions with vulnerable population groups.
5. identify and index community resources.
6. integrate knowledge and abilities in a field placement situation.
7. Identify entry level career opportunities in social service settings.
8. plan for career advancement and further education.

Human Services Electives or Foreign Language or Sign Language: (In addition to human services courses, other courses in the social sciences will satisfy this requirement if they are approved by the Program Coordinator of the Human Services Program.)

Curriculum

** Course has a prerequisite. Students should check course description.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC* K111 *</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BGC* K115 *</td>
<td>Business Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BGC* K210 *</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>BSC* K231 *</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>BSC* K241 *</td>
<td>Business Capstone</td>
<td>3</td>
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<tr>
<td>or or</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>BMG* K202 *</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BMK* K210 *</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>CON* K173 *</td>
<td>Public Speaking</td>
<td>3</td>
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<td>ECOM* K101 *</td>
<td>Principles of Microeconomics</td>
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<td>ENG* K101 *</td>
<td>Composition</td>
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<td>ENG* K112 *</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
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<td>HSP* K102</td>
<td>Sanitation &amp; Safety</td>
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<td>HSP* K112 *</td>
<td>Basic Food Preparation</td>
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<td>HSP* K113 *</td>
<td>Advanced Food Preparation</td>
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<tr>
<td>HSP* K131</td>
<td>Beverage Management</td>
<td>3</td>
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<td>HSP* K134</td>
<td>Hospitality Customer Relations</td>
<td>3</td>
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<tr>
<td>MAT* K101 *</td>
<td>Intermediate Algebra</td>
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<td>MAT* K121 *</td>
<td>Fine Arts Elective</td>
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<td>MAT* K131 *</td>
<td>Natural Science Elective</td>
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<td>Social Science Elective</td>
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<tr>
<td>MAT* K132 *</td>
<td>General Biology I</td>
<td>3</td>
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<tr>
<td>or or</td>
<td>Human Biology</td>
<td>3</td>
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<td>or or</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>HSE* K101 *</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSE* K210 *</td>
<td>Group &amp; Interpersonal Relations</td>
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<tr>
<td>HSE* K211 *</td>
<td>Human Services Agencies &amp; Organizations</td>
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<td>HSE* K215 *</td>
<td>Work with Individuals and Families</td>
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<tr>
<td>MAT* K137 *</td>
<td>Introduction to Cultural Anthropology</td>
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<td>MAT* K121 *</td>
<td>Life Span Development</td>
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<td>SOC* K101 *</td>
<td>Principles of Sociology</td>
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<td>SOC* K103 *</td>
<td>Social Problems</td>
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Human Services Electives or Foreign Language or Sign Language: (In addition to human services courses, other courses in the social sciences will satisfy this requirement if they are approved by the Program Coordinator of the Human Services Program.)

Program Coordinator: Judith Donnelly, 860-885-2353
The Laser and Fiber Optic Technology program was created to meet the critical need for laser electro-optic technicians in Connecticut, which has the third highest concentration of laser and fiber optic firms in the nation.

Program has a solid core of electronics courses, including electrical circuits, solid state electronics, digital circuits, and electronic communications. Proficiency in laser optics is gained through courses in geometric and wave optics, lasers, and fiber optics. In addition to the major specialty courses, students also study mathematics, English communications, and the humanities.

Students who complete the program have the opportunity to transfer to baccalaureate programs in applied physics or engineering technology, or to find immediate employment in the burgeoning laser and fiber optics field.

Laser and Fiber Optic Technology (LFOT)

Curriculum (suggested two-year sequence)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>TCY* K105</td>
<td>Laser and Lab Safety</td>
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<td>Computer-Aided Drafting</td>
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<td>CAD* K107</td>
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<td>EET* K105</td>
<td>Electric Circuits and Systems</td>
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<td>EET* K106</td>
<td>Electric Circuits and Systems Lab</td>
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<tr>
<td>ENG* K101</td>
<td>Composition</td>
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<tr>
<td>MAT* K101</td>
<td>Math I</td>
<td>3</td>
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<tr>
<td>PHY* K101</td>
<td>Introduction to Light and Lasers</td>
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SEMESTER I

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<td>EET* K120</td>
<td>Advanced Electrical Circuits and Systems Lab</td>
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<td>MAT* K101</td>
<td>Math II</td>
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<td>PHY* K140</td>
<td>Optoelectronics</td>
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<tr>
<td>PHY* K102</td>
<td>Applied Optics</td>
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SEMESTER II

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<td>EET* K120</td>
<td>Advanced Electrical Circuits and Systems Lab</td>
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<tr>
<td>MAT* K101</td>
<td>Math III</td>
<td>3-4</td>
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<tr>
<td>PHY* K142</td>
<td>Introduction to Lasers with Lab</td>
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</table>
**Program Leader:** Sandra Jevaković, 860-885-2345

The Liberal Arts and Sciences Associate in Arts degree program is designed primarily for students who plan to transfer to a four-year college or university to continue studies toward a baccalaureate degree in the liberal arts and sciences. It is also suitable for students who wish to engage in an educationally challenging experience for personal growth and intellectual development. The requirements and distribution of courses in this A.A. degree program are similar to the general education requirements in many Liberal Arts and Sciences baccalaureate degree programs. However, since there are variations in the requirements at different four-year institutions, students are advised to check carefully the specific requirements of the institution to which they intend to transfer.

There are specific pathways within the Liberal Arts and Sciences degree program to help students use this degree as a first step toward a long-term goal, such as transferring to Eastern Connecticut State University, transferring to the University of Connecticut, or pursuing selected majors. Your academic advisor will have the details you need. You may also secure a copy of the Pathway Guides for transfer to specific programs and universities at the Student Development Office. Call (860) 383-5217 for information.

Specific information on courses which meet elective requirements is also available from Student Services advisors and academic advisors.

**Program Outcomes**

Upon successful completion of all program requirements, graduates will be able to:
1. use general electronic and optical test instrumentation as well as specialized instrumentation such as optical spectrum analyzers and laser beam analyzers
2. specify, mount, and align optical components and install, align, and operate support and positioning equipment.
3. demonstrate proper optical fiber handling techniques, including connectorization, splicing and the use of optical sources, meters and OTDR.
4. survey a laser work area, cite unsafe conditions present.
5. work cooperatively with team members to gather and analyze data using applicable software and report results in both oral and written format.
6. read and interpret vendor catalogs and instruction manuals.

## Liberal Arts and Sciences

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG* K101*</td>
<td>Composition</td>
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<td>ENG* K102*</td>
<td>Literature and Composition</td>
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<tr>
<td>COM* K109</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>COM* K109</td>
<td>Speech Practice</td>
<td>1-3</td>
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<tr>
<td>MAT* K146*</td>
<td>Math for the Liberal Arts</td>
<td>or</td>
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</table>

### HIGHER MAT

**Arts Electives:** ART* K101 Art History I, ART* K102 Art History II, MUS* K101 Music History & Appreciation I, MUS* K104/ART* K103 Music Cultures of the World, or THR* K101 Introduction to Theatre

**Foreign Language Electives:** (Two semesters of the same foreign language are required. Only Liberal Arts & Sciences electives may be substituted if two years of the same language with a grade of "C" or higher were completed at the high school level. High school transcript and college verification required for substitution.)

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</tbody>
</table>

### Natural Sciences Electives: (Courses may be chosen from biology (except nutrition), chemistry, earth science, physics, physical science, SCI* K250 Process & Inquiry of Natural Science; one course must include a lab).

### Liberal Arts and Sciences Electives: (Courses may be chosen from anthropology, biology, chemistry, earth science, economics, foreign languages, geography, history, literature, math (higher than 146), philosophy, physical science, SCI* K250, physics, political science, psychology, sociology, ART* K101, ART* K102, LAS K119, LAS K250, MUS* K101, MUS* K104, THR* K101).

### Advanced Liberal Arts and Sciences Electives: (Any 200 level course in anthropology, biology, chemistry, economics, foreign languages, geography, history, literature, math, philosophy, physical science and SCI* K250; physics, political science, psychology, sociology).

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</table>

### Open Electives:

### GRAND TOTAL 61-64

**Courses that satisfy this requirement are:**

- ART* K105 Introduction to Cultural Anthropology
- ART* K136 Music Cultures of the World
- MUS* K104
- BUS* K180
- Principles of Environmental Science/Environmental Studies
- ENY* K101
- COM* K202
- SSC* 202
- ENG* K240
- Studies in World Literature
- ENG* K250
- Studies in Ethnic Literature
- ENG* K261
- Women Writers Across Cultures
- ENY* K101
- Principles of Environmental Science
- GEO* K111
- World Regional Geography
- HIS* K121
- World Civilization I
- HIS* K122
- World Civilization II
- HIS* K218
- African American History
- HIS* K244
- Europe in the 20th Century
- HIS* K257
- War and Society in World Civilizations
- HIS* K271
- Modern Asia
- MUS* K104/
- Music Cultures of the World
- ART* K136
- PHIL* K131
- World Religions
- POL* K103
- Introduction to International Relations
- SOC* K103
- Social Problems
- SOC* K200
- Racial & Ethnic Diversity
- SPA* K211/
- Intermediate Spanish
- K212
- Intercultural Communication
- SSC* 202/C
- COM* K202
- SSC* K210
- World Issues

### Oral Communication Requirement

- All degree-seekers must complete one course to develop competency in oral communication, which may meet this requirement are:

  - COM* K109
  - Speech Practice
  - COM* K173
  - Public Speaking

These requirements do not increase the total number of credits needed to complete the degree; they can be met within the 60-61 credits of the degree program by choosing appropriate electives.

### Program Outcomes and Statement of Core Values

Three Rivers Community College is committed to the belief that the best preparation for life, and especially for careers that require specialized training, is a broad acquaintance with human knowledge. The Liberal Arts degree program is designed to give students the opportunity to explore knowledge from multiple perspectives. Students are challenged to become intellectually curious, aesthetically aware, critically perceptive, and to develop their communicative and quantitative skills. Through the study of the natural sciences, the social sciences,

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**FOR COMPLETE AND UP-TO-DATE ACADEMIC INFORMATION, VISIT WWW.TRCC.COMMNET.EDU**
at the core of the Liberal Arts and Sciences is not any one discipline or knowledge base, but rather an attempt to perceive the interrelatedness of knowledge and the connectedness of human experience. In addition to exploring the traditions of thought and the central questions within selected areas of study, students completing the Liberal Arts and Sciences program of study will develop the ability to:

•  think critically and creatively
•  work collaboratively as well as independently
•  communicate effectively both in speaking and in writing
•  reason quantitatively as well as verbally
•  value artistic expression
•  move beyond a narrow focus and recognize broader historical, cultural, global, and scientific perspectives
•  understand and reflect searchingly upon one's values and the values of others.

Liberal Arts and careers education are interactive components of a complete education. They enrich each other by helping students to make career decisions in keeping with their understanding of themselves and their world. Together they provide the skills and perspectives that make possible the dignity of work and social contribution. They cultivate a framework of meaning, value, ethical purpose, and commitment that enriches every aspect of life. They foster an attitude of critical inquiry, curiosity, openness, and wonder that enables a spirit of lifelong learning.

Manufacturing Engineering Technology
Program Coordinator: Patrick Knowles, 860-885-2379

Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone: (410) 347-7700

The Manufacturing Engineering Technology program is an excellent example of the merger between the traditional “hands-on” learning concepts and the newer computer application techniques in today's engineering technology education.

The student learns the basics such as the standard methods and practices of Tool Design and Production Planning and Statistical Process Control. The student's knowledge is expanded by exploring the more revolutionary techniques of CAD/CAM, Computer-Aided Manufacturing and Robotics in an automated system through concept and practical applications.

This new emphasis on the computer includes CAD (Computer-Aided Drafting), CAM (Computer-Aided Manufacturing), and FMS (Flexible Manufacturing System). FMS includes the applications of robots, automated storage/retrieval, material handling systems, automated process control and inspection systems, and work cells (such as integrated machining, special processing and assembly). Global manufacturing competition is taught through methods of increasing productivity in engineering technology and business functions as well as the production plant.

The Manufacturing Engineering Technology program has TAC/ABET (Technology Accreditation Commission of the Accreditation Board for Engineering and Technology) accreditation and a very active student chapter of the Society of Manufacturing Engineers on campus.

Local industries advise and work with the department on keeping the curriculum and equipment up to date to maintain a state-of-the-art program.

### CURRICULUM - TAC/ABET ACCREDITED

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SEMESTER I</td>
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</tr>
<tr>
<td>ENG* K101*</td>
<td>Composition</td>
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<tr>
<td>MAT* K132*</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>MEC* K152*</td>
<td>Fundamentals of Engineering Graphics</td>
<td>1</td>
</tr>
<tr>
<td>MEC* K154*</td>
<td>Fundamentals of Engineering Graphics Lab</td>
<td>2</td>
</tr>
<tr>
<td>MFG* K102</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>MFG* K103</td>
<td>Manufacturing Processes Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHY* K114*</td>
<td>Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>TON* K105</td>
<td>Laser and Lab Safety</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
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</tbody>
</table>

| SEMESTER II | | |
| CAD* K106 | Computer-Aided Drafting | 1 |
| CAD* K107 | Computer-Aided Drafting Lab | 2 |
| ENG* K202* | Technical Writing | 3 |
| MAT* K186* | Precalculus | 4 |
| MEC* K114* | Statistics | 3 |
| EET* K105* | Electric Circuits and Systems | 3 |
| EET* K106* | Electric Circuits and Systems Lab | 1 |
| TOTAL | | 20 |

| SEMESTER III | | |
| EET* K264* | Automated Controls I | 3 |
| EET* K265* | Automated Controls I Lab | 1 |
| MAT* K167* | Principles of Statistics | 3 |
| MEC* K250* | Strength of Materials | 3 |
| MEC* K252* | Strength of Materials Lab | 1 |
| MEC* K262* | Material Science | 3 |
| MEC* K265* | Material Science Lab | 1 |
| TOTAL | | 18 |

| SEMESTER IV | | |
| MFG* K118* | Computer Control Laser Material Process | 3 |
| MFG* K119* | Computer Control Laser Material Process Lab | 1 |
| MFG* K230* | Statistical Process Control | 3 |
| MFG* K231* | Mechatronics | 3 |
| EET* K266* | Automated Controls II | 3 |
| EET* K267* | Automated Controls II Lab | 1 |
| TOTAL | | 4 |
| TOTAL | | 18 |
| GRAND TOTAL | | 67 |

( ) Course is considered a prerequisite for this technology program.

“Course has a prerequisite. Students should check course description.

+May substitute EET* K144/145 Fundamentals Electric Circuits and Machines/Lab

### Program Objectives

Graduates of the Manufacturing Engineering Technology program will:

1. be qualified to make technical contributions to and find employment in operations, design, development, and manufacturing in the practice of manufacturing engineering technology.

2. have an appreciation for the need to be lifelong learners.

3. demonstrate professionalism and a sense of societal and ethical responsibility in their professional endeavors.

4. engage in professional development or in study in a four-year degree program to pursue flexible career paths amid future technological changes.

Program Outcomes

By the time of graduation, students in the Manufacturing Engineering Technology program will:

1. practice the skills needed to work effectively in teams and as an individual.

2. demonstrate the ability to use appropriate mathematical and computational skills needed for engineering technology applications.

3. combine oral, graphical, and written communication skills to present and exchange information effectively and to direct manufacturing activities.

4. know of a professional code of ethics.

5. describe concepts relating to manufacturing quality, timeliness, and continuous improvement.

6. describe how the concepts of metal manufacturing, statistics, process automation, computer-aided design and manufacturing, and organizational management affects manufacturing operations.

7. illustrate an ability to think critically and identify, evaluate and solve complex technical and non-technical problems; demonstrate creativity in designing problem solutions; and conduct and interpret experimental data and outcomes.

8. recognize actions and acts of professionalism that allow them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.

9. recognize the need to be lifelong learners.

Manufacturing Engineering Technology, Laser Manufacturing Option

Program Coordinator: Patrick Knowles, 860-885-2379

The Manufacturing Engineering Technology program is an excellent example of the merger between the traditional “hands-on” learning concepts and the newer computer application techniques in today's engineering technology education.

The student learns the basics such as the standard methods and practices of Tool Design and Production Planning and Statistical Process Control. The student's knowledge is expanded by exploring the more revolutionary techniques of CAD/CAM, Computer-Aided Manufacturing and Robotics in an automated system through concept and practical applications.

This new emphasis on the computer includes CAD (Computer-Aided Drafting), CAM (Computer-Aided Manufacturing), and FMS (Flexible Manufacturing System). FMS includes the applications of robots, automated storage/retrieval, material handling systems, automated process control and inspection systems, and work cells (such as integrated machining, special processing and assembly). Global manufacturing competition is taught through methods of increasing productivity in engineering technology and business functions as well as the production plant.

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3. combine oral, graphical, and written communication skills to present and exchange information effectively and to direct manufacturing activities.

4. know of a professional code of ethics.

5. describe concepts relating to manufacturing quality, timeliness, and continuous improvement.

6. describe how the concepts of metal manufacturing, statistics, process automation, computer-aided design and manufacturing, and organizational management affects manufacturing operations.

7. illustrate an ability to think critically and identify, evaluate and solve complex technical and non-technical problems; demonstrate creativity in designing problem solutions; and conduct and interpret experimental data and outcomes.

8. recognize actions and acts of professionalism that allow them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.

9. recognize the need to be lifelong learners.

For complete and up-to-date academic information, visit www.trcc.commnet.edu
### CURRICULUM (suggested two-year sequence)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG* K101*</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT* K137*</td>
<td>Intermediate Algebra</td>
<td>(3)</td>
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<tr>
<td>MEC* K152*</td>
<td>Fundamentals of Engineering Graphics</td>
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<tr>
<td>MEC* K153*</td>
<td>Fundamentals of Engineering Graphics Lab</td>
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<tr>
<td>MFG* K102*</td>
<td>Manufacturing Processes</td>
<td>3</td>
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<tr>
<td>MFG* K103*</td>
<td>Manufacturing Processes Lab</td>
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<tr>
<td>PHY* K114*</td>
<td>Mechanics</td>
<td>(4)</td>
</tr>
<tr>
<td>TCM* K105*</td>
<td>Laser and Lab Safety</td>
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**SEMESTER II**

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<td>CAD* K107*</td>
<td>Computer-Aided Drafting Lab</td>
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<tr>
<td>EET* K105*</td>
<td>Electric Circuits and Systems</td>
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<td>EET* K106*</td>
<td>Electric Circuits and Systems Lab</td>
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<tr>
<td>ENG* K202*</td>
<td>Technical Writing</td>
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<tr>
<td>MAT* K186*</td>
<td>Precalculus</td>
<td>4</td>
</tr>
<tr>
<td>MEC* K114*</td>
<td>Statics</td>
<td>3</td>
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<tr>
<td>PHY* K101*</td>
<td>Introduction to Photonics</td>
<td>3</td>
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**SEMESTER III**

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<td>EET* K242*</td>
<td>Automated Controls I Lab</td>
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<tr>
<td>MAT* K167*</td>
<td>Principles of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHO* K410*</td>
<td>Optoelectronics</td>
<td>4</td>
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<tr>
<td>PHO* K420*</td>
<td>Introduction to Lasers</td>
<td>4</td>
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**SEMESTER IV**

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<td>MFG* K118*</td>
<td>Computer Control Laser Material Process</td>
<td>3</td>
</tr>
<tr>
<td>MFG* K119*</td>
<td>Computer Control Laser Material Process Lab</td>
<td>1</td>
</tr>
<tr>
<td>MFG* K230*</td>
<td>Statistical Process Control</td>
<td>3</td>
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<td>PHO* K230*</td>
<td>Scientific Computing</td>
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### CURRICULUM (suggested two-year sequence)

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<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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<tbody>
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<td>ENG* K101*</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT* K137*</td>
<td>Intermediate Algebra</td>
<td>(3)</td>
</tr>
<tr>
<td>MEC* K152*</td>
<td>Fundamentals of Engineering Graphics</td>
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<td>MFG* K102*</td>
<td>Manufacturing Processes</td>
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</tr>
<tr>
<td>MFG* K103*</td>
<td>Manufacturing Processes Lab</td>
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</tr>
<tr>
<td>PHY* K114*</td>
<td>Mechanics</td>
<td>(4)</td>
</tr>
<tr>
<td>TCM* K105*</td>
<td>Laser and Lab Safety</td>
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**SEMESTER II**

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<tr>
<td>CAD* K106*</td>
<td>Computer-Aided Drafting</td>
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<td>CAD* K107*</td>
<td>Computer-Aided Drafting Lab</td>
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<td>MEC* K114*</td>
<td>Statics</td>
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<tr>
<td>PHY* K101*</td>
<td>Introduction to Photonics</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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**SEMESTER III**

<table>
<thead>
<tr>
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<th>Title of Course</th>
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<tbody>
<tr>
<td>EET* K241*</td>
<td>Automated Controls I</td>
<td>3</td>
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<tr>
<td>EET* K242*</td>
<td>Automated Controls I Lab</td>
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</tr>
<tr>
<td>MAT* K167*</td>
<td>Principles of Statistics</td>
<td>3</td>
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<tr>
<td>PHO* K410*</td>
<td>Optoelectronics</td>
<td>4</td>
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<tr>
<td>PHO* K420*</td>
<td>Introduction to Lasers</td>
<td>4</td>
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**SEMESTER IV**

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<tr>
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<th>Title of Course</th>
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</thead>
<tbody>
<tr>
<td>MFG* K118*</td>
<td>Computer Control Laser Material Process</td>
<td>3</td>
</tr>
<tr>
<td>MFG* K119*</td>
<td>Computer Control Laser Material Process Lab</td>
<td>1</td>
</tr>
<tr>
<td>MFG* K230*</td>
<td>Statistical Process Control</td>
<td>3</td>
</tr>
<tr>
<td>PHO* K230*</td>
<td>Scientific Computing</td>
<td>4</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>

*Course is considered a prerequisite for this technology program.*

> *May substitute EET* K144/145 Fundamentals Electric Circuits and Machines/Lab

---

### Program Objectives
Graduates of The Manufacturing Engineering Technology program will:

- 
- 1. be qualified to make technical contributions to and find employment in operations, design, development, and manufacturing in the practice of manufacturing engineering technology.
- 
- 2. have an appreciation for the need to be lifelong learners.
- 
- 3. demonstrate professionalism and a sense of societal & ethical responsibility in their professional endeavors.
- 
- 4. engage in professional development or in study in a four-year degree program to pursue flexible careers amid future technological changes.

### Program Outcomes

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

- 
- 1. practice the skills needed to work effectively in teams and as an individual.
- 
- 2. demonstrate the ability to use appropriate mathematical and computational skills needed for engineering technology applications.
- 
- 3. combine oral, graphical, and written communication skills to present and exchange information effectively and to direct manufacturing activities.
- 
- 4. know of a professional code of ethics.
- 
- 5. describe concepts relating to manufacturing quality, timeliness, and continuous improvement.
- 
- 6. describe how the concepts of computer-aided design & manufacturing, electronics, lasers, metal manufacturing, optics, organizational management, process automation, and statistics affect manufacturing operations.
- 
- 7. illustrate an ability to think critically and identify, evaluate, and solve complex technical and non-technical problems; and conduct and interpret experimental data and outcomes.
- 
- 8. recognize acts and acts of professionalism that allows them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.
- 
- 9. recognize the need to be lifelong learners.

---

### Marketing Career

**Program Coordinator:** Irene Clampet, 860-383-5231

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 11520 West 119th Street Overland Park, KS 66213; telephone 913-339-9356.

Marketing is recognized as the critical element in the success of large and small businesses and public or private organizations. The Marketing career program prepares students for professional positions in marketing, advertising, distribution and sales in profit and not-for-profit businesses and as entrepreneurs.

### CURRICULUM

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC* K111*</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC* K115*</td>
<td>Principles of Business Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BMK* K201*</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BMK* K202*</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG* K101*</td>
<td>Composition</td>
<td>3</td>
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**SEMESTER II**

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<th>Title of Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC* K118*</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BBG* K231*</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BMK*</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BMK*</td>
<td>Marketing Elective*</td>
<td>3</td>
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<tr>
<td>COM* K173*</td>
<td>Public Speaking</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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**SEMESTER III**

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<tr>
<td>BBG* K230*</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BBG* K232*</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BMK*</td>
<td>Marketing Elective*</td>
<td>3</td>
</tr>
<tr>
<td>GRA* K140*</td>
<td>Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>MAT* K137*</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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**SEMESTER IV**

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<tr>
<th>Course ID</th>
<th>Title of Course</th>
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<tr>
<td>ACC* K112*</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BMK* K106*</td>
<td>Principles of Selling</td>
<td>3</td>
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<td>BMK* K201*</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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<tr>
<td>ECM* K101*</td>
<td>Literature and Composition</td>
<td>3</td>
</tr>
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<td>ENG* K101*</td>
<td>Composition</td>
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<td>ACC* K115*</td>
<td>Principles of Business Software Applications</td>
<td>3</td>
</tr>
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<td>BMK* K201*</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BMK* K202*</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG* K101*</td>
<td>Composition</td>
<td>3</td>
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<tbody>
<tr>
<td>ACC* K118*</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMK* K106*</td>
<td>Principles of Selling</td>
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<td>BMK* K201*</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>ECM* K101*</td>
<td>Literature and Composition</td>
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</tr>
<tr>
<td>GRK* K140*</td>
<td>Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>MAT* K137*</td>
<td>Intermediate Algebra</td>
<td>3</td>
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**SEMESTER IV**

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<tbody>
<tr>
<td>ACC* K118*</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMK* K202*</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BMK* K241*</td>
<td>Principles of Advertising</td>
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</tr>
<tr>
<td>BMK* K243*</td>
<td>Principles of Statistics or higher</td>
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<tr>
<td>MAT* K117*</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>15</strong></td>
</tr>
</tbody>
</table>
Currently, the number of Mechanical job openings far exceeds the number of graduates on a nationwide trend. This situation means respectable and stable income for many years in the future. An investment of two years can turn into a lifetime of job security for the Mechanical graduate.

The program is accredited by TAC/ABET (Technology Accreditation Commission of the Accreditation Board for Engineering and Technology) which means that graduates of our program are recognized by other schools, colleges and universities nationwide. This accreditation is a valuable asset for transferring credits and also for obtaining employment.

The primary goal of the program is to prepare technicians and designers for employment in industry. However, many students transfer to four-year institutions, especially four-year engineering technology programs.

Program Objectives
Graduates of the Mechanical Engineering Technology program will:
1. be qualified to make technical contributions to and find employment in operations, design, development, and manufacturing in the practice of mechanical engineering technology.
2. have an appreciation for the need to be lifelong learners.
3. demonstrate professionalism and a sense of societal & ethical responsibility in their professional endeavors.
4. engage in professional development or in study in a four-year degree program to pursue flexible career paths amid future technological changes.

Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. practice the skills needed to work effectively in teams and as an individual.
2. demonstrate the ability to use appropriate mathematical and computational skills needed for engineering technology applications.
3. combine oral, graphical, and written communication skills to present and exchange information effectively and to direct manufacturing activities.
4. know of a professional code of ethics.
5. have the ability to work professionally in both thermal and mechanical systems areas including the design and realization of such systems.
6. be able to function competently in a laboratory setting, making measurements, operating technical equipment, critically examining experimental results, and properly reporting on experimental results, including their potential for process improvement.
7. illustrate an ability to think critically and identify, evaluate and solve complex technical and non-technical problems; demonstrate creativity in designing problem solutions; and conduct and interpret experimental data and outcomes.
8. recognize actions and acts of professionalism that allow them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.
9. recognize the need to be lifelong learners.
### Nursing Admission Requirements

See the catalog section on Selective Nursing Admission Criteria for explanation of nursing admissions criteria and process. Visit us online at www.trcc.commnet.edu to plan a Nursing Information Session at the college, schedule is available on the website.

### Articulation

Three Rivers fully participates in the Connecticut Nursing Articulation Model for the educational advancement of all nurses. Licensed Practical Nurses may take the Connecticutt League for Nursing/Charter Oak State College Bridge Course upon acceptance and enter as far along as the third semester of the program. Upon acceptance into the CT-CCNP at Three Rivers Community College, all LPN candidates are individually assessed by our Admissions Department and by specialized faculty. All graduates are encouraged to advance their education in nursing toward the baccalaureate degree or further. Information about these opportunities is available from The Guide: Nursing Education in Connecticut, published by the Connecticut League for Nursing and available on the website.

### Program Objectives

Graduates of the program in Nuclear Engineering Technology will:
1. demonstrate a mastery of the knowledge, skills, and problem-solving abilities required for entry level employment in the commercial nuclear power or health physics fields.
2. demonstrate technical strengths in the areas of nuclear processes and operations, nuclear systems, and radiological safety.
3. adopt life-long learning and intellectual growth as an integral part of a career in nuclear engineering technology due to continuing engineering and scientific reactor system technology improvements.
4. possess a solid nuclear knowledge base for a program graduate to transfer as an entering junior into a baccalaureate degree program in nuclear engineering or health physics.

### Program Outcomes

By the time of graduation, students in the Nuclear Engineering Technology program will:
1. apply an understanding of nuclear systems and operations.
2. apply an understanding of radiological safety and radiation protection procedures.
3. know the applicable rules and regulations, and describe the roles of maintenance, control, performance, the human interface in operations, and quality assurance.
4. understand, demonstrate, and value the safe operation of nuclear systems.
5. solve problems using foundation mathematics, physical sciences, and nuclear technology for nuclear industry constituents served by the degree program.
6. conduct, analyze, and interpret laboratory experiments.
7. interpret laboratory analyses that measure nuclear and radiation processes.
8. demonstrate effective oral and written communications skills.
9. demonstrate the use of library and on-line information sources in problem solving.
10. serve as productive team members.
11. recognize the need to be life-long learners.

### The Role of the Associate Degree Graduate within the Scope of Nursing Practice

The CT-CCNP will provide the student with the knowledge and technical skills to practice in a safe, effective and competent manner within the legal and ethical framework for an entry-level Registered Nurse. The scope of practice for the graduate is to provide and manage care for a diverse group of individuals, families and communities in collaboration with members of the health care team consistent with the CT-CCNP core values. The course of study prepares graduates for employment in a variety of settings, extended-care facilities, acute-care hospitals, clinics, doctor’s offices, etc.

### AADP (Associate Degree Programs)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG* K101°</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>BIO* K111°</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG* K101°</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>BIO* K112°</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

**ADMISSION REQUIREMENTS**

- **BIO* K111°** Anatomy and Physiology I 4
- **ENG* K101°** English Composition 3

**PREREQUISITE REQUIREMENT**

- **BIO* K112°** Anatomy and Physiology II 4

**FIRST SEMESTER**

- **BIO* K235°** Microbiology 4
- **PSY* X117°** General Psychology I 3
- **HUR* K101°** Introduction to Nursing Practice 8
• provide safe and competent care to clients utilizing evidenced-based practice, quantitative reasoning and technological proficiency.
• integrate effective communication skills through professional interactions with individuals, families, groups and the health care team.
• create an environment where therapeutic interventions reflect a respect for human dignity.
• collaborate as a member of a multidisciplinary health team.
• integrate accountability and responsibility for practice within the legal and ethical standards of the nursing profession.
• function in the professional role utilizing current standards of nursing practice.

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-CCN 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 notarized statement and furnish a Certified Court Copy (with court seal affixed) of the original complaint, the answer, the notarized statement

Determine the requirements to become a nurse.

Pathway to Teaching Careers
Program Coordinator: Terrence Dolaney, 860-383-5248
This 61-62 credit program is designed to provide education and experiences which will allow students to transfer to Eastern Connecticut State University meeting the requirements to be accepted into a teacher training program; expand opportunities for minority and bicultural students; open new doors to those who desire and can benefit from a college education; and meet the workforce demands for teachers in Connecticut.

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG* K101°</td>
<td>Composition</td>
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<tr>
<td>ENG* K102°</td>
<td>Literature and Composition</td>
<td>3</td>
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<tr>
<td>COM* K175°</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BUS* K101°</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>BUS* K102°</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>BUS* K103°</td>
<td>Music History &amp; Appreciation I</td>
<td>3</td>
</tr>
<tr>
<td>BUS* K104°</td>
<td>Music Cultures of the World</td>
<td>3</td>
</tr>
<tr>
<td>BUS* K105°</td>
<td>Art Cultures of the World</td>
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</tr>
<tr>
<td>COM* K101°</td>
<td>Introduction to Theater</td>
<td>3</td>
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</table>

**GRAND TOTAL:** 61-62

*Courses have prerequisites. Please refer to course description to check eligibility before registering.

Program Outcomes
Upon successful completion of all program requirements, students will be able to:
1. think critically and creatively.
2. communicate analytically, in both speaking and writing, in forms that involve the collection and documentation of outside sources.
3. work collaboratively as well as independently.
4. recognize broader historical, cultural, global and scientific perspectives.
5. cultivate a respect for others, coupled with an understanding of ethical behavior and civic responsibility.
6. begin to develop the ability to work in the teaching profession, articulating both the route to become and the role of a successful teacher in the classroom.
Small Business and Entrepreneurial Studies

Program Coordinator: Larry Flick, 860-383-5277

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 11520 West 119th Street Overland Park, KS 66213; telephone 913-339-9536

The Small Business and Entrepreneurial Studies associate degree program prepares students to start their own businesses as well as developing careers in business management. It gives students the knowledge and skills needed to develop a business plan and run a small business. This program also serves those individuals who are already in business or in corporations and want to develop entrepreneurial components of that business.

CURRICULUM

Course ID Title of Course Credits
SEMESTER I

ACC* K111° Principles of Accounting I 4
BBG* K115° Business Software Applications 3
BGG* K101° Composition 3
MAT* K120° Intermediate Algebra or higher 3
Social Science Elective 3

TOTAL 16

SEMESTER II

ACC* K118° Managerial Accounting 4
BGE* K118° Small Business Management 3
BMK* K210° Principles of Marketing 3
ECW* K102° Principles of Microeconomics 3
Fine Arts Elective 3

TOTAL 16

SEMESTER III

ACC* K125° Accounting Computer Applications I 3
BBG* K211° Business Law I 3
BGE* K218° Entrepreneurship 3
BMK* K220° Human Resource Management 3
COM* K173° Public Speaking 3

TOTAL 15

SEMESTER IV

BBG* K232° Business Law II 3
BBG* K291° Business Capstone 3
BGE* K239° Business Plan Development 3
Business Elective (BGG* K210 or one course from the following prefixes): 3
BMG*, BMK* or HSP*) 3
Chemistry Elective 3

TOTAL 15-16

GRAND TOTAL 62-63

*Course has a prerequisite. Students should check course description.

Program Outcomes

Students who complete the requirements in the Entrepreneurial Studies program will:

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Entrepreneurship.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Entrepreneurship.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. have obtained a well-rounded general education.
5. be prepared for employment in the field of Entrepreneurship after graduating.

Technology Studies

Program Coordinator: Anthony Benoit, 860-885-2386

A College of Technology Pathway

The Connecticut College of Technology is an innovative program leading to a Bachelor of Science Degree in engineering or technology. The program consists of two distinct pathways, one in Engineering Science and one in Technology Studies. After completing the Technology Studies Pathway Program at Three Rivers, students may enter directly into technical fields at Central Connecticut State University or Charter Oak State College (Connecticut’s External Degree Program). The Engineering Science Pathway leads directly into the School of Engineering at the University of Connecticut or the University of New Haven.

The pathway courses transfers to engineering and technology programs at many other public and private universities as well. This program is designed for entry into Central Connecticut State University’s School of Technology or Charter Oak State College. The “Technology Studies Pathway” consists of courses which provide the foundation for:

• A Bachelor of Science Degree from Central Connecticut State University in engineering technology, industrial technology, or technology education.
• A Bachelor of Science Degree from Charter Oak State College.

A minimum course grade of “C” and college credit, as described below, are required for continuing at CCSU’s School of Technology or at Charter Oak.

CURRICULUM

Course ID Title of Course Credits

General Education:

Arts/Humanities

COM* K173° Public Speaking 3
ENG* K101° Composition 3

Fine Arts Elective (art, music) 3

Math and Science

CHE* K112° or CHE* K116° Principles of Chemistry of General Chemistry I 3
MAT* K167° Principles of Statistics 3
MAT* K186° Precalculus 4
PHY* K114° Mechanics 4

Social/Behavioral Sciences

Behavioral Sciences Elective 3
Psychology or Sociology 3
Social Sciences Elective (economics or history recommended) 3
Social Sciences Elective (geography, political science, or history recommended) 3

TOTAL 66

*Course has a prerequisite. Students should check course description.

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 Technology with junior level status in the receiving institution as part of the Technology 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, auxiliary views, descriptive geometry, as well as geometric dimensioning and tolerancing basics.
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.

Science and Math Core

CHE* K121° General Chemistry I 4
MAT* K186° Pre-calculus 4
PHY* K112° General Physics I 4
TOTAL 12

Technology/Management Core

BIO* K211° General Biology I 4
BIO* K222° General Biology II 4
PHY* K112° General Physics I 4
TOTAL 12

Please choose from the following specialized electives: BIO* K235°, BIO* K260° or 267°, BIO* K2XX Molecular and Cellular Biology, CHE* K122°, CHE* K217°, CHE* K218°, MAT* K125°

TOTAL 16

GRAND TOTAL 67

*Course has a prerequisite. Students should check course description.

Associate Degree Programs
Program Outcomes

In addition to the outcomes listed for the Technology Studies degree, students who complete the Biomedical Science Option will be able to achieve the following outcomes:
1. understand and apply the scientific method.
2. comprehend and apply basic techniques of scientific investigation.
3. complete laboratory analyses, compile data, and construct technical reports.
4. understand the classifications of organisms in the six kingdoms.
5. complete a systematic study of human anatomy and physiology.
6. understand and apply the principles of microbiology.
7. understand the principles and implications of genetics and research.

Technical Studies, Computer Aided Drafting and Design Option

Program Coordinator: Anthony Benoit, 860-885-2386

Computer Aided Drafting and Design is a technology that is reliant upon basic drafting technologies that have emerged with technological advances in the computer world. The proposed CADD Engineering Associate Degree supports Three Rivers Community College’s purpose and mission. The mission of Three Rivers Community College is to “meet the diverse educational needs of the community by creating an environment that stimulates learning. The college provides educational opportunities that are affordable and accessible. Additionally, Three Rivers develops regional partnerships and initiatives that contribute to the educational, economic, and cultural growth of Southeaster Connecticut.” The curriculum for the CADD Engineering Associate Degree is structured to prepare individuals for positions as Drafters and Designers.

CURRICULUM

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Arts/Humanities</td>
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<tr>
<td>CON K172*</td>
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<td>ENG K170</td>
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<td>ENG K202</td>
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<td>Philosophy Elective</td>
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<tr>
<td>Math and Science</td>
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<td>CHE K111*</td>
<td>Concepts of Chemistry</td>
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<td>CHE K125*</td>
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<td>MAT K167*</td>
<td>Principles of Statistics</td>
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<td>MAT K186*</td>
<td>Precalculus</td>
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<td>PHY K114*</td>
<td>Mechanics</td>
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Social/Behavioral Sciences

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<td>(psychology or sociology)</td>
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<tr>
<td>Social Science Elective (economics or history recommended)</td>
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<tr>
<td>Social Science Elective (geography, political science, or history recommended)</td>
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<td>Social Science Elective (economics recommended)</td>
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</table>

Specialized Core

| CAD K106/K107 | Computer-Aided Drafting and Lab | 3 |
| CSA K105 | Intro to Computer Applications or higher computer course | 3 |
| MEC K14* | States | 3 |

Option Courses

| CAD K130* K131* | Industrial CAD and Lab | 3 |
| K202* K203* | Advanced CAD Topics and Lab | 3 |
| K250* K251* | CAD 3D Parametric Modeling and Lab | 3 |
| K152* | Fundamentals of Engineering Graphics and Lab | 3 |
| MFG K229 | Geometric Dimensioning and Tolerancing | 3 |

GRAND TOTAL 66

* Course has a prerequisite. Students should check course description.

Note: Students should be familiar with latest CAD release within two years of graduation. CAD K111 may be used for this purpose.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. become proficient in the use of Computer Aided Drafting Software.
2. have a thorough knowledge and expertise in multiple CAD programs, to include but not limited to AutoCAD, Inventor, Revit and Master Cam.
3. demonstrate knowledge of drafting standards set forth by the American National Standards Institute (ANSI).
4. demonstrate knowledge of drafting standards set forth by the International Standards Organization (ISO).
5. provide a general understanding of standard drafting principles such as alphabet of lines, precedence of lines, dimensioning standards, and projection techniques.
6. apply appropriate mathematical and scientific principles to solve problems utilizing a CAD program, particularly descriptive geometry.
7. demonstrate the ability to develop an engineering concept through detail and assembly drafting techniques to produce professionally finished engineering drawings suitable for use in industry.
8. demonstrate thorough knowledge in the use of 3-D Parametric Modeling packages, such as Inventor and Revit.
9. readily adapt the necessary skills required for an entry-level position in the discipline of drafting.
10. provide an education that integrates a core curriculum with drafting theory, computer theory, technical background, and practice elements, for students who will seek advanced degrees.

11. expand life long learning opportunities in the drafting area for those with previous experience in other fields.
12. demonstrate and apply skills necessary for visual thinking and graphic problem solving.
13. work cooperatively and productively in groups to solve problems.
14. foster a learning environment that emulates industrial standards.
15. demonstrate working knowledge to translate engineering sketches into accurate scaled drawings.
16. be able to implement engineering change orders.
17. be able to plan methods and processes of production.
18. be able to select and demonstrate the appropriate characteristics of a particular material.
19. demonstrate a working knowledge of the use of Geometric Dimensioning and Tolerancing (GDT) techniques used in industry.
20. become efficient with the use of ISO 9000 standards as they relate to the Drafting and Design field.

Curriculum

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<tr>
<td>CON K173*</td>
<td>Public Speaking</td>
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<tr>
<td>Fine Arts Elective (art, music)</td>
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<tr>
<td>Humanities Elective (art history, foreign languages, literature, philosophy)</td>
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Department of Science

| CHE K111* | Concepts of Chemistry | 4 |
| PHY K114* | Mechanics | 4 |

Department of Mathematics

| MAT K127* | Intermediate Algebra | 3 |
| MAT K167* | Principles of Statistics | 3 |
| MAT K186* | Precalculus | 4 |

Social/Behavioral Sciences

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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 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 efficiently and effectively 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, auxiliary views, descriptive geometry, as well as geometric dimensioning and tolerancing basics.
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.
# Technology Studies Curriculum

## Technology Studies, Engineering Technology Option

**Program Coordinator:** Anthony Benoit, 860-885-2386

The Connecticut College of Technology is a set of transfer pathways leading to a Bachelor of Science Degree in engineering or technology. After completing the Technology Studies Pathway Program at Three Rivers, students may enter directly into technical fields at Central Connecticut State University or Charter Oak State College (Connecticut’s External Degree Program). The pathway courses will transfer to engineering and technology programs at many other public and private universities as well.

The Engineering Technology option to the Technology Studies associate degree program provides rigorous preparation and the specific coursework students need to pursue a B.S. degree in Engineering Technology at Central Connecticut State University. The courses for this option were also approved by CCSU for articulation into their B.S. in Industrial Technology programs. A minimum course grade of “C” is required in all courses below for continuing at CCSU’s School of Engineering and Technology.

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<td>MAT* K146°</td>
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<td><strong>PHY</strong> K221°</td>
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<td>CAD* K106/K107</td>
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<tr>
<td>EGR* K211°</td>
<td>Engineering Statics</td>
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### Option Courses

| PHF* K105° | Heat Sound Light | 3 |
| PHF* K222° | Chemical Physics II | 4 |
| CHE* K122° | General Chemistry II | 4 |
| MAT* K254° | Calculus II | 4 |
| MAT* K256° | Technical elective | 3 |

*Course has a prerequisite. Students should check course description.

### Program Outcomes

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

1. enter a Bachelor of Science Program in Engineering Technology with junior level status in the receiving institution as part of the Technology 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 engineering technology applications.
4. perform competently in mathematics.
5. express ideas effectively through written/oral communications.
6. demonstrate proficiency in technical fundamentals to analyze engineering 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, auxiliary views, descriptive geometry, as well as geometric dimensioning and tolerancing basics.
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.

### Technology Studies, Lean Manufacturing and Supply Chain Management Option

**Program Coordinator:** Anthony Benoit, 860-885-2386

This program was created in response to the expressed future and current needs of the manufacturing community. The U.S. Department of Labor along with local industry has demonstrated a demand and need for courses in the areas of lean and supply chain management. The courses within this plan of study were developed by members of the College of Technology in conjunction with industry partners. The courses in lean are intended to ensure students have knowledge of current continuous process of improvement methodologies in use today within competitive manufacturing environments. The courses in supply chain management are intended to review the lean manufacturing principles needed to understand and maintain the supply chain and to cover the benefits and elements needed for implementing supply chain management. This degree program provides students with the skills that will increase their employability in the field as well as set them on a path that will enable them to further their education.

### CURRICULUM

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<td>GEO* K111</td>
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<td>MFD* K172</td>
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<td>MFD* K272</td>
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<td>MFD* K102/K103</td>
<td>Manufacturing Processes with Lab</td>
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<tr>
<td>TOC* K105</td>
<td>Laser and Lab Safety</td>
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For complete and up-to-date academic information, visit www.trcc.commnet.edu

## Technology Studies, Technology, and Engineering Education Option

**Program Coordinator:** Anthony Benoit, 860-885-2386

The Connecticut College of Technology is a set of transfer pathways leading to a Bachelor of Science Degree in engineering or technology. After completing the Technology Studies Pathway Program at Three Rivers, students may enter directly into technical fields at Central Connecticut State University or Charter Oak State College (Connecticut’s External Degree Program). The pathway courses will transfer to engineering and technology programs at many other public and private universities as well.

The Technology and Engineering Education option to the Technology Studies associate degree program provides specific coursework students need to pursue a B.S. degree in Technology and Engineering Education at Central Connecticut State University. The courses for this option were also approved by CCSU for articulation into their B.S. in Industrial Technology programs. A minimum course grade of “C” is required in all courses below for continuing at CCSU’s School of Engineering and Technology.

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

1. apply principles of wastewater treatment processes by using specific examples from wastewater treatment laboratories.
2. describe maintenance of wastewater treatment facilities, including grit removal, disinfection, and chlorination.
3. describe wastewater treatment processes by using specific examples from wastewater treatment laboratories.
4. become certified Wastewater Class I, II, III, and IV Operators.
5. draft and to qualify for employment and advancement. Students an opportunity to prepare for certification examinations, current wastewater treatment plant employees are provided following option to provide a focus for students who desire

**Course ID**

- **ENG** K107: Introduction to Software Applications or higher
- **ENG** K101: Composition
- **ENG** K102: Technical Writing
- **ENG** K100: Philosophy Elective
- **ENG** K101: Composition
- **ENG** K102: Technical Writing

**Option Courses**

- **ART** K112: Drawing II
- **ART** K110: Wastewater I
- **ART** K114: Wastewater II
- **ART** K116: Wastewater III
- **ART** K118: Wastewater IV

**Visual Fine Arts Program**
Program Coordinator: Sandra Jekanovska, 860-885-2345
This 60-61 credit program is designed to provide both a strong basic foundation in the visual arts and a broad background in general education. For those students seeking a professional career, the Visual Fine Arts program offers a transfer-oriented course of studies that leads to enrollment in an art school or other baccalaureate institution. Careers in commercial art, art education and fine arts are open to graduates with bachelor’s degrees. This program allows students to pursue education and gain personal enjoyment through the creative learning process.

**Program Outcomes**
Upon successful completion of all program requirements, students will be able to:

1. effectively utilize the fundamental elements and principles of two-dimensional and three-dimensional design color, composition, line, form, texture, pattern, value and space to arrange effective compositions and communicate ideas.
2. demonstrate the skills and techniques necessary for studio art including the ability to safely use materials, tools and equipment specific to various media.
3. demonstrate the ability to visually represent a conceptual idea.
4. demonstrate the ability to follow a creative project from conception to completion.
5. compile a comprehensive portfolio of work that reflects the breadth of their study and prepare them for transfer to a baccalaureate institution and knowledge of the process of presenting ones work to the public.
6. possess desirable work habits, critical thinking, creative problem solving, good aesthetic judgment, self-reliance and self-discipline.
7. be able to critique, speak and write about their own work and the visual arts of others using an informed visual vocabulary.
8. demonstrate an understanding and appreciation of the relationship of works of art to the diversity of human culture, history and experience.

**Technology Studies, Wastewater Option**
Program Coordinator: Anthony Benoit, 860-885-2386
Capital, Gateway, Naugatuck Valley, Northwestern Connecticut, Three Rivers and Tunxis Community Colleges offer the following option to provide a focus for students who desire to concentrate their attention on Wastewater. Aspiring and current wastewater treatment plant employees are provided an opportunity to prepare for certification examinations, and to qualify for employment and advancement. Students who complete the Wastewater Option for the Technology Studies Pathway Degree program may choose to transfer to Central Connecticut State University, where their credits will be accepted into the Industrial Technology bachelor’s degree program. Please check current course schedule for details.

Specific courses identified for electives are suggested to ensure transferability. Courses for this consortium-based program will be offered at various Connecticut Community Colleges.

**Curriculum**

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<td>Technical Writing</td>
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**Technology Studies, Wastewater Option**
Program Coordinator: Anthony Benoit, 860-885-2386
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**Technology Studies, Wastewater Option**
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<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG K107</td>
<td>Introduction to Software Applications or higher</td>
<td>3</td>
</tr>
<tr>
<td>ENG K101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG K102</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG K100</td>
<td>Philosophy Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Technology Studies, Wastewater Option**
Program Coordinator: Anthony Benoit, 860-885-2386
Capital, Gateway, Naugatuck Valley, Northwestern Connecticut, Three Rivers and Tunxis Community Colleges offer the following option to provide a focus for students who desire to concentrate their attention on Wastewater. Aspiring and current wastewater treatment plant employees are provided an opportunity to prepare for certification examinations, and to qualify for employment and advancement. Students who complete the Wastewater Option for the Technology Studies Pathway Degree program may choose to transfer to Central Connecticut State University, where their credits will be accepted into the Industrial Technology bachelor’s degree program. Please check current course schedule for details.

Specific courses identified for electives are suggested to ensure transferability. Courses for this consortium-based program will be offered at various Connecticut Community Colleges.

**Curriculum**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG K107</td>
<td>Introduction to Software Applications or higher</td>
<td>3</td>
</tr>
<tr>
<td>ENG K101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG K102</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG K100</td>
<td>Philosophy Elective</td>
<td>3</td>
</tr>
</tbody>
</table>
Accounting

Program Coordinator: Matthew Hightower, 860-383-5275

Students wishing specific training in accounting and other business subjects for upgrading in their present positions or entry into business or industry may complete the 30 credit hour certificate program by completing the courses that are listed below.

#English Competency Requirement met by: _________

<table>
<thead>
<tr>
<th>CURRICULUM</th>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC* K111°</td>
<td>Principles of Accounting I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ACC* K112°</td>
<td>Principles of Accounting II</td>
<td>4</td>
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<tr>
<td>ACC* K125°</td>
<td>Accounting Computer Applications I</td>
<td>3</td>
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</tr>
<tr>
<td>ACC* K233°</td>
<td>Principles of Cost Accounting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ACC* K241°</td>
<td>Federal Taxes I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BFN* K201°</td>
<td>Principles of Finance</td>
<td>3</td>
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<tr>
<td>ACC* K271°</td>
<td>Intermediate Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACC K115°</td>
<td>Business Software Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACC K231°</td>
<td>Business Law I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BFN K110°</td>
<td>Personal Finance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO K102°</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL 30

° Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate the use of generally accepted accounting principles, concepts, and techniques in the recording and reporting of financial statements.
2. analyze accounting information for decision making, including the areas of job cost, process cost, absorption and variable costing approaches, and relevant costs.
3. use accounting software and spreadsheets.
4. obtain successful employment in the Accounting field or upgrade skills for current employment.

Advertising/Public Relations

Program Coordinator: Irene Clampet, 860-383-5231

This 30-credit certificate program is designed to serve students’ needs and interests in several ways. The certificate provides skill-based knowledge for entrepreneurs and for individuals seeking entry-level employment in the communications and promotion departments of both large and small businesses. The program also can improve the promotional skills of professionals in profit and not-for-profit organizations.

CURRICULUM

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMK K106°</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>BMK K201°</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BMK K235°</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>BMK K241°</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>COM K121°</td>
<td>Journalism</td>
<td>3</td>
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<tr>
<td>ENG K101°</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG K102°</td>
<td>Literature &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>GRA K140°</td>
<td>Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA K155°</td>
<td>Advertising Design</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL 30

* Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. identify the elements of marketing and their creative application in profit-making as well as not-for-profit organizations in order to satisfy the needs and wants of society.
2. apply the practical use of marketing strategies, promotional tools, and communication techniques in order to pursue a professional career in advertising/public relations.
3. demonstrate skills in internal and external communication techniques, including verbal, non-verbal, written, and technological.
4. apply knowledge from a cross section of marketing theories to solve marketing problems and develop effective promotional communications.
5. demonstrate competency in marketing, advertising, public relations, and sales presentations, including the use of business software.
6. explain the role of marketing and its interrelationship with other functional areas in order to achieve organizational goals.
Architectural Drafting Technology

Program Coordinator: Mark Caneau, 860-885-2387

The Architectural Drafting Technology Certificate program is designed to expand opportunities for those interested in the drafting/design fields. The program serves those seeking entry-level positions and those who plan on continuing their studies in the associate degree program. The program exposes students to the fundamentals of traditional drafting and incorporates leading-edge technology of computer-aided drafting (AutoCAD). Graduates of the program will be qualified to fill many diverse positions in the industry or transfer into an associate degree program. Positions may include drafting and production person under the supervision of a registered architect, drafter/person for construction or development firms, architectural representative for vendor sales, and drafter/person for facility planners. Students may complete this certificate by completing the courses that are listed below.

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER I</td>
<td>ARC* K108</td>
<td>Building Materials</td>
</tr>
<tr>
<td></td>
<td>ARC* K235</td>
<td>Construction Graphics</td>
</tr>
<tr>
<td></td>
<td>ARC* K354</td>
<td>Construction Graphics Lab</td>
</tr>
<tr>
<td></td>
<td>CAD* K106</td>
<td>Computer-Aided Drafting</td>
</tr>
<tr>
<td></td>
<td>CAD* K107</td>
<td>Computer-Aided Drafting Lab</td>
</tr>
<tr>
<td></td>
<td>ENG* K101°</td>
<td>Composition</td>
</tr>
<tr>
<td></td>
<td>Directed elective (see program coordinator)</td>
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</tr>
<tr>
<td>TOTAL</td>
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</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

*Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate a mastery of the basic skill sets required for entry level in architectural drafting and design.
2. integrate a core curriculum with architectural design theory, technical background, and practice elements in order to seek advanced professional degrees.
3. pursue expanded opportunities in the drafting and graphics fields for those with previous experience in allied areas.
4. demonstrate computer competence in the specific traditional and computer drafting skills required in today’s architectural industry, consisting of conceptual, schematic, developmental, and construction detail drawing.
5. demonstrate and apply skills necessary for visual thinking and graphic problem solving.
6. use and produce appropriate materials with industry standard software applications.
7. provide sufficient explanation of drafting and drawing components.
8. adopt life-long learning and intellectual growth as an integral part of a career in architectural drafting technology due to ever evolving components and systems.

Basic Business Skills

Program Coordinator: Matt Hightower, 860-383-5275

This 24-25 credit hour certificate program is designed to give students not majoring in business sufficient basic business skills to be able to function adequately at a rudimentary level in a workplace environment immediately upon completion. This certificate is comprised of courses designed to provide students with a basic understanding of economics in society, basic business structures and functions, communication skills (both oral and written), math and computer skills. This certificate is tailored to meet individual student needs and interests by incorporating a business elective course. Students are encouraged to develop their individual areas of interest or maximize employment opportunities by choosing a specific elective option.

Students deciding to continue on for an Associate in Science degree will find that all but one of the courses taken in this certificate course are acceptable for the degree program at TRCC.

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG* K202°</td>
<td>Business Writing</td>
<td>3</td>
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<tr>
<td>BMG* K201°</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BMG* K202°</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACC* K111°</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC* K118°</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO* K101°</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG* K101°</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Electives (select 3 from the following list of courses)</td>
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<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

*Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. explain the role of management and its interrelationship with other functional areas in order to achieve organizational goals.
2. identify the elements of management and their application to organizational activities and goals.
3. discuss the role of ethical issues and the importance of the global perspective, and their impact on the success of a business.
4. explain the importance of information technology in business.
5. demonstrate skills in problem solving, in decision-making, and in teamwork, including the ability to work with diverse groups.
6. obtain successful employment in the business field or upgrade current job skills.
7. provide sufficient explanation of drafting and drawing components.
8. exhibit competency in basic math skills.
9. exhibit competency in computer skills specific to a business environment.

Business Administration

Program Coordinator: Larry Flick, 860-383-5277

This 29 credit hour certificate program is designed for students who seek concentrated study in the field of management. Practical application to job situations will be stressed. Students may complete this certificate by completing the courses that are listed below.

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMG* K115°</td>
<td>Business Software Applications</td>
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<tr>
<td>BMG* K202°</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>BMG* K201°</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACC* K111°</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC* K118°</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO* K101°</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG* K101°</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Electives (select 3 from the following list of courses)</td>
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<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

*Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate a fundamental understanding of a computer’s operating system with regard to file management, system tools, and the customization of the computing environment.
2. design, develop, and implement programs to solve various data processing problems using the current programming language and Visual Basic.
3. demonstrate use of computer applications including word processing, spreadsheets, presentation software, database management, and Internet browser software to enhance personal productivity.

Business Information Systems

Program Coordinator: Betti Gladue, 860-885-3200

This 27-29 credit hour certificate program is designed for students who seek to acquire the basic working skills to enter a business, wish to expand their opportunities and choices, and/or transfer to Eastern or another 4 year university. Students may complete this certificate by completing the courses that are listed below.

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSA* K105</td>
<td>Intro to Software Applications</td>
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<tr>
<td>CSA* K205°</td>
<td>Advanced Applications</td>
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</tr>
<tr>
<td>CSC* K108°</td>
<td>Intro to Programming</td>
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</tr>
<tr>
<td>CSC* K207°</td>
<td>Intro to Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>ENG* K101°</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Electives (select 3 from the following list of courses)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

*Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate a fundamental understanding of a computer’s operating system with regard to file management, system tools, and the customization of the computing environment.
2. design, develop, and implement programs to solve various data processing problems using the current programming language and Visual Basic.
3. demonstrate use of computer applications including word processing, spreadsheets, presentation software, database management, and Internet browser software to enhance personal productivity.
Case Management
Program Coordinator: Joyce Martin, 860-892-5701
This 24 credit program is designed to prepare students for entry-level case management positions in social service agen-
cies. Students already employed in social service organizations performing case management will acquire specific skills that will
improve their career advancement opportunities. Students will learn how to apply the standard functions performed in case management (outreach, referral, intake, assessment, goal-setting, intervention planning, resource identification, interagency coordination, supportive counseling and therapy
referral, advocacy, linking clients to formal agencies and infor-
mal social support systems, monitoring, reassessment and out-
come evaluation discharge). This program curriculum will help
students to conduct in-person assessments in order to develop
individual treatment plans for effective interventions with vul-
nerable populations. Students will focus on the comprehensive
identification and indexing of community resources. They
will be able to apply the case management model in various areas
direct practice (e.g., child welfare, gerontology, substance
abuse, mental health, housing, and income maintenance).

Program Outcomes
Upon successful completion of all program requirements,
graduates will be able to:
1. demonstrate understanding of theories underlying social
service practice.
2. demonstrate understanding of the case management
method with vulnerable population groups.
3. demonstrate developmental, problem-solving, and coping
capabilities of client-centered practice methods.
4. demonstrate ability to assess, plan for intervention, monitor,
and evaluate outcomes in the case management method.

Communication and Customer Relations

Program Coordinator: Peter Edmondson, 860-383-3259

Curriculum

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
</table>
| CSA* K105    | Introduction to Software Applica-
|              | tions                             | 3       |
| ENG* K101    | Composition                       | 3       |
| or           | Technical Writing                 |         |
| or           |                                   |         |
| COM* K173    | Public Speaking                   | 3       |
| HSP* K151    | Personnel Health                  | 3       |
| HSE* K101    | Introduction to Human Services    | 3       |
| HSE* K241    | Human Services Agencies & Organiz-
|              | ations                            | 3       |
| HSE* K251    | Work with Individuals & Families  | 3       |
| HSE* K281    | Human Services Field Work I       | 3       |
|              | **                                 | 27      |

*Course has a prerequisite. Students should check course
description.

Program Applications
Program Coordinators: George Volkov, 860-885-2384 &
Allan Anderson, 860-885-2392
This 30 credit certificate program has been designed to
prepare students for employment in various computer support
positions, from designing the screen layout for a data entry opera-
tion to a web page for a small company. Students may complete
this certificate by completing the courses that are listed below.

Curriculum

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD* K106</td>
<td>Computer-Aided Drafting</td>
<td>1</td>
</tr>
<tr>
<td>CAD* K107</td>
<td>Computer-Aided Drafting Lab</td>
<td>2</td>
</tr>
<tr>
<td>CAD* K105</td>
<td>Intro to Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td>Higher level computer course</td>
<td>3</td>
</tr>
<tr>
<td>ENG* K101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>** Tech Elective/Lab**</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>15-13</td>
</tr>
</tbody>
</table>

* Course has a prerequisite. Students should check course
description.

Program Outcomes
Upon successful completion of all program requirements,
graduates will be able to:
1. read/prepare standard types of business communications.
2. demonstrate a high level of skill in the use of word process-
ing software.
3. use computer software to create an effective presentation.
4. use spreadsheet software to create sophisticated worksheets
and graphs.
5. use database application software to create, update, and
query a database.
6. integrate text and objects produced in word processing,
spreadsheet, database management, and presentation
software applications with Internet resources to create docu-
ments.
7. plan, design, develop, and maintain professional Web sites
using HTML and Web page development software, and cre-
ate and optimize images and animation.
8. demonstrate understanding of network technology proto-
cols, including structure, communication, architecture, and
standards.
9. demonstrate appropriate interpersonal, human relations
skills.

Casino Management
Program Coordinator: Peter Edmondson, 860-383-5259

Curriculum

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG* K101</td>
<td>Composition</td>
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</tr>
<tr>
<td>HSP* K100</td>
<td>Introduction to the Hospitality</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Industry</td>
<td></td>
</tr>
<tr>
<td>HSP* K108</td>
<td>Sanitation &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>HSP* K111</td>
<td>Basic Food Preparation</td>
<td>4</td>
</tr>
<tr>
<td>HSP* K734</td>
<td>Hospitality Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>HSP* K152</td>
<td>Introduction to Casino Management</td>
<td>4</td>
</tr>
<tr>
<td>HSP* K245</td>
<td>Hospitality Sales &amp; Marketing</td>
<td>4</td>
</tr>
<tr>
<td>HSP* K296</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>MAT* K335</td>
<td>Topics in Contemporary Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>** GRAND TOTAL</td>
<td>30</td>
</tr>
</tbody>
</table>

*Course has a prerequisite or corequisite. Students should check course
description.

Computer-Aided Drafting (CAD)
Program Contact: Anthony Benoit, 860-885-2386
This one-year certificate prepares students with modern skills
in drafting. There is a strong emphasis on computer applica-
tions in each drafting concentration. A unique feature of this
certificate is that it pairs drafting with a technology such as
Architectural, Civil, Electrical, Mechanical, or Industrial
(Manufacturing, Mechanical). This provides a more meaning-
ful education for the students. Students may complete this
certificate and go to work as draftspeople orenter into an as-
sociate degree program of their choice with no loss of credit.

Curriculum

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD* K102</td>
<td>CAD - Advanced Topics</td>
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</tr>
<tr>
<td>CAD* K202</td>
<td>CAD - Advanced Topics Lab</td>
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</tr>
<tr>
<td>CAD* K214</td>
<td>CAD - Construction Lab</td>
<td>2</td>
</tr>
<tr>
<td>CAD* K215</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CAD* K250</td>
<td>or 3D Parametric Modeling</td>
<td>1</td>
</tr>
<tr>
<td>CAD* K251</td>
<td>or 3D Parametric Modeling Lab</td>
<td>2</td>
</tr>
<tr>
<td>ENG* K202</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT* K37</td>
<td>Intermediate Algebra or</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>higher level math course</td>
<td>3</td>
</tr>
<tr>
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<td>TOTAL</td>
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<tr>
<td></td>
<td>** GRAND TOTAL</td>
<td>26-25</td>
</tr>
</tbody>
</table>

* Course has a prerequisite. Students should check course
description.

Program Coordinator: Joyce Martin, 860-892-5701
This 24 credit program is designed to prepare students for
entry-level case management positions in social service agen-
cies. Students already employed in social service organizations performing case management will acquire specific skills that will
improve their career advancement opportunities. Students will learn how to apply the standard functions performed in case management (outreach, referral, intake, assessment, goal-setting, intervention planning, resource identification, interagency coordination, supportive counseling and therapy
referral, advocacy, linking clients to formal agencies and infor-
mal social support systems, monitoring, reassessment and out-
come evaluation discharge). This program curriculum will help
students to conduct in-person assessments in order to develop
individual treatment plans for effective interventions with vul-
nerable populations. Students will focus on the comprehensive
identification and indexing of community resources. They
will be able to apply the case management model in various areas
direct practice (e.g., child welfare, gerontology, substance
abuse, mental health, housing, and income maintenance).

Program Outcomes
Upon successful completion of all program requirements,
graduates will be able to:
1. demonstrate proficiency in the use of computer aided drafting
software.
2. demonstrate knowledge of drafting standards set forth by
   the American National Standards Institute (ANSI).
3. demonstrate knowledge of drafting standards set forth by
   the International Standards Organization (ISO).
4. provide a general understanding of standard drafting
   principles such as alphabet of lines, precedence of lines,
   dimensioning standards, and projection techniques.
5. readily adapt the necessary skills required for any entry-level
   position in the discipline of drafting.
6. provide an education that integrates a core curriculum with
drafting theory, computer theory, technical background,
and practice elements (for students who will seek advanced
degrees).
7. expand life long learning opportunities in the drafting area
   for those with previous experience in other fields.
8. demonstrate and apply skills necessary for visual thinking
   and graphic problem solving.
9. work cooperatively and productively in groups to solve
   problems.
10. foster a learning environment that emulates industrial
   standards.

Certificate Programs
Program Coordinator: Mark Comeau, 860-885-2387

The objective of the Management Certificate program is to provide students desiring a career in the construction industry with entry-level skills. This two-semester certificate introduces students to a broad range of courses required for basic performance in offices which support the construction industry, including construction companies and architecture and engineering firms. Course subjects include drafting, computer-aided design, building codes, etc. In addition, students will gain exposure to the principles concepts of accounting and management.

Additionaly, students will attain entry level knowledge in drafting, AutoCad, construction materials and documents, codes, computer applications, and principles of accounting and management.

Students completing the certificate will be qualified for employment with construction and development firms, architects, engineers, and product suppliers, along with being prepared to transfer into universities offering bachelor degrees in construction management. Students must have ENG* K101 competency equivalent to complete certificate.

For complete and up-to-date academic information, visit www.trcc.commnet.edu

Certificate Programs

Construction Management

Upon successful completion of all program requirements, graduates will be able to:
1. attain mastery of the basic skills required for entry level in construction management.
2. provide an education that integrates a core curriculum with construction industry theory, technical background, and application elements (for students who will seek advanced and professional training).
3. expand opportunities in the drafting and graphics fields (for those with previous experience in allied areas).
4. become competent in the specific traditional and computer drafting skills required in today's construction industry.

5. demonstrate and apply skills necessary for task management and scheduling.
6. become familiar and productive with industry standard software applications.
7. provide sufficient depth of understanding of construction means, methods, and assemblies.
8. adopt an understanding that life-long learning and intellectual growth is an integral part of a career in construction technology due to ever-evolving components and systems.
9. demonstrate workplace skills related to the occupation, including but not limited to maintaining a safe and healthy workplace environment and demonstrating workplace ethics and teamwork.
10. apply knowledge of theory and safety to accomplish tasks related to the occupation.
11. identify and use appropriate tools, such as testing and measurement equipment to accomplish tasks related to the occupation.
12. use current reference and training materials from accepted industry publications and standards to accomplish tasks related to the occupation.

Program Coordinator: Jeffrey Growicz, 860-892-5721

This program provides an opportunity for students to participate in a 30 credit program leading to a certificate in Criminal Justice. Students may complete this certificate program by completing the courses that are listed below.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. explain the development of the child from conception to early adolescence in all areas, including personal and social, physical, cognitive and creative development.
2. explain the theory, curriculum, and organization of child-care programs working with children ages 0-8.
3. plan a basic integrated curriculum for the learning development of the child from 0-8.
4. understand the goals, benefits and uses of observing, documenting, and assessing to support young children and families.
5. recognize the special needs of children and use supportive interactions to focus on the child needs and interests.
6. demonstrate the ability to work in an early care setting by planning curriculum, interacting positively with children and demonstrating professional standards.

Program Coordinator: Irene Clompet, 860-383-5231

This 15 credit certificate is designed to develop skills in the area of customer service in a variety of business settings. It includes skills in effective communication, problem solving techniques and professional behavior in relationships with customers. These relationships are internal and external and in both business-to-business and consumer-focused environments. The studies in this certificate program focus on the concepts of return on customer and customer relationship management, which are perspectives tantamount to success in today's business world. This certificate will benefit students seeking entry level positions in customer service and working professionals who want to enhance their understanding of clear, effective communication with a business' internal and external customers. All of the courses required in the degree include hands-on assignments which apply course concepts to real world business experiences.

Early Childhood Education

Program Coordinator: Sheila Skahan, 860-383-5252

The program offers entering students and those already employed in the childcare field an opportunity to increase their knowledge and update their skills. Students may complete this 30 credit program by completing the courses that are listed below.

Program Coordinator: Irene Clompet, 860-383-5231

This 15 credit certificate is designed to develop skills in the area of customer service in a variety of business settings. It includes skills in effective communication, problem solving techniques and professional behavior in relationships with customers. These relationships are internal and external and in both business-to-business and consumer-focused environments. The studies in this certificate program focus on the concepts of return on customer and customer relationship management, which are perspectives tantamount to success in today's business world. This certificate will benefit students seeking entry level positions in customer service and working professionals who want to enhance their understanding of clear, effective communication with a business' internal and external customers. All of the courses required in the degree include hands-on assignments which apply course concepts to real world business experiences.
Entrepreneurial Studies
Program Coordinator: Larry Flick, 860-383-5277
This 29 credit hour certificate program is designed for students who want to start and/or run their own business. Practical application to job situations will be stressed. Students may complete this certificate by completing the courses listed below.

CURRICULUM
Course ID Title of Course Credits
ACC* K111° Principles of Accounting I 4
BEG* K118° Principles of Microeconomics 3
BEG* K218° Entrepreneurship 3
BEG* K239° Business Plan Development 3
BMK* K201° Principles of Marketing 3
ECN* K102° Principles of Macroeconomics 3
ENG* K101° Composition 3

*Course has a prerequisite. Students should check course description.

GRAND TOTAL 28-29

Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. understand the role of the entrepreneur in developing a business.
2. understand the basics of managing a small business.
3. develop a small business plan.
4. understand basic Accounting principles in order to do required bookkeeping.

Environmental Safety and Health Management
Program Coordinator: Dike Khan-Bureau, 860-885-2333
Environmental, occupational health and safety is an important factor in all workplaces today. In all workplaces and schools, the law requires environmental management and occupational, health, and safety standards to be met. This certificate will enable students to apply their EH&S management skills in any workplace setting. Having an EH&S management certificate will afford the students the opportunity to obtain work, become promoted at their present workplace, or continue their education. All credits can be applied towards an associate degree in environmental or civil engineering technology.

CURRICULUM
Course ID Title of Course Credits
BMG* K202° Principles of Management 3
ENG* K101° Composition 3
ENG* K203° Technical Writing 3
ENV* K101° Environmental Studies 3
ENV* K110° Environmental Regulations 3
ENV* K130° Occupational Safety & Health 3
ENV* K295° Environmental Issues Seminar 3

*Course has a prerequisite. Students should check course description.

GRAND TOTAL 21

Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. apply environmental, safety, and health management skills in workplace settings.
2. implement written workplace procedures in the environmental, health, and safety fields.
3. describe concepts of workplace safety and environmental management and be able to understand the roles and responsibilities of the EH&S professionals and the decision-making process involved in everyday situations.
4. provide guidance in planning and implementing practices that promote safety and health and prevent workplace accidents.
5. use communication and interpersonal skills to establish the respect and authority an EH&S professional needs to surmount institutional barriers to employee well being and environmental protection.
6. recognize the limitations of human capabilities in the workplace.
7. identify workplace hazards, find the means to reform unsafe procedures and behaviors, and establish engineering and management controls to reduce hazards.
8. explain product safety requirements of the marketplace and describe engineering and management techniques to meet them.

Health Career Pathways
Program Advisor: Ellen Freeman, 860-383-5241
This program is designed to assist the student achieve success in healthcare programs. Students will be provided with the foundation necessary for healthcare professions. Credits for this program may be applied toward healthcare program requirements within Connecticut’s Community College System. However, completion of this program does not guarantee automatic acceptance into any healthcare program. Students are responsible for verifying specific requirements for their program of interest.

CURRICULUM
Course ID Title of Course Credits
BIO* K121° General Biology I 4
BIO* K221° Anatomy and Physiology I 4
BIO* K222° Anatomy and Physiology II 4
CHE* K111° Concepts in Chemistry 4
ENG* K101° English Composition 3
HED* K101° Investigations in Allied Health 3
MAP* K123° Intermediate Algebra 3
PSY* K111° General Psychology I 3

*Course has a prerequisite. Students should check course description.

Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate competence in written and oral communication.
2. demonstrate critical thinking, logical reasoning and problem solving skills.
3. effectively utilize and interpret medical terminology.
4. identify a variety of career opportunities and roles available in health care professions.
5. meet most requirements for entrance into health care programs.
6. demonstrate an understanding of the impact of psychological principles and how they relate to the health care field.

General Studies
Program Coordinator: Academic Dean, 860-383-5204
This certificate program provides the opportunity for students who have not decided on a specific academic or professional/technical goal to explore the broadest range of courses offered at Three Rivers Community College. Students tailor the certificate program to meet their individual needs and interests.

CURRICULUM
Course ID Title of Course Credits
ENG* K101° Composition 3
IDS K105 The First Year Experience 3
Math/Science elective 3 - 4
Social Science elective 3
Open Elective 3
Open Elective 3
GRAND TOTAL 30 - 32

Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. write news and feature stories.
2. edit the work of others.
3. use a page layout program to produce newsletters, brochures, flyers, advertisements, and a multi-page tabloid publication.
4. use Adobe Photoshop to edit images, design images, combine text with images, and prepare images for the web.
5. use Fagemaker, Photoshop, and Multi-Ad Creator to design and produce advertisements for print and the web.

Graphic and Communication Arts
Program Advisor: Sandra Jekowskian, 860-885-2345
This certificate program is designed to allow students to take advantage of the tremendous demand for the media in southeast Connecticut and along the eastern seaboard. Students’ exposure to courses and experiences in this program will make them qualified for media-related jobs, or will prepare them to create materials for private and public organizations.

CURRICULUM
Course ID Title of Course Credits
BMG* K202° Principles of Management 3
GRA* K230° Digital Imaging I 3
GRA* K155° Marketing Design 3
GRA* K230° Digital Imaging II 3
GRA* K260° Graphic Design Internship or Open Elective 3
GRA* K296° Graphic Design Internship or or Open Elective 3

*Course has a prerequisite. Students should check course description.

Program Outcomes
Upon successful completion of all program requirements, graduates will be able to:
1. combine text with images, and prepare images for the web.
2. edit the work of others.
3. use a page layout program to produce newsletters, brochures, flyers, advertisements, and a multi-page tabloid publication.
4. use Adobe Photoshop to edit images, design images, combine text with images, and prepare images for the web.
5. use Fagemaker, Photoshop, and Multi-Ad Creator to design and produce advertisements for print and the web.

For complete and up-to-date academic information, visit www.trcc.commnet.edu

Certificate Programs

For complete and up-to-date academic information, visit www.trcc.commnet.edu


**Certificate Programs**

**GRAND TOTAL 16**

TCN* K105  
Laser and Lab Safety  
1

PHO* K102°  
Applied Optics  
4

MFG* K118°/  
Computer Controlled Laser or  
or  
4

K252°

PHO* K251°/  
Fiber Optics Systems & Devices with lab  
3

PHOS* K242°  
Cooperative Education  
3

MAT* K135°  
Topics in Contemporary Math  
3

**GRAND TOTAL 26**

°Course has a prerequisite or corequisite. Students should check course description.

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**LEAN MANUFACTURING**

**Program Coordinator:** Anthony Benoit, 860-885-2386

This Lean Manufacturing Certificate was developed as a response to the expressed future and current needs of the manufacturing community. The U.S. Department of Labor along with local industry has demonstrated a demand and response to the expressed future and current needs of the manufacturing sector. The prerequisite for this certificate is placement score into ENG* K101, completion of ENG* K100 with a C or better, or an earned associate degree or higher.

**Program Outcomes**

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

1. specify and operate optical test instrumentation, for example, optical spectrum analyzers and laser beam profilers.
2. align, maintain and operate optical components and support and positioning equipment.
3. survey a laser work area, citing unsafe conditions present.
4. read and interpret vendor catalogs and instruction manuals.

**Program Requirements**

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title of Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG* K101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>HSP* K100</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSP* K108</td>
<td>Sanitation &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>HSP* K111*</td>
<td>Basic Food Preparation</td>
<td>4</td>
</tr>
<tr>
<td>HSP* K134</td>
<td>Hospitality Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>HSP* K245*</td>
<td>Hospitality Sales &amp; Marketing</td>
<td>4</td>
</tr>
<tr>
<td>HSP* K296*</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>MAT* K135°</td>
<td>Topics in Contemporary Math</td>
<td>3</td>
</tr>
</tbody>
</table>

°Course has a prerequisite or corequisite. Students should check course description.

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**Library Technology**

**Program Coordinator:** Hall Keeler, 860-445-0392

This 30 credit program is designed to prepare individuals for employment as library technical assistants as well as to improve the knowledge and skills of those already working in public, academic, and special libraries. Courses may be taken in any order with the exception of those courses that require a prerequisite.

**Program Outcomes**

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

1. explain the mission of libraries, departments and services of libraries, and basic library policies.
2. demonstrate the ability to use appropriate mathematical and computational skills needed for entry level work in manufacturing.
3. combine oral, graphical, and written communication skills to present and exchange information effectively and to direct manufacturing activities.
4. know the professional code of ethics.
5. describe concepts relating to manufacturing quality, timeliness, and continuous improvement.
6. describe how the concepts of metal manufacturing, and other basic manufacturing processes affect manufacturing operations.
7. illustrate an ability to think critically and identify, evaluate, and solve technical and non-technical problems.
8. recognize actions and acts of professionalism that allow them to become informed and participating citizens cognizant of ethics, civic duty, and social responsibility.
9. recognize the need to be lifelong learners.

**Program Requirements**

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<tr>
<td>ENG* K202°</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CAD* K106/107</td>
<td>Computer Aided Drafting/Lab</td>
<td>3</td>
</tr>
<tr>
<td>EE* K105/106*</td>
<td>Electric Circuits and Systems/Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENH* K130</td>
<td>Occupational Safety and Health</td>
<td>3</td>
</tr>
<tr>
<td>MAF* K095</td>
<td>Elementary Algebra Foundations or higher</td>
<td>0-4</td>
</tr>
<tr>
<td>MEC* K152/153°</td>
<td>Fundamentals of Engineering Graphics/Lab</td>
<td>3</td>
</tr>
<tr>
<td>MEC* K262/263°</td>
<td>Materials Science/Lab</td>
<td>3-4</td>
</tr>
<tr>
<td>PHO* K101</td>
<td>Introduction to Light and Lasers</td>
<td>3</td>
</tr>
<tr>
<td>MFG* K102/103</td>
<td>Manufacturing Processes/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

°Course has a prerequisite. Students should check course description.

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**Manufacturing, Introduction to (Level I)**

**Program Coordinator:** Anthony Benoit, 860-885-2386

This 26-30 credit program is designed to provide students with the opportunity to acquire knowledge and skill in preparation for entry level work in manufacturing.

**Program Requirements**

**CURRICULUM**

<table>
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<tbody>
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</tr>
<tr>
<td>ENG* K202°</td>
<td>Technical Writing</td>
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<tr>
<td>MFG* K102/103</td>
<td>Manufacturing Processes/Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

°Course has a prerequisite. Students should check course description.

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**Hotel Management**

**Program Coordinator:** Peter Edmondson, 860-383-5259

For complete and up-to-date academic information, visit www.trcc.commnet.edu
Marketing
Program Coordinator: Irene Clapmet, 860-383-5231
This 28 credit certificate program is designed to prepare stu-
dents for entry-level positions in marketing through a practical,
skill-based, concentrated course of study. The program also
offers employed students the opportunity to improve their
background and skills. Students may complete this certificate
program by completing the courses that are listed below.

Program Outcomes
Upon successful completion of all program requirements,
graduates will be able to:
1. identify the elements of marketing and their creative appli-
cation in profit-making as well as in not-for-profit organiza-
tions in order to satisfy the needs and wants of society.
2. apply the practical use of marketing theories, tools, and strat-
egies in order to pursue a professional career in marketing.
3. demonstrate skills in leadership, in decision-making, and in
teamwork, including the ability to work with diverse groups.
4. apply knowledge from other business disciplines to solve
marketing problems.
5. demonstrate competency in all areas of business communi-
cation: oral, written, and technological.
6. explain the role of marketing and its interrelationship with
other functional areas in order to achieve organizational
goals.

Networking Technology
Program Coordinator: George Volkov, 860-885-2384 &
Allan Anderson, 860-885-2392
The Networking Technology Certificate Program will provide
students with marketable skills that grow increasingly crucial
in the present technological age. Networking/Technology
courses are hands-on and offer students an opportunity to de-
vvelop knowledge and skills in networking technologies. After
completing the Networking/Technology Certificate Program,
students will be eligible to take the CompTIA Network+,

Program Outcomes
Upon successful completion of all program requirements,
graduates will be able to:
1. explain the practical use of marketing strategies as they are
applied in a retail environment in order to pursue a profes-
sional career in retail management.
2. implement and administer network operating systems,
such as Windows, Linux, and Unix, as well as network
protocols, such as TCP/IP and NetBEUI.
3. analyze and design network architectures, implement
network security, and administer network services.
4. understand and be able to describe network protocols,
structures, communication architecture, and standards.
5. recognize and explain networking terminologies, compo-
nents, and applications.

Retail Management
Program Coordinator: Irene Clapmet, 860-383-5231
This program is designed to provide students with an op-
portunity to develop a skill-based foundation for a career in
retail operations and management or as retail entrepreneurs.
Completion of the requirements of this program will prepare
the student for success in all facets of retail management.

Program Outcomes
Upon successful completion of all program requirements,
graduates will be able to:
1. demonstrate an understanding of the typologies and
functions of local and wide area networks, intranets and
internets, and the Internet.
2. implement and administer network operating systems,
including network security, user accounts and file sharing, backups
and data redundancy, servers, software licensing, network
monitoring, and virus protection.
3. install and support network components, including
modems, hubs, network adapters, switches, repeaters, and
 routers.
4. understand and be able to describe network protocols,
structures, communication architecture, and standards.
5. recognize and explain networking terminologies, compo-
nents, and applications.
6. articulate, identify, and investigate current career require-
ments in retail management.

Restaurant Management
Program Coordinator: Peter Edmondson, 860-383-5259
This program is designed to provide students with an op-
portunity to develop a skill-based foundation for a career in
retail operations and management or as retail entrepreneurs.
Completion of the requirements of this program will prepare
the student for success in all facets of retail management.

Program Outcomes
Upon successful completion of all program requirements,
graduates will be able to:
1. demonstrate research skills through the process of accumu-
lating, analyzing, and presenting contemporary thoughts
and practices of criminal justice.
2. communicate effectively using verbal skills, written skills,
and a variety of technological skills.
3. demonstrate critical thinking and problem solving skills.
4. utilize time effectively to manage workload.
5. engage in the academic discourse in a respectful and
informed manner.
6. network within the state and local criminal justice agencies
and facilities and apply their classroom learning to the real-
ties of the criminal justice system.
7. articulate, identify, and investigate current career require-
ments and opportunities with the criminal justice system.
8. display responsible self-management, integrity, and honesty
and extend those attributes to facilitate cooperative working
relationships with peers, faculty, and professionals within
the criminal justice system.

Security and Loss Prevention
Program Coordinator: Jeffrey Crouch, 860-892-5721
This program prepares individuals for careers in security and
loss prevention. Opportunities for employment in southeast-
ern Connecticut include work in industrial, corporate, busi-
ness, retail and restaurant-based firms. Persons already employed
in the field may pursue this program to upgrade their knowl-
dge and skills while enhancing their career mobility.
Supply Chain Management
Program Coordinator: Anthony Bonfit, 860-885-2386
This Supply Chain Management Certificate was developed as a response to the expressed future and current needs of the manufacturing community. The U.S. Department of Labor along with local industry has demonstrated a demand and need for courses in supply chain management. This certificate provides students with the skills that will increase their employability in the manufacturing field as well as set them on a path that will enable them to further their education.

CURRICULUM
Course ID Title of Course Credits
MFG* K172° Introduction to Lean Supply Chain Management 3
MFG* K272° Implementation Lean Supply Chain Management 3
GRAND TOTAL 6
°Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. apply the basic knowledge of sustainable industry theory, techniques, and application elements for facility design, construction, and operations.
2. demonstrate competency in the specific traditional and computer drafting skills required in today’s construction industry.
3. be able to identify sustainable design and planning strategies, i.e., building orientation and exposure, natural daylighting, walkable community planning, etc.
4. be able to identify sustainable building products by understanding both upstream production and downstream byproduct effects.
5. understand and be able to adopt a philosophy of life-long learning and intellectual growth, an integral part of a career in sustainable facilities management and its evolving components and systems.
6. be able to practice workplace skills related to functional employment, including but not limited to: basic and necessary arithmetic computations, effective writing and corresponding, maintaining a safe and healthy workplace environment, and workplace ethics and teamwork.
7. identify LEED point assignments and understand their application to LEED certification.

Sustainable Facilities Management
Program Coordinator: Mark Comeau, 860-885-2387
This 27.5 credit certificate program is designed to provide students with entry-level skills required to fill technician jobs in the areas of sustainable design and planning, and sustainable facilities operations. This two-semester certificate consists of courses that will reinforce existing construction industry coursework with new skills to train students to specific roles in the construction industry, in the areas of sustainable design, planning and aids to the training of a new workforce essential to building and operating facilities that are energy efficient; utilize renewable energy sources; contribute less to carbon footprint; are constructed of sustainable and green materials, systems and components.

CURRICULUM
Course ID Title of Course Credits
Semester I
ARC* K110° Building Materials 3
ARC* K135° Construction Graphics 3
CAD* K106° Computer Aided Drafting 3
CAD* K107° Computer Aided Drafting Lab 2
ENG* K110° Composition 3
ENG* K202° Technical Writing 3
TOTAL 15
Semester II
ARC* K214° Site Analysis with Lab 3.5
ARC* K218° Sustainable Design 3
ENG* K110° Environmental Regulations 3
ARC* K225° Alternative Building Systems 3
GRAND TOTAL 27.5
*Course has a prerequisite. Students should check course description.

Program Coordinator: Diba Khan Bureau, 860-885-2383
This 24 - 24.5 credit certificate program is designed to provide students with entry-level skills required to fill technician jobs in the areas of sustainable landscape design, planning and conservation. This two-semester certificate consists of courses that will enable students to apply sustainable landscape ecology skills and knowledge in a fast rising “green” and sustainable workforce. As green infrastructure alternatives are increasingly used to manage stormwater, improve air quality and reduce the urban heat island effect, jobs in engineering, engineering technology, research and modeling will be essential in the development, design and performance monitoring of green systems. The certificate in sustainable landscape ecology and conservation will provide students with the options to obtain work or to continue their education to acquire an A.S. or an advanced degree. Sustainable operations and alternative energy are growing more central to the American and global economy. This certificate supports the new paradigm for sustainable living.

CURRICULUM
Course ID Title of Course Credits
ENG* K101° Composition 3
ENV* K101° Environmental Studies 3
ENV* K110° Environmental Regulations 3
ENG* K146° Introduction to GIS 3
ENG* K244° Applied Soils Ecology 3
ENG* K250° Sustainable Landscape Ecology 3
ENG* K295° Environmental Issues Seminar 3
GRAND TOTAL 24
°Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate familiarity with key terms, concepts, principles, methods and techniques of sustainable ecological design.
2. apply their knowledge within environmental design settings to solve specific ecological design problems.
3. work and learn in an interdisciplinary environment.
4. apply natural resource problem-solving skills.
5. continue active, student-directed learning for professional development.
6. practice excellent written and oral communication skills.

Technical Writing
Program Coordinator: Christine Hammond, 860-892-5775
This 21 credit certificate program is designed to provide students with an opportunity to upgrade their writing skills.

CURRICULUM
Course ID Title of Course Credits
COM* K173° Public Speaking 3
ENG* K101° Composition 3
ENG* K202° Technical Writing 3
ENG* K208° Introduction to English as Language 3
GRA* K180° Publication Design 3
GRAND TOTAL 21
*Course has a prerequisite. Students should check course description.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. sharpen writing and critical thinking skills.
2. develop a writing portfolio.
3. adapt writing for different audiences.
4. improve chances for employment and promotion.

Certificate Programs
Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. demonstrate an understanding of and familiarity with web graphics.
2. demonstrate an understanding of and familiarity with fundamental network environment concepts.
3. demonstrate an understanding of and familiarity with web site development requirements, skills and techniques, and web site design principles.
4. demonstrate an understanding of and familiarity with emerging technologies.
5. demonstrate an understanding of and familiarity with e-commerce solutions.
6. demonstrate an understanding of and familiarity with the requirements for promoting and maintaining a web site online.
7. demonstrate an understanding of and familiarity with web programming languages, including markup and scripting languages.

Wastewater Advanced
Program Coordinator: Anthony Benoit, 860-885-2386
Wastewater treatment plant employees are prepared for advanced wastewater operator certification examinations. All credits earned in this certificate are applicable towards the Technology Studies Associate degree.

PROGRAM OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:
1. apply principles of wastewater treatment processes by using specific examples from wastewater treatment laboratories.
2. explain safe and effective operation of wastewater treatment facilities, including grit removal, disinfection, and chlorination.
3. describe maintenance of wastewater treatment facilities to including safety, housekeeping, and laboratory procedures.
4. become certified Wastewater Class III & Class IV Operators.
5. report on site visits to municipal facilities and prepare a comprehensive study of a wastewater treatment plant.
6. use computers to acquire, analyze, and report data.
7. communicate effectively in speech and in writing.
8. use mathematics to solve problems related to chemistry and wastewater treatment.

Wastewater Program Coordinator: Anthony Benoit, 860-885-2386
Wastewater treatment plant employees are prepared for advanced wastewater operator certification examinations. All credits earned in this certificate are applicable towards the Technology Studies Associate degree.

#English Competency Requirement met by: 

CURRICULUM
Course ID Title of Course Credits

Science
BIO* K111* General Biology I 4
CHE* K111* Concepts of Chemistry 4

Mathematics
MAT* K132* Intermediate Algebra 3

Specialized Core
CSA* K105 Intro to Software Applications 3

Options
WWT* K110F Wastewater I 3
WWT* K112F Wastewater II 3
WWT* K114F Wastewater III 3
WWT* K116F Wastewater IV 3
GRAND TOTAL 29

# Course has a prerequisite. Students should check course description.
# To be chosen with consent of faculty advisor.
# To be chosen with consent of faculty advisor.
# Course has a prerequisite. Students should check course description.
# Course has a prerequisite. Students should check course description.

Certificate Program, students will be able to design professional web pages, create and optimize images and animations, and manage complex web sites.

WEB DESIGN AND DEVELOPMENT
Program Coordinator: George Volkov, 860-885-2384 & Allan Anderson, 860-885-2392
The Web Design and Development Certificate Program will provide students with marketable skills that grow increasingly crucial in the present technological age. Web Design and Development courses are strictly hands-on and offer students an opportunity to create their own web site with web development software. Students will acquire the skills to master wizards, templates and other features of popular software packages. After completing the Web Design and Development Certificate Program, students will be able to design professional web pages, create and optimize images and animations, and manage complex web sites.

CURRICULUM
Course ID Title of Course Credits

FALL SEMESTER
CST* K153* Web Development & Design I 4
CST* K251* Web Graphics Design and Development 4
ENG* K101* Composition 3
MAF* K135* Topics in Contemporary Math 3
GRAND TOTAL 18

SPRING SEMESTER
CST* K252* Web Development & Design II 4
ENG* K202* Technical Writing 3
GRAND TOTAL 17

*Course has a prerequisite. Students should check course description.

Certificate Programs
For complete and up-to-date academic information, visit www.trcc.commnet.edu
Key to Course/Department Prefixes

GEO* Geography
FTA* Fire Technology & Administration
FRE* French
ESL* English as a Second Language
ENG* English
EET* Electrical Engineering Technology
EDU* Education
AST* Astronomy
BBG* Business Technology
BES* Entrepreneurship
BFN* Finance
BIO* Biology
BMG* Management
BMX* Marketing
BOT* Business Office Technology
CAD* Computer-Aided Drafting
CHE* Chemistry
CHI* Chinese
CIV* Civil Engineering Technology
CSJ* Criminal Justice
COM* Communication/Speech
CSE* Computer Science
CSA* Computer Applications
CS* Computer Science
CST* Computer Technology
DNT* Dental Hygiene
EAS* Earth Science
ECC* Early Childhood Education
ECN* Economics
EDU* Education
EE* Electrical Engineering Technology
ENG* English
ENV* Environmental Engineering Technology
EN* English
ENT* Entrepreneurship
ENV* Environmental Science
EPT* English as a Second Language
FRE* French
FTA* Fire Technology & Administration
GEO* Geography

Accounting

ACC* K100 3 CREDIT HOURS BASIC ACCOUNTING I
The course is designed to cover the basic concepts, principles, and correct use of accounting terminology. The practical aspect of accounting is emphasized through recording, classifying, and summarizing the financial information that flows within a business enterprise. The course is open to students who have completed ACC* K111 or higher.

ACC* K110 3 CREDIT HOURS INTRODUCTION TO FORENSIC ACCOUNTING
An introductory course in Forensic Accounting designed to provide students with the investigative tools, evidentiary requirements, litigation support and overview of the accounting and legal aspects of fraud including but not limited to fraud perpetrated against individuals and organizations (asset misappropriation), which includes employee theft, vendor fraud, money laundering, customer fraud and management fraud with respect to the Sarbanes-Oxley Act.

ACC* K111 (formerly ACC K111) 4 CREDIT HOURS PRINCIPLES OF ACCOUNTING I
Prerequisite: ACC* K100.

ACC* K112 (formerly ACC K112) 4 CREDIT HOURS PRINCIPLES OF ACCOUNTING II
Prerequisite: ACC* K111.

ACC* K211 (formerly ACC K231) 4 CREDIT HOURS MANAGERIAL ACCOUNTING
Prerequisite: ACC* K111 with a "C" grade or better or successful completion of ACC* K112.

ACC* K215 (formerly ACC K150) 3 CREDIT HOURS ACCOUNTING COMPUTER APPLICATIONS
Prerequisite: ACC* K111.

ACC* K233 4 CREDIT HOURS PRINCIPLES OF COST ACCOUNTING
Prerequisite: ACC* K111 with a "C" grade or better or successful completion of ACC* K112.

Anthropology

ANT* K101 (formerly ANT K12) 3 CREDIT HOURS INTRODUCTION TO ANTHROPOLOGY
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a "C" grade or better.

This course will approach the evolution of human beings from the perspective of the four anthropology subfields (cultural, physical, archaeological, linguistic). The dawn of humanity will be traced from its early primate origins to the evolution of family, language, consciousness, and culture. Cultural evolution will trace the origins of bands, tribes, and state civilizations. The course will conclude with an examination of human variation.

ANT* K105 (formerly ANT K122) 3 CREDIT HOURS INTRODUCTION TO CULTURAL ANTHROPOLOGY
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a "C" grade or better.

This course examines human life ways. Examples will be drawn cross-culturally to illustrate universal aspects of cultural
Architectural Design Technology

ARCH* K102 (formerly ARCH K1001) 3 CREDIT HOURS
ARCHITECTURE OF THE WORLD
Introduces students to the rich heritage of architecture as a basis for developing understanding, and appreciating both their own design philosophy and those of others. Students will explore the impact of climate, economy, philosophy, social structure and technology on architectural design by becoming familiar with some of the major monuments in architectural history.

ARCH* K106 (formerly ARCH K1008) 3 CREDIT HOURS
ARCHITECTURAL DETAILING LAB
Prerequisite: ARCH* K135/135L.
This course introduces students to the methods and purpose of producing architectural detailing from both the production and execution point of view. These courses will address the technical dimensions of building components and materials.

ARCH* K137L (formerly ARCH K1001) 2 CREDIT HOURS
ARCHITECTURAL DETAILING LAB
Prerequisite: ARCH* K135/135L.
This course introduces students to the methods and purpose of producing architectural detailing from both the production and execution point of view. These courses will address the technical dimensions of building components and materials.

ARCH* K211 (formerly ARCH K2100) 1 CREDIT HOUR
ARCHITECTURE DESIGN I
Prerequisites: ARCH* K135/135L.
This course introduces students to the fundamental methodologies of design, and the decision making process. Students will work individually and in groups as they apply their studies to the solutions of small "vignette" architectural projects that are translated into drawings of form, space, and order in design.

ARCH* K211L (formerly ARCH K2101) 1 CREDIT HOUR
ARCHITECTURE DESIGN I LAB
Prerequisites: ARCH* K135/135L.
This course implements the principles of architectural design covered in the lecture portion of this course. Emphasis is placed on the path of design and the decision making process through a "polished" design solution, through sketches, diagrams, and models.

ARCH* K213 (formerly ARCH K2103) 1 CREDIT HOUR
ARCHITECTURE DESIGN II
Prerequisites: ARCH* K211/111L.
This course introduces students to the methods of working drawings and the project manual, and the specifications. Additional documents include cut sheets, shop drawings, and various AIA (American Institute of Architects) documents used in contract administration. Working knowledge is attained through actual execution of the documents.

ARCH* K214 3 CREDIT HOURS
SUSTAINABLE DESIGN
This course explores sustainability in design, healthy design, renewable energy, cogeneration, recycling, low VOC, zero carbon, and LEED as they relate to regional and urban planning, building design, building envelope, building interior environment, site ecology, energy resource and infrastructure and transportation.

ARCH* K221 (formerly ARCH K1116) 1 CREDIT HOUR
CONTRACTS & SPECIFICATIONS
This course introduces students to construction industry documents, including working drawings and the project manual, and the specifications. Additional documents include cut sheets, shop drawings, and various AIA (American Institute of Architects) documents used in contract administration. Working knowledge is attained through actual execution of the documents.

ARCH* K225 1 CREDIT HOUR
ALTERNATIVE BUILDING SYSTEMS
Prerequisites: ARCH* K108.
Students will gain working knowledge of alternative building systems (structures that should have previous knowledge of traditional building systems). Areas covered include building siting, structural alternatives, envelope and weathering systems, industry-standard design and performance criteria (LEED & other), interior environmental quality, and mechanical-electrical-plumbing systems. Students will demonstrate applied learning through case-study work.

ARCH* K227 (formerly ARCH K2219) 3 CREDIT HOURS
CODES & ORDINANCES
This course introduces students to the origins, scope, and administration of local, state, and federal codes and ordinances. Students will be exposed to the elements of these codes and ordinances and to the impacts they have on the design, construction and occupancy of a project. Students will develop a working knowledge of the subject material as they track a hypothetical project from preliminary zoning research, through design and construction and ultimately the issuance of a “certificate of occupancy.”

ARCH* K241 (formerly ARCH K2125) 2 CREDIT HOURS
SITE ANALYSIS LAB
Prerequisites: ARCH* K135/135L.
This course integrates the student’s knowledge of the systems and elements that are encountered in the analysis of site conditions. Students will explore how each individual operates and what procedures are required to maintain or improve the quality of the site environment. Students will develop a value system with which to address the environmental and social implications of building site planning and development. Introduction to the relationship between land use and architectural design. Hands-on experience is gained through a final project that explores the site, selecting site applicable standards, and applying them to design.

ARCH* K280 (formerly ARCH K2220) 3 CREDIT HOURS
PROFESSIONAL PRACTICE
This course introduces the student to the fundamental principles of architectural office practice. Subjects covered include firm organization and management, client relations, marketing and advertising, and project production and management. Emphasis is placed on the everyday tasks of managing a firm and its projects. Working knowledge is attained through actual office operations and execution of common AIA and other project management documents.

ARCH* K282 3 CREDIT HOURS
TRENDS & ISSUES
A topics-based course that explores current and evolving subjects that affect the
Course Descriptions

**ART* K102 (formerly ART K101)**

**3 CREDIT HOURS**

**INTRODUCTION TO STUDIO ART**

This course covers the history of art from prehistoric through to the mid-15th century from a global perspective. Major works and movements in architecture, sculpture, installation art, and performance art will be covered. By the end of this course, students will have a visual vocabulary with which they can intelligently discuss and write about works of art. Regardless of whether the work is accessible and easy to admire or difficult and not readily understood, students will understand how to evaluate works of art not only for their beauty, but for other intrinsic values such as power of expression and boldness of communication. Outside readings and papers are required.

**ART* K110 (formerly ART K112)**

**3 CREDIT HOURS**

**DRAWING I**

This course is an introduction to basic drawing skills. The course covers the materials of painting and painting study of color theory and color mixing. The knowledge of color theory will be put into practice with the painting of the still life. A variety of exercises and techniques will be covered including improving different surfaces on which to paint as well as aesthetic explorations. It will be emphasized that the skills of drawing are an integral painting tool. Studio: Meets 6 hours per week.

**ART* K121 (formerly ART K101)**

**3 CREDIT HOURS**

**CERAMIC I**

This course is an introduction to the theory and practice of two-dimensional design. Students will use the principles of design to create their own personal artistic statement. Emphasis is placed on the practical use of design principles such as: line, symmetry, balance, visual mass, texture, ground/foreground relationships, and spatial relationships. Various artistic movements such as surrealism, minimalism, and abstraction, will be explored. Assignments allow the exploration of artistic themes while solving various design problems. The class includes discussions and demonstrations on various glazing and finishing techniques. Studio: Meets 6 hours per week.

**ART* K122**

**3 CREDIT HOURS**

**THREE DIMENSIONAL DESIGN**

Students will explore basic three-dimensional art elements: line, plane, mass, volume, space, color, light, surface and texture. Students will experiment with materials and processes through assignments exploring artistic themes while solving various design problems. Studio: Meets 6 hours per week.

**ART* K123 (formerly ART K106)**

**3 CREDIT HOURS**

**DRAWING II**

Prerequisite: ART* K111 or permission of instructor.

This course is an introduction to representative drawing with a focus on the illusion of volume and perspective. Students are required to develop a portfolio stressing the individual's career and/or education goals. This course is recommended for any student preparing to transfer, apply for graduate study or apply for a job in art or architecture. Students who have completed Portfolio Development I will continue to work on a portfolio stressing the individual's career and/or education goals. This course is recommended for any student preparing to transfer, apply for graduate study or apply for a job in art or architecture. Studio: Meets 6 hours per week.

**ART* K211**

**3 CREDIT HOURS**

**PAINTING I**

Prerequisite: ART* K111 or permission of the instructor.

This course is an intensive introduction to representational painting with acrylics. Studio: Meets 6 hours per week.

**ART* K212**

**3 CREDIT HOURS**

**PAINTING II**

Prerequisite: ART* K121 or permission of the instructor.

This course will provide students who have taken Drawing I & II the opportunity to continue to develop their drawing skills. Students will evolve their own style of drawing while continuing to strengthen their observational and perceptual skills through focus and the live model. Students will begin to place conceptual importance on their drawings through the use of a grid and individual critiques. Studio: Meets 6 hours per week.

**ART* K213**

**3 CREDIT HOURS**

**PAINTING III**

Prerequisite: ART* K121.

This course will provide students who have taken Painting I & II the opportunity to continue to develop their painting skills. Students will evolve their own style of painting while continuing to strengthen their observational and perceptual skills through focus and the live model. Studio: Meets 6 hours per week.

**ART* K251 (formerly ART K201)**

**3 CREDIT HOURS**

**PHOTOGRAPHY I**

Prerequisite: ENG* K101 or permission of the instructor.

This course will provide an introduction to digital photography. Students will learn how to professionally photograph the individual's career and/or education goals. This course is recommended for any student preparing to transfer, apply for graduate study or apply for a job in art or architecture. Students will become familiar with the essential business practices of the visual arts profession and will learn how to professionally photograph and present their work. Studio: Meets 6 hours per week.

**ART* K291**

**3 CREDIT HOURS**

**PORTFOLIO DEVELOPMENT II**

Prerequisite: ART* K213 or permission of the instructor.

This course is a continuation of Ceramics I, with the addition of advanced concepts and techniques. Students are required to develop a unified portfolio of work using a combination of sketches, research, and experiments to support a theme. Studio: Meets 6 hours per week.

**ART* K298**

**3 CREDIT HOURS**

**SPECIAL TOPICS: NEW MEDIA ART**

Prerequisite: ENG* K101 or permission of the instructor.

This course is a continuation of Ceramics I, with the addition of advanced concepts and techniques. Students are required to develop a unified portfolio of work using a combination of sketches, research, and experiments to support a theme. Studio: Meets 6 hours per week.

**ART* K301**

**3 CREDIT HOURS**

**PRINCIPLES OF ASTRONOMY**

This course covers the ideas that account for the earth and heavenly bodies and their characteristics. This course is designed to develop an appreciation of the beauty and order of the universe. Observational exercises, including star identifications and use of the telescope, are included.

**Course Descriptions**

**ARt**

**ART* K100**

**3 CREDIT HOURS**

**CO-OP EDUCATION WORK EXPERIENCE**

Prerequisite: Consent of Program Coordinator.

Co-requisite: Student must have completed all freshman requirements, and have a GPA of 2.50 or better.

Students will work in industry gaining hands-on experience while applying academic knowledge acquired during their first year of classroom/laboratory college education. A specific project will be agreed upon by the co-op student, industry supervisor, and faculty advisor. A minimum of 225 documented industry hours must be completed by the co-op student during the semester internship.

For complete and up-to-date academic information, visit www.trcc.commnet.edu
Business

BBG* K101 (formerly BUS K111)
3 CREDIT HOURS
INTRO TO BUSINESS

In this course, the focus for students will be on a practical understanding and ap-
plication of how business works, how it contributes to quality of life, the rewards of entrepreneur ship, its legal framework, trade terminology, and business operations including marketing, finance, accounting, and management. This course gives an orientation to business curriculum. This course will emphasize the relationship of business to an indi-
vidual's everyday life in American society. Students required to take BBG* K101 should enroll in it prior to the first semester that they take a BBG*, BMG* or BMK* course. This course is open to all General Studies students as an elective. Certain restrictions apply to this course for business majors. Please refer to your program of study prior to registration.

BBG* K115
3 CREDIT HOURS
BUSINESS SOFTWARE APPLICATIONS

Prerequisite: Placement score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better, and successful completion of MAT* K095 with a “C” or better.

Corequisite: MAT* K137 or permission of the instructor.

Using Microsoft Suite application soft-
ware, students in this class will learn to use each of the software packages as they relate to the business environment. These software packages include an emphasis on Excel to build flexible spreadsheets used in business decision-making, supplemented with Word to produce professional-looking documents, and a variety of applications to produce valid results, and PowerPoint to effectively present and commu-
nicate.

BBG* K210
3 CREDIT HOURS
BUSINESS COMMUNICATION

Prerequisite: ENG* K115

Emphasizes communication technology and business communication concepts in a business environment. After a review of grammar, punctuation and sentence
structure, students will plan, organize and edit several forms of business com-
communication, including memorandums, letters, resumes and reports. Oral presen-
tations are part of the curriculum.

BBG* K231 (formerly MGT K113)
3 CREDIT HOURS
BUSINESS LAW I

Prerequisite: Placement score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.

This course provides the student with an understanding of fundamental legal principles and their applications to busi-
ness transactions and to individual rights and obligations. Crimes and torts are examined, and special emphasis is placed on the study of the law of contracts.

BBG* K232 (formerly MGT K114)
3 CREDIT HOURS
BUSINESS LAW II

Prerequisite: BBG* K231.

This course covers the basic principles of the substantive law governing real and personal property, sales transactions, and commercial paper.

BBG* K291
3 CREDIT HOURS
BUSINESS CAPSTONE

Prerequisites: BBG* K202, BBG* K231, BMK* K201, ECN* K101, ECN* K102 and ACC* K333 for Accounting students or ACC* K118 for Business Administration - Management students and Marketing students or permission of the instructor.

Corequisite: BBG* K210 or BMG* K201 and BMG* K202 for Business Administration - Management students.

This course is designed to be taken dur-
ing the last semester prior to graduation and is targeted for Business Administra-
tion Management AS, Marketing AS and Accounting Career AS students. The course will bring together all the aspects of business that the student has been exposed to so far (Accounting, Finance, Management, Marketing, Business Law, Operations, etc.) Pedagogy will com-
bine a lecture, case studies and business simulations.

BBG* K294 (formerly BUS K215)
1-3 CREDIT HOURS +
BUSINESS INTERNSHIP

Prerequisite: Permission of the instructor.

In this course, students receive on-the-
job placement in a business setting in one of many areas (sales, accounting, marketing). This is a college-super-
vised experience based on a learning con-
tact with evaluations by both the college faculty and the staff of the cooperating business. A one-credit business practic-
ium is required in the Public Administra-
tion and Business Certificate Programs, while a three-credit business practicum is required in the Business Administra-
tion Management Career and Business Administration Public Administration Option Associate Degree Programs.

Entrepreneurship

BES* K118
3 CREDIT HOURS
SMALL BUSINESS MANAGEMENT

Prerequisite: ENG* K101.

This course is designed to assist students with the knowledge and skills needed to operate and/or develop a small business. Emphasis will be placed on the entrepre-
neurial aspects of creating, managing, and gaining profit from a small business.

BES* K218 (formerly BUS K211)
3 CREDIT HOURS
ENTREPRENEURSHIP

Prerequisite: ENG* K101 or BMG* K201 or BMG* K202.

This course is designed especially for those students who wish to start a busi-
tess. An emphasis is placed on the practical applications of financing a new business, marketing goods and services, dealing with competitors, and handling leases and landlords. Understanding legal elements for the new business person and other topics make up the bulk of this course. Reality-based projects and in-class experiences form the basis of instruction.

BES* K239
3 CREDIT HOURS
BUSINESS PLAN DEVELOPMENT

Prerequisites: ACC* K111, ACC* K118, BES* K118, BMK* K201.

This course will teach the student the process of developing a business plan. This course will draw on knowledge obtained from previous business courses. The course will utilize business plan
development software. Students will individually, and on a team basis, develop a complete business plan.

Finance

BFN* K110 (formerly ACC K110)
3 CREDIT HOURS
PERSONAL FINANCE

Prerequisite: Acceptable placement score indicating ENG* K100 or completion of ENG* K094 with a “C” grade or better and acceptable placement score indicating MAT* K090 or completion of MAT* K075 with a “C” grade or higher.

This course provides a non-technical presentation, a basic understanding of personal financial principles. The choices that con-
sumers make in managing their finances are examined. The topics include personal

income and budgeting, consumer credit, investing, taxes, housing, insur-
ance, retirement, and estate planning.

BFN* K201 (formerly BUS K235)
3 CREDIT HOURS
PRINCIPLES OF FINANCE

Prerequisite: ACC* K111, MAT* K137, BMG* K115.

This course offers an introduction to the basic principles of finance with an emphasis on the role a finance manager plays in the corporate world. Areas cov-
ed are financial analysis and forecasting, operating and financial leverage, short and long-term financing alter-
natives, capital budgeting, time value of money, cash management, and international financial management.

BIO* K115 (formerly BIO K115)
4 CREDIT HOURS
HUMAN BIOLOGY I

Corequisite: ENG* K100 or higher.

Focuses on a presentation of human structure and function, including a one-hour survey of the body’s system for students who wish to know more about the life processes of their own bodies. Lab procedures do not involve animal dissections. This course does not meet the pre-admission requirement for the Nursing Program. Three-hour lec-
ture; one three-hour laboratory period.

BIO* K211 (formerly BUS K121)
4 CREDIT HOURS
HUMAN BIOLOGY II

Corequisite: ENG* K100 or higher.

Focuses on anatomy, physiology, reproduction, development and genetics of select groups will be covered. Three-hour lecture, one three-hour labora-
tory period.

BIO* K115 (formerly BUS K113)
4 CREDIT HOURS
GENERAL BOTANY

Prerequisite: Placement test score indicating ENG* K101 or successful completion of ENG* K100 with a “C” grade or better. Corequisite: None required. CHE* K121 or CHE* K111 highly recommended.

This course introduces the study of plant life, including a phylogenetic survey of plants from the protzoans to the chondrates. Aspects of anatomy, physiol-
ogy, reproduction, development and genetics of select groups will be covered. Three-hour lecture, one three-hour labor-
tory period.

BIO* K116 (formerly BUS K114)
4 CREDIT HOURS
INTRODUCTION TO MARINE SCIENCE

Corequisite: ENG* K100 or higher.

This course is an introduction to marine science. Topics to be explored include general marine biology, intertidal ecol-
ogy, plankton biology, marine communi-
ties, the geographical survey of the New England coast. Some field work will be included.

BIO* K118 (formerly BUS K120)
3 CREDIT HOURS
PRINCIPLES OF ENVIRONMENTAL SCIENCE

Corequisite: ENG* K100 or higher.

This is a basic course in environmen-
tal studies that introduces ecological principles and a global perspective on environmental problems such as defor-
estation, droughts, floods, soil erosion, overpopulation, food shortages and pol-
lutants. Some field work will be included.

BIO* K145 (formerly BUS K121)
4 CREDIT HOURS
GENERAL ZOOLOGY

Prerequisite: Placement test score indicating ENG* K101 or successful completion of ENG* K100 with a “C” grade or better. Corequisite: None required. CHE* K121 or CHE* K111 is recommended.

This course introduces the study of animals, including a phylogenetic survey of vertebrates from the protzoans to the chordates. Aspects of anatomy, physiol-
ogy, reproduction, development and genetics of select groups will be covered. Three-hour lecture, one three-hour labora-
tory period.
Environmental Studies. Course fulfills International/Intercultural Requirement.

**BIO* K21 (formerly BIO K211)**

**4 CREDIT HOURS**

**ANATOMY & PHYSIOLOGY I**

Prerequisites: BIO* K111 or higher passed with a “C” grade or better. This course is a comprehensive study of the gross anatomical structure and physiological function of the human body pertaining to cells, tissues, membranes, organs, and the following systems: integumentary, skeletal, articular, muscular and nervous including special senses. Anatomy and Physiology is a two semester course. Students must enroll in both BIO* K211 and BIO* K212 for transfer credit to other institutions. BIO* K212 is offered in the fall semester only. Three-hour lecture; one three-hour laboratory period per week.

**BIO* K212 (formerly BIO K212)**

**4 CREDIT HOURS**

**ANATOMY & PHYSIOLOGY II**

Prerequisites: BIO* K211 with a “C” grade or better. CHE* K111 or higher strongly recommended. A continuation of BIO* K211. Anatomy and Physiology is a two semester course. This course comprises the following systems: endocrine, circulatory, lymphatic, respiratory, digestive (nutrition), urinary (including fluids and electrolyte balance), reproductive, nervous and the role of the human body in development and genetics. Anatomy and Physiology is a two semester course. Students must enroll in both BIO* K211 and BIO* K212 for transfer credit to other institutions. BIO* K212 is offered in the spring semester only. Three-hour lecture; one three-hour laboratory period per week.

**BIO* K235 (formerly BIO K225)**

**4 CREDIT HOURS**

**MICROBIOLOGY**

Prerequisites: BIO* K212 and CHE* K111 or CHE* K121 or K145 or permission of instructor. All courses passed with a “C” grade or better. This course will include the basic characteristics, morphology and metabolic processes of select microbial groups will be studied. Students will learn to apply various modern biochemical techniques that are used for controlling the growth of microorganisms, and to identify unknowns. Three hours of lecture; three hours of lab each week.

**BIO* K260**

**3 CREDIT HOURS**

**PRINCIPLES OF GENETICS**

Prerequisites: ENG* K101, MAT* K137, BIO* K121, CHE* K111 or CHE* K121. This course is designed to cover the basic concepts of genetics, including the theory of chromosomes, classical Mendelian inheritance, principles of human genetics, the genetic code, the role of the nucleic acids in gene expression, genetic mutations, and topics in modern genetics in areas such as recombinant DNA, biotechnology, gene mapping and diagnosis of human genetic disease.

**BIO* K262 (formerly BIO K252)**

**4 CREDIT HOURS**

**GENETICS**

Prerequisites: BIO* K212, BIO* K122, MAT* K136 or higher, CHE* K111 or CHE* K121 or CHE* K122, or successful completion of BIO* K121, BIO* K137, CHE* K111 or CHE* K121 and the written permission of the instructor. All courses passed with a “C” grade or better. This introductory course covers the basic principles, theories and laws of heredity. Topics to be covered will include mitosis, meiosis, DNA and RNA and their role in protein synthesis, chromosomes, genes, the flow of genetic information, and the flow of information in eukaryotes. Fundamental principles of management and business operations are discussed with emphasis placed on management orientation, policy making, practical problem analysis, and philosophy. Attention also centers on the following: planning, organizing, directing, controlling, budgeting functions, qualitative and quantitative decision-making and financial analyses.

**BIO* K270 (formerly BIO K230)**

**4 CREDIT HOURS**

**ECOLOGY**

Prerequisites: ENG* K101, MAT* K137, or higher, CHE* K111 or higher, and one of the following: BIO* K212 and BIO* K122, BIO* K122 and BIO* K145, all courses passed with a “C” grade or better. This course includes five study trips. The first study trip focuses on the principles of ecology at the field level. The second trip will examine the principles of plant and animal behavior in the laboratory and in the field. The third trip will study plant and animal behavior in the laboratory and in the field. The fourth study trip will be an introduction to the principles of the ecosystem and the principles of the natural fauna and flora of the area. The fifth study trip will be an introduction to the principles of the ecosystem and the principles of the natural fauna and flora of the area. The fifth study trip will be an introduction to the principles of the ecosystem and the principles of the natural fauna and flora of the area.

**BIO* K272 (formerly BIO K323)**

**4 CREDIT HOURS**

**MARINE ECOLOGY**

Prerequisites: ENG* K101, MAT* K137, or higher, and one of BIO* K212 or BIO* K145 or K155 or BIO* K145 required, all courses passed with a “C” grade or better. This course is an ecological study of marine organisms and their environment and includes estuaries, tidal marshes, rocky shores, coral reefs, hydrothermal vents and the isolation and the isolation of plants and animals with each other and their physical environment will be stressed. Lab fieldwork involves off-campus study to local marine environments.

**BIO* K278 (formerly BIO K218)**

**4 CREDIT HOURS**

**PRINCIPLES OF MANAGING AND RESTAURANT OPERATIONS**

Prerequisites: ENG* K101 or completion of ENG* K100 with a “C” grade or better. This course introduces the four elements of the marketing mix: product decisions, pricing decisions, promotional decisions and distribution decisions. Emphasis is on the importance of market research, pricing, consumer behavior and consumer behavior in the formulation of marketing strategies. Students study marketing principles and practices and analyze retail and industrial products and services as well as non-profit organizations. Additional topics include marketing in a global context, marketing information systems. The marketing campaigns of small and large companies are discussed as practical examples. Students develop their own marketing plans using strategy and principles learned in the course.

**BMG* K201 (formerly MRK K111)**

**4 CREDIT HOURS**

**PRINCIPLES OF MARKETING**

Prerequisites: Placement score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better. This course introduces the four elements of the marketing mix: product decisions, pricing decisions, promotional decisions and distribution decisions. Emphasis is on the importance of market research, pricing, consumer behavior and consumer behavior in the formulation of marketing strategies. Students study marketing principles and practices and analyze retail and industrial products and services as well as non-profit organizations. Additional topics include marketing in a global context, marketing information systems. The marketing campaigns of small and large companies are discussed as practical examples. Students develop their own marketing plans using strategy and principles learned in the course.

**BMG* K235 (formerly MRK K118)**

**4 CREDIT HOURS**

**PUBLIC RELATIONS**

Prerequisites: ENG* K101. Corequisites: BMK* K201.

This course is a study of the principles and practices of modern public relations as they apply to profit making and not for profit organizations. Students develop a practical approach to the methods of establishing and maintaining a positive relationship between an organization and its stakeholders. Basic knowledge of “publics” include customers, employees, competitors, stockholders, government, vendors, and society in general. Topics include public relations, management, public relations planning, and corporate communications. Ethical and social responsibility and negative publicity are also discussed. Students develop a practical understanding by providing public relations skills in a service learning community placement or by developing a public relations campaign as a capstone project.

**BMG* K241 (formerly MRK K113)**

**3 CREDIT HOURS**

**PRINCIPLES OF ADVERTISING**

Prerequisites: Placement score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better. This course surveys the basic elements,
Course Descriptions

Business Office Technology

**BOT** K292 3 CREDIT HOURS

**PRACTICUM IN MARKETING**

Prerequisites: permission of the instructor. This course is based on the on-the-job placement in a business setting. This is a college-supervised experience based on a learning contract with evaluations by both the college faculty and the staff of the cooperating business.

**BOT** K219 (formerly **BOT** K239) 3 CREDIT HOURS

**KEYBOARDING FOR INFORMATION PROCESSING I**

This course introduces students to IBM compatible computer knowledge, correct keyboarding techniques, instructions on how to format documents, and an introduction to Microsoft Word. Additional applications which are introduced include business letters, tabulation and centering, and reports. Although a requirement for Business Office Technology majors, this course is a necessity for anyone with a computer in their future or desiring typing fluency. All students will be tested the first week of classes and may be excused from the keyboard introduction portion of the course. Fulfills computer literacy requirement.

**BOT** K251 3 CREDIT HOURS

**WORD PROCESSING APPLICATIONS I**

This course will provide students with the opportunity to continue to develop their keyboarding skills as they learn a popular word processing software package (Microsoft Word) on an IBM compatible computer. At the completion of this course, students will be able to input, print, retrieve text, do major editing, revising, and merging; create tables; work with graphics; use a system dictionary and a laser printer. Fulfills computer literacy requirement.

**BOT** K295 3 CREDIT HOURS

**MEDICAL TERMINOLOGY**

Prerequisites: ENG* K101 eligibility. This course is intended for students interested in obtaining a knowledge and understanding of basic medical terminology as the language of the health care professional. The student learns basic medical word roots and combining forms, suffixes, prefixes, and abbreviations. Correct spelling, forming singulars and plurals, understanding definitions, and using terms correctly are important components of the course. This course is especially useful for individuals working in the healthcare or pursuing a degree in an allied health area. This course is equivalent to MED* K125.

**Computer-Aided Drafting**

**CAD** K105 (formerly **CAD** K239) 2 CREDIT HOURS

**COMPUTER-AIDED DRAFTING LAB**

Corequisites: **CAD** K106/107. This laboratory utilizes software in an integrated software package (word processing, spreadsheet, database, and graphics) to complete business projects.

**CAD** K125 (formerly **CAD** K237) 2 CREDIT HOURS

**COMPUTER-AIDED DRAFTING - ELECTRICAL LAB**

Corequisites: **CAD** K124. Students will learn how to use CAD software to develop electronic symbol libraries and create schematic diagrams. Other CAD software programs will be used to generate lists, lay out components, and perform routing.

**CHE** K101 3 CREDIT HOURS

**INTRODUCTION TO CHEMISTRY**

Prerequisites: ENG* K100 and MAT* K095, both passed with a “C” grade or better.

This course surveys the important chemical theories and applications. The topics covered will include metric units and measurements of matter, the atomic structure of matter, chemical bonding and energy changes, chemical formulas and the naming ionic compounds, chemical equations and stoichiometry, gas laws, solutions and very basic organic functions, and principles of advertising. Emphasis is on advertising’s role as a marketing tool. Students study current advertising campaigns and marketing communication methods. Target market, image creation, and ethical aspects of advertising are discussed. Selection of print media, electronic media, and supportive promotional techniques are included. Students create their own comprehensive advertising campaigns using strategies learned in the course.

**CHE** K201 3 CREDIT HOURS

**ADVANCED INORGANIC CHEMISTRY**

Prerequisites: **CHE** K101 and **CHE** K106. The course covers the chemistry of elements and inorganic molecules, equilibrium, reactions and rates, solutions, liquid and vapor phase equilibria, readiness, and the reaction of aqueous solutions. The course is designed to prepare students for advanced study in the field of biological chemistry.

**CHE** K215 2 CREDIT HOURS

**CHEMISTRY OF CONSTRUCTION**

Prerequisites: **CHE** K201. This course is designed to introduce construction students to the chemistry of concrete, masonry, glass, and related building materials.

**CHE** K224 3 CREDIT HOURS

**GEOMETRIC DIMENSIONING AND TOLERANCING**

Prerequisites: **CHE** K201 and **CHE** K215. This course will introduce the concepts of Geometric Dimensioning and Tolerance with respect to design and inspection considerations. The entire course is based upon the ASME Y14.5M-1994 standards. The concepts of proper dimensioning and tolerance methods with clear distinct outcomes will be defined. The use of computer aided drafting will aid in the delivery of the GDT concepts.

**CHE** K239 (formerly **DFT** K1115) 3 CREDIT HOURS

**ADVANCED TOPICS LAB**

Prerequisites: **CHE** K201 and latest **CHE** K224 and latest **CHE** K215. This course will introduce the student to the concepts of 3-D parametric modeling program. Lecture topics will include 3-D concepts, designer fundamentals, constraints, display parameters and the formulation of 3-D assembly drawings.

**CHE** K251 (formerly **CHE** K231) 2 CREDIT HOURS

**CHEMICAL AND PROCESS SAFETY**

Prerequisites: **CHE** K201. Students will review the techniques of developing a drawing in 3-D from the beginning facets of geometry development. The drawing assignments will include further application and analysis. Students will be developing visual skills necessary to design complex structures. The major emphasis of lab assignments will be 3-D assemblies.

**CHE** K255 2 CREDIT HOURS

**COMPUTER AIDED DRAFTING - METALWORKING**

Prerequisites: **CHE** K201 and latest **CHE** K224 and latest **CHE** K215. This course will provide students with the knowledge of working within AutoCAD, the drawing programs for metalworking. The course will cover: the difference between AutoCAD and AutoCAD LT, creating and using symbol libraries, libraries and create schematic diagrams. Other CAD software programs will be used to generate lists, lay out components, and perform routing.

**CHE** K260 2 CREDIT HOURS

**COMPUTER AIDED DRAFTING - ELECTRICAL**

Prerequisites: **CHE** K201. This course covers drafting assignments that will include topics involved with applications revolving around three dimensional solids modeling.

**CHE** K292 (formerly **BOT** K230) 1 CREDIT HOUR

**CHEMICAL ENGINEERING**

Prerequisites: **CHE** K201. This course will introduce the student to the concepts of 3-D parametric modeling program. Lecture topics will include 3-D concepts, designer fundamentals, constraints, display parameters and the formulation of 3-D assembly drawings.

**CHE** K292 (formerly **BOT** K230) 1 CREDIT HOUR

**CHEMICAL PROCESSING**

Prerequisites: **CHE** K201 and latest **CHE** K224 and latest **CHE** K215. This course will provide students with the knowledge of working within AutoCAD, the drawing programs for metalworking. The course will cover: the difference between AutoCAD and AutoCAD LT, creating and using symbol libraries, libraries and create schematic diagrams. Other CAD software programs will be used to generate lists, lay out components, and perform routing.
CHI* K121 (formerly CHE* K112)  4 CREDIT HOURS
GENERAL CHEMISTRY II
Prerequisites: CHE* K121. This course will familiarize the student with the basic principles of hydraulics as related to the field of civil engineering. The understanding of basic fluid properties and water movement is given. Detail work in hydrostatics, Bernoulli’s equation, pressure pipe systems, and uniform open channel flow is given. This course is equivalent to MEC* K270.

CHE* K220 (formerly CHE* K2210)  3 CREDIT HOURS
STORM WATER Hydraulics
Prerequisite: MAT* K186.
This course will familiarize the student with the basic principles of hydraulics as related to the field of civil engineering. The understanding of basic fluid properties and water movement is given. Detail work in hydrostatics, Bernoulli’s equation, pressure pipe systems, and uniform open channel flow is given. This course is equivalent to MEC* K270.

Course Descriptions
CJS* K214 (formerly LAW K214) 3 CREDIT HOURS
EVIDENCE & CRIMINAL INVESTIGATION
Prerequisites: CJS* K101, ENG* K101.
Corequisite: ENG* K101.
This course will investigate the relationship between crime and contemporary society. Emphasis will be placed on sociological, psychological, and physiological explanations for criminal behavior. The course will study the historical development of criminal justice and research various methods and techniques for formal and informal social control.

CJS* K220 (formerly LAW K215) 3 CREDIT HOURS
CRIMINAL INVESTIGATION
Prerequisites: CJS* K123.
This course is designed to make the student aware of the fundamentals of criminal investigation. The student will learn correct procedures and conduct at the crime scene, how to preserve evidence, and chain of custody. Emphasis is on the responsibility of the first responder. Additionally, students will review documentation, preparation, and testimony in court.

CJS* K225 (formerly LAW K216) 3 CREDIT HOURS
FORENSIC SCIENCE
Prerequisites: CJS* K101, CJS* K220.
This course involves the examination of physical evidence including collecting, diagnosing evidence, and preparing it. It will be exposed to the crime laboratory and its capabilities and limitations. Additionally, they will participate in field testing and learn the various purposes of kits and their function and design. Laboratory procedures will be demonstrated depending on existing and available facilities.

CJS* K241 (formerly LAW K215) 3 CREDIT HOURS
CORRECTIONAL COUNSELING I
Prerequisites: CJS* K101, CJS* K102.
This course explores the historical perspectives courses are most appropriate for degree students enrolled in any of the career programs; however, Liberal Arts or General Studies students are eligible.

CJS* K201 (formerly LAW K111) 3 CREDIT HOURS
INTRODUCTION TO CRIMINAL JUSTICE
Corequisite: ENG* K101 or higher.
This course provides the student of the criminal justice system in the United States. Students will be exposed to the system's components: law enforcement, courts, and corrections from historical, theoretical, and philosophical perspectives. Students will have the opportunity to interact with criminal justice professionals and will be challenged in both reading and writing.

CJS* K202 (formerly LAW K118) 3 CREDIT HOURS
INTRO TO CORRECTIONS
Corequisite: ENG* K101 or higher.
This course is designed to provide an introduction to the history and defining concepts in correctional philosophy that form the basis for current correctional standards and practices. Changes in correctional philosophies, institutional architecture and treatment will be studied in their relationship to change in society. Emphasis will be placed on understanding the development of the components of the current correctional system, i.e., probation, incarceration, parole, release, and parole and aftercare. Students will be exposed to the crime laboratory and its capabilities and limitations. Additionally, they will participate in field testing and learn the various purposes of kits and their function and design. Laboratory procedures will be demonstrated depending on existing and available facilities.

CJS* K244 (formerly LAW K231) 3 CREDIT HOURS
CRIMINAL JUSTICE PROFESSIONAL
This course is designed to provide the student with an overview of Hispanic cultures and the Spanish way of life in the criminal justice and corrections systems. Students will gain a basic understanding of the colloquial and idiomatic Spanish while being engaged by criminal justice and corrections professionals.

CJS* K205 (formerly LAW K206) 3 CREDIT HOURS
JUVENILE DELINQUENCY
Prerequisites: CJS* K101.
This course presents an introduction to both the structure and process of juvenile justice and delinquency in the United States. The course will examine the changing philosophical and practical perspectives of juvenile justice and delinquency by presenting an overview of the social, psychological, and biologically explained explanations of juvenile delinquency.

CJS* K243 (formerly LAW K215) 3 CREDIT HOURS
CRIMINAL LAW
This course involves the examination of physical evidence including collecting, diagnosing evidence, and preparing it. It will be exposed to the crime laboratory and its capabilities and limitations. Additionally, they will participate in field testing and learn the various purposes of kits and their function and design. Laboratory procedures will be demonstrated depending on existing and available facilities.

CJS* K251 (formerly LAW K215) 3 CREDIT HOURS
FORENSIC SCIENCE
Prerequisites: CJS* K101, CJS* K220.
This course involves the examination of physical evidence including collecting, diagnosing evidence, and preparing it. It will be exposed to the crime laboratory and its capabilities and limitations. Additionally, they will participate in field testing and learn the various purposes of kits and their function and design. Laboratory procedures will be demonstrated depending on existing and available facilities.

CJS* K242 (formerly LAW K215) 3 CREDIT HOURS
CRIMINAL LAW
Prerequisites: CJS* K101, ENG* K101.
This course presents an introduction to both the structure and process of juvenile justice and delinquency in the United States. The course will examine the changing philosophical and practical perspectives of juvenile justice and delinquency by presenting an overview of the social, psychological, and biologically explained explanations of juvenile delinquency.

CJS* K241 (formerly LAW K241) 3 CREDIT HOURS
COMMUNITY BASED CORRECTIONS
Prerequisites: CJS* K101, CJS* K102. This course covers topics such as police organisation and administration, parole, intermediate sanctions, and alternatives to incarceration and institutions in the correctional system. An overview of law enforcement design and administration will include a profile of the incarcerated offender and the institutional culture. The philosophies of control and change, as well as the factors that impact contemporary law enforcement organizations by presenting and analyzing a variety of management styles and administrative techniques used in such organizations. Students will examine the complexities inherent in the administration of modern law enforcement organizations by presenting and analyzing the various pitfalls and organizational constraints used in such organizations.
the field. The focus and content of the course is designed to increase awareness of the cultural self and to help develop greater competence in communicating across cultural lines. Topics covered include the profound impact of culture on learning styles, language and non-verbal communication, cognitive styles, communication styles, and the role of culture in privilege and power will be explored, as well as processes for mediating inter-cultural conflict. Finally, the course will examine the signposts related to people learn cultural identity and develop inter-cultural sensitivity. Throughout the course, examples will be drawn from cultures of Europe, Asia, Africa, the Middle East and the Americas to help the student gain a global understanding of the issues involved in intercultural communication. Course fulfills International/Intercultural Requirement.

COM* K291 (formerly ENG K235) 3 CREDIT HOURS
PROFESSIONAL INTERPERSONAL DYNAMICS
Pre-requisite: Permission of the instructor.
This course is designed to help prepare and develop skilled empathic peer mentors for assisting Three Rivers Community College students as they acclimate to the college experience. The techniques, methods, and functions of peer mentoring will be explored and integrated with theoretical counseling concepts to be applied in the community college setting. Students will participate in supervised peer mentoring placement at Three Rivers Community College.

Computer Applications

CASA* K101 (formerly CAS* K105) 1 CREDIT HOUR
WINDOWS, THE INTERNET & E-MAIL
This introductory course covers the basics of working with the Windows operating systems, file handling, searching for information on the Internet, and configuring and using e-mail. This course cannot be taken if you have successfully completed CASA* K105.

CASA* K105 (formerly CAS* K1175) 3 CREDIT HOURS
INTRODUCTION TO SOFTWARE APPLICATIONS
This course introduces some popular software applications that are being used in industry, business, and government such as Microsoft Word, Excel, Access, PowerPoint, and Internet Explorer. A small amount of time will be devoted to the environment, i.e. operating system platform and graphical user interface (GUI).

CASA* K110 3 CREDIT HOURS
SPREADSHEET APPLICATIONS
Pre-requisites: CASA* K101 or CASA* K105 or ACC* K225 and MAT* K090 or acceptable placement score, or permission of the instructor. Designed to deliver the beginning, intermediate, and advanced capabilities of Microsoft Excel in hands-on teach- ing environment. Topics range from the basics of creating, editing, and formatting a spreadsheet; creating charts; absolute and relative addressing of formulas and functions; and Object Linking and Embedding to creating and using a worksheet database list management; linking workbooks; creating templates; and recording macros.
Course Descriptions

CSA* K205 (formerly CSC K1176)
148
3 CREDIT HOURS
ADVANCED VISUAL BASIC
Prerequisite: CSA* K105 or permission of instructor or advisor.
This course covers some popular soft-
ware packages currently being used in
industry, businesses, and government
such as Microsoft Word, Excel, Access,
and Power Point. Each package will be
covered in greater depth than CSA* K105
Computer Applications I, and will
include more advanced features such as
using VBa to write macros.

Computer Science

CSC* K108 (formerly CSC K1142)
149
4 CREDIT HOURS
INTRODUCTION TO PROGRAMMING
Prerequisite: Familiarity with Microsoft
Windows operating system and basic word
processing; acceptable placement score or
at the discretion of the instructor.
This course presents a broad introduc-
tion to computer science including com-
puter design, programming, information
processing and algorithmic problem
solving. It is intended as a foundation for
beginning computer science students
and others seeking to use computers as
a tool in business, engineering, science
and other disciplines. In addition, this
course provides an introduction to C++,
A high level computer programming language.
The student will learn to design, develop
and implement programs to solve various
data processing problems. Topics cov-
ered include control structures, functions
and parameter passing, file I/O, and
introduction to arrays and structures. In
the lab, the student will use the computer
to create and run programs to solve prob-
lems involving the lecture portion.
Three lecture hours, one two-hour lab.

CSC* K207 (formerly CSC K2278)
4 CREDIT HOURS
INTRODUCTION TO VISUAL BASIC
Prerequisite: CSC* K108
Designed to provide the student with
quick application development tech-
ology using Microsoft Visual Basic software.
Topics include GUI controls, event han-
dling, graphics, exception handling, file
I/O, data base access, and an introduc-
tion to ASPNET applications and XML
web services. Three lecture hours, one
two-hour lab.

CSC* K208 (formerly CSC K2288)
4 CREDIT HOURS
ADVANCED VISUAL BASIC
Prerequisite: CSC* K207.
Designed to provide the student with
object oriented programming using Visual
Basic.NET to create Windows applications,
circle controls, event processing, and
multithreading. Topics include multimedia,
file I/O, database access, ASP.NET, XML,
web forms, web controls, and networking.
Three lecture hours, one two-hour lab.

CSC* K216 (formerly CSC K2220)
4 CREDIT HOURS
INTERMEDIATE C++
PROGRAMMING
Prerequisite: CSC* K108.
Designed to provide the student with
the fundamentals of object oriented
programming using the language of C++.
Topics include inheritance, polymorphism,
operator overloading, pointers, classes,
templates, function templates, exception
handling. Some of these topics will be
applied to Windows GUI program-
ning with the .NET library. Three
lecture hours, one two-hour lab.

CSC* K218 (formerly CSC K2285)
4 CREDIT HOURS
C PROGRAMMING
Prerequisite: CSC* K108.
Designed to provide the student with
an introduction to the .NET platform and
object-oriented programming using the
language of C#. Topics include console
applications, windows applications,
ASP.NET web applications, web ser-

cices, inheritance, polymorphism, event
handling, graphics, delegates, multi-

threading, exception handling, file I/O,
and networking. Three lecture hours,
one two-hour lab.

CSC* K223 (formerly CSC K2276)
4 CREDIT HOURS
JAVA PROGRAMMING I
Prerequisite: CSC* K108.
Designed to provide the student with
the fundamentals of object oriented
programming using the language of JAVA.
Topics include applets, applica-
tions, inheritance, polymorphism, GUI
components, event handling, graphics,
multi-threading, exception handling,
multi-media, file I/O, and networking.
Three lecture hours, one two-hour lab.

CSC* K224 (formerly CSC K2276)
4 CREDIT HOURS
JAVA PROGRAMMING II
Prerequisite: CSC* K223.
Continuation of Java Programming I fea-
turing J2EE software development.
The course will focus more on the middle
and back-end tier of the three-tier model.
Topics include Servlets, Java Server Pag-
es, JDBC, multi-threading, networking,
applets with CGI, Java Network Launch
Protocol (JNLP), and an introduction to
Enterprise Java Beans. Three lecture
hours, one two-hour lab.

CSC* K233 (formerly CSC K1220)
4 CREDIT HOURS
DATABASE DEVELOPMENT I
Prerequisite: CSC* K108.
The main objective of this course is to
teach students the fundamental concepts
underlying the current database technol-
gy. The course will cover the concepts
behind the database technology, the
relational database model. The course
will attempt to solidify the concepts by
exposing the student to a specific DA-
TABASE MANAGEMENT SYSTEM (DBMS)
that employs the relational model, and by
introducing the student to one or more
query database languages. Three lecture
hours, one two-hour lab.

CSC* K234 (formerly CSC K2210)
4 CREDIT HOURS
DATABASE DEVELOPMENT II
Prerequisite: CSC* K233.
Students will extend their knowledge
of relational database programming by
developing applications that use objects
in the database (stored procedures, func-
tions, data types and triggers) using the
traditional SQL language as well as .NET
languages. Students will also explore the
use of the XML data type for the storage
of XML documents and validation of
these documents using XML schemas.
OLAP (On-Line Analytical Processing)
and Data Mining will also be explored.
Three lecture hours, one two-hour lab.

CSC* K235 (formerly CSC K2260)
4 CREDIT HOURS
SYSTEMS ANALYSIS DESIGN &
DEVELOPMENT
Prerequisite: CSC* K108 or permission of
the instructor.
This course introduces students to the
principles and methods of systems analy-

sis and design. Case studies and indi-

gidualized student projects demonstrate and
give students experience in systems
analysis and design. The approach empha-
sizes problem solving, analysis of
project goals while taking into account constraints with respect to time, cost, personnel,

equipment, etc.

CSC* K238 (formerly CSC K2238)
4 CREDIT HOURS
INTRODUCTION TO ASSEMBLER
Prerequisite: CSC* K108.
This course is designed to provide stu-
dents with an introduction to machine
organization and machine language by
learning to program in assembly lan-
guage. Topics include macros, external
libraries, run-time routines, paragraph
compilations, linking, assembly language
modules to C++ programs, machine instruc-
tion encoding, hardware port I/O, terminate
and stay resident utilities, interrupt han-
dlers, and the floating point unit. Three
lecture hours, one two-hour lab.

CSC* K295 (formerly CSC K2995)
4 CREDIT HOURS
CO-OP ED/WORK EXPERIENCE
Prerequisite: Consent of Program Coordi-
ant or advisor.
Corequisites: Students must have completed all freshmen level technology courses and have a GPA of 2.50 or better.
Students will work in industry gaining hands-on experience while applying academic knowledge acquired during their first year of classroom/laboratory
college education. Program completion will be agreed upon by the co-op student, industry supervisor, and faculty advis-
or. A minimum of 225 documented industry contact hours must be devoted to the co-op student during the semester internship.

CSC* K141 (formerly CSC K1215)
4 CREDIT HOURS
COMPUTER HARDWARE MAINTENANCE
Prerequisite: CSA* K105 or equivalent or
permission of instructor.
This course will provide the principles of
maintaining and troubleshooting the per-
sonal computer’s hardware. The course
will cover computer hardware, associated
peripherals, configuration, optimization,
and repair from the PC technician’s point of view. Students will develop

critical thinking and troubleshooting skills
through emphasis on hands-on experience in
installing, maintaining, and processing various problems with computer
hardware. This course is designed to be preparing the student for the CompTIA
Core Hardware Exam for the A+ certification.

CST* K151 (formerly CSC K1230)
4 CREDIT HOURS
WEB DEVELOPMENT AND DESIGN
Prerequisite: CSA* K105 or equivalent or
permission of the instructor.
This course offers a thorough treat-
ment of Web Design and Development concepts, with programs that yield visible and audible results in Web pages and Web-based applications. The course includes an introduction to Microsoft Internet Explorer and the World Wide Web, effective Web page design prac-
tices. This course uses HTML, XHTML, web
graphics, authoring software, and client-
server-side scripting. The course includes
detailed discussion of graphics formats, the applications and tools for creating graphics and text, font selection, use of meta-tags, navigation techniques, and methods of optimizing web sites.

CST* K475 (formerly CSC K1183)
4 CREDIT HOURS
NETWORK ADMINISTRATION AND SUP-
PORT
Prerequisite: CSA* K105 or permission of
the instructor.
The student will acquire detailed knowledge of the information technology, including basic network structure, the characteristics of star, bus, mesh, and
ring topologies, and their advantages and disadvantages; the characteristics of segments and backbones; identification of
the following: the major network operating systems, including Microsoft Windows NT, NetWare, and Unix; the clients that best serve specific
network operating systems and their resources; the directory services of the major network operating systems, and general networking and communica-
tions security. It is recommended but not
required that this course be taken first.

CST* K267 (formerly CSC K2283)
4 CREDIT HOURS
INTERNET TECHNOLOGIES
Prerequisite: CSA* K105 or equivalent or
permission of the instructor.
This course surveys the various technolo-
gies that form and make the Internet.
Specifically, it helps students to under-
cent current technologies and make
informed business decisions concerning the Internet. The student will acquire
detailed knowledge of a wide range of
Students will become knowledgeable of basic network security. Topics include general security concepts, including authentication methods along with common network security, electronic payment systems, and international, legal and ethical issues are examined. A case-study approach is used which analyzes business examples to provide real-world experience.

CSt* K275 (formerly CSc K2230) 4 CREDIT HOURS WEB DEVELOPMENT AND DESIGN IIPrerequisite: CSt* K153 or permission of the instructor. Students will become knowledgeable of basic network security. Topics include general security concepts, including authentication methods along with common network security, electronic payment systems, and international, legal and ethical issues are examined. A case-study approach is used which analyzes business examples to provide real-world experience.

CSt* K275 (formerly CSc K2230) 4 CREDIT HOURS WEB DEVELOPMENT AND DESIGN IIPrerequisite: CSt* K153 or permission of the instructor. Students will become knowledgeable of basic network security. Topics include general security concepts, including authentication methods along with common network security, electronic payment systems, and international, legal and ethical issues are examined. A case-study approach is used which analyzes business examples to provide real-world experience.

Dental Hygiene
DNT* K101 1 CREDIT HOUR INTRODUCTION TO DENTAL HYGIENE IPrerequisite: Placement test score indicating ENG* K100 or completion of ENG* K94 with a "C" grade or better. Corequisite: ENG* K100 or completion of ENG* K94 or any student desiring to meet the lab science requirement for the LAS degree. Students majoring in education or business, or any student desiring to meet the lab science requirement for the LAS degree. Students majoring in education or business, or any student desiring to meet the lab science requirement for the LAS degree. Students majoring in education or business, or any student desiring to meet the lab science requirement for the LAS degree.

Early Childhood Education
ECE* K101 (formerly CDV K111) 3 CREDIT HOURS INFANT/TODDLER GROWTH & DEVELOPMENTPrerequisite: ENG* K101 eligibility; ECE* K101 and ECE* K182 recommended. This course will cover the principles of maintaining the personal computer’s operating systems software. The course will cover installing, configuring, upgrading, diagnosing, and troubleshooting computer operating system software from the PC technician’s point of view. Students will develop critical thinking and troubleshooting skills through an emphasis on hands-on experience in installing, maintaining, and processing various problems with computer desktop operating system software. This course will be preparing the student for the CompTIA Operating System Technologies Examination for the A+ certification.

CSt* K251 (formerly CSc K2237) 4 CREDIT HOURS WEB GRAPHICS DESIGN AND DEVELOPMENTPrerequisite: CSt* K105 or permission of the instructor. Recommended: Basic knowledge of HTML. This course will include the use of computer-based graphics creation, editing, animation, and manipulation techniques as vehicles for creation and optimization of web graphics, creation of professional Web animations using an object-based approach, an introduction to optimization of attributes such as position, opacity, rotation, scale, skew, and color, among other elements.

CSt* K252 (formerly CSc K2230) 4 CREDIT HOURS WEB DEVELOPMENT AND DESIGN IIPrerequisite: CSt* K153 or permission of the instructor. The course will focus on the use of DHTML in conjunction with style sheets, both CSS and XSLT, to enhance Web page content. Client-side scripting to support DHTML and server-side scripting will be covered, including the basic concepts of computer programming techniques. Server database access and XML for Web transactions will be introduced. The course will also introduce the process of requirements gathering, documentation, design and implementation of a web site, while introducing the concepts of the infrastructure and software used to support web based applications. The course will require each student to build a web site, using the skills and tools taught in the course.

CSt* K253 (formerly CSc K2236) 4 CREDIT HOURS WEB E-COMMERCEPrerequisite: CSt* K153 or permission of the instructor. This course examines the essentials of electronic commerce including the business-to-consumer (B2C) and the business-to-business (B2B) categories as well as the transactions and processes that support selling and purchasing activities. B2C topics include the addition of server side programming (e.g. shopping cart software) to traditional web site design for the support of order entry processing, and database technology to support both product catalogs and transactions for order fulfillment. B2B topics include electronic purchase order and invoicing processes needed to implement electronic data interchange. The role of XML in these activities, electronic commerce security, electronic payment systems, and international, legal and ethical issues are examined. A case-study approach is used which analyzes business examples to provide real-world experience.

CSt* K2232 (formerly CSc K2234) 4 CREDIT HOURS COMMUNICATIONS & NETWORKINGPrerequisite: CSt* K105 or equivalent. Students will become knowledgeable of basic internetworking concepts, including the use of internetworking software applications. Topics include routing/swapping/hardware security, distributed client/server applications architecture, intranets and internet servers and the differences between popular client and server programming languages.

Course Descriptions

For complete and up-to-date academic information, visit www.trcc.commnet.edu

For complete and up-to-date academic information, visit www.trcc.commnet.edu
ECE* K150 (formerly CDV K117) 3 CREDIT HOURS
INTRODUCTION TO EARLY CHILDHOOD SPECIAL ED
Prerequisite: ENG* K110 eligibility; ECE* K101 and ECE* K182 recommended.
Introduces students to the role of special education as well as its basic principles and practices. Among the topics addressed are laws, regulations, and ethical codes governing special education; political, social, and philosophical issues in special education; planning, curriculum, classroom management, and interdisciplinary methods in special education; the roles of the teacher and instructional professionals in special education; and the process of making decisions about the special education of individual children.

ECE* K176 (formerly CDV K215) 3 CREDIT HOURS
HEALTH, SAFETY & NUTRITION
Prerequisite: ENG* K110 eligibility; ECE* K101 and ECE* K182 recommended.
The course introduces the health, safety and nutrition aspects that benefit the children through these domains will be explored through community service experiences.

ECE* K180 3 CREDIT HOURS
CRITICAL PREPARATION
Prerequisite: None required; ECE* K101 and ECE* K182 recommended.
Designed for childcare providers preparing for the Child Development Associate (CDA) Credential through the Council for Professional Recognition in Washington, D.C. Students must be working or volunteering in a program and have completed at least 250 hours of work in this setting. Assists students in understanding nationally-recognized Child Development Associate (CDA) Credential and provides foundation for acquiring the skills required for a CDA. This course will focus on the six CDA Competency Goals and thirteen Functional Areas and will assist students in the preparation of the required CDA resource file, parent opinion questionnaires, and CDA assessment observation instrument.

ECE* K182 (formerly CDV K117) 3 CREDIT HOURS
CHILD DEVELOPMENT
Prerequisite: ENG* K110 eligibility or permission of the Program Coordinator based on ECE work experience.
Introduces to students the role of special education as well as its basic principles and practices. Among the topics addressed are laws, regulations, and ethical codes governing special education; political, social, and philosophical issues in special education; planning, curriculum, classroom management, and interdisciplinary methods in special education; the roles of the teacher and instructional professionals in special education; and the process of making decisions about the special education of individual children.

ECE* K186 (formerly CDV K206) 3 CREDIT HOURS
ADMINISTRATION & SUPERVISION OF INFANT/TODDLER PROGRAMS
Prerequisite: ENG* K101; ECE* K101 and ECE* K182 recommended.
Emphasizes the development of the curriculum for infants and toddlers and the administrative skills necessary for the program. Content will focus on the principles of motivation, program management, and observation and assessment of learning. The course will be helpful to those interested in the field of early childhood education, family child-care providers, and educators in preschool programs.

ECE* K188 3 CREDIT HOURS
ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS
Prerequisite: ENG* K101; ECE* K101 and ECE* K182 recommended.
Introduces students to the role of administration in Early Childhood Program. Students will be guided in the development of a scientific and objective approach to the interpretation of child behavior. Students will study various methods for determining causes of behavior problems in children. They will observe children and analyze their behavior in each of the following areas: physical abilities and motor skills, cognitive abilities, as well as social and emotional development.

ECE* K206 (formerly CDV K230) 3 CREDIT HOURS
ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS
Prerequisite: ENG* K101; ECE* K101 and ECE* K182 recommended.
Introduces students to the role of administration in Early Childhood Program. Students will be guided in the development of a scientific and objective approach to the interpretation of child behavior. Students will study various methods for determining causes of behavior problems in children. They will observe children and analyze their behavior in each of the following areas: physical abilities and motor skills, cognitive abilities, as well as social and emotional development.

ECE* K210 (formerly CDV K126) 3 CREDIT HOURS
OBSERVATION PARTICIPATION & SEMINAR
Prerequisite: ENG* K101; ECE* K101 and ECE* K182 recommended.
Prerequisite: ENG* K101; ECE* K101 and ECE* K182 recommended.
Emphasizes techniques and strategies for recording children’s ages (0-8) behavior accurately and objectively through portfolio assessment. The course reviews CT Statewide Department of Education benchmarks and performance standards, and identifies the methodologies best used for assessment. The importance of child development from birth to eight years is emphasized and used in observation of children in a childcare setting, preschool programs, and K-3 classes.

ECE* K212 3 CREDIT HOURS
ADMINISTRATIVE LEADERSHIP IN EARLY CHILDHOOD PROGRAMS
Prerequisite: Completion of ECE* K206 with a “C” grade or better.
Designed to provide students with an understanding of the leadership roles and responsibilities for directors or administrators in early childhood programs. The emphasis will be on the effectiveness of leadership and the impact it has on children and families. Special emphasis will be placed on leadership strategies and interpersonal skills, decision-making abilities and organizational and managerial skills. Students will be expected to demonstrate competence in leadership through the completion of an observation instrument.

ECE* K220 3 CREDIT HOURS
THE EXCEPTIONAL LEARNER
Prerequisite: ENG* K101, ECE* K101 and ECE* K182.
The course provides an overview of the field of early childhood special education. It includes information on the legal, ethical, psychological, and sociological issues involved, and the implications of the intellectual, motor and sensory handicaps will be discussed. Additional topics will be addressed including intervention, multiculturalism, and parenting.

ECE* K221 (formerly CDV K219) 3 CREDIT HOURS
THE EXCEPTIONAL LEARNER
Prerequisite: ENG* K101, ECE* K101 and ECE* K182.
The course provides an overview of the field of early childhood special education. It includes information on the legal, ethical, psychological, and sociological issues involved, and the implications of the intellectual, motor and sensory handicaps will be discussed. Additional topics will be addressed including intervention, multiculturalism, and parenting.

ECE* K223 (formerly CDV K241) 3 CREDIT HOURS
MEASUREMENT METHODS AND TECHNIQUES IN EARLY CHILDHOOD EDUCATION
Prerequisite: ENG* K110, ECE* K101 and ECE* K182 recommended.
Designed to introduce those students who have an understanding of knowledge of child development and the exceptional child. The course will be mandated by the Connecticut Department of Early Intervention Plans (EIP’s), Individual Education Plans (IEP’s), and a curriculum that is based on the individual needs of the exceptional child. This course will expose students to the fundamentals of classroom strategies, and techniques for exceptional students of all ages. Course content will be taught through the use of topics relevant to student needs and interests.

ECE* K226 3 CREDIT HOURS
METHODS AND TECHNIQUES IN EARLY CHILDHOOD EDUCATION
Prerequisite: ENG* K110, ECE* K101 and ECE* K182 recommended.
Designed to introduce those students who have an understanding of knowledge of child development and the exceptional child. The course will be mandated by the Connecticut Department of Early Intervention Plans (EIP’s), Individual Education Plans (IEP’s), and a curriculum that is based on the individual needs of the exceptional child. This course will expose students to the fundamentals of classroom strategies, and techniques for exceptional students of all ages. Course content will be taught through the use of topics relevant to student needs and interests.

ECE* K228 3 CREDIT HOURS
INTERVENTIONS FOR INFANTS/TODDLERS
Prerequisite: ECE* K101; ECE* K150 and ECE* K182 recommended.
The course will be taught through the use of topics relevant to student needs and interests. This course is designed for students who have an understanding and knowledge of child development and the exceptional child. The course will be mandated by the Connecticut Department of Early Intervention Plans (EIP’s), Individual Education Plans (IEP’s), and a curriculum that is based on the individual needs of the exceptional child. This course will expose students to the fundamentals of classroom strategies, and techniques for exceptional students of all ages. Course content will be taught through the use of topics relevant to student needs and interests.

ECE* K231 (formerly CDV K135) 3 CREDIT HOURS
EARLY LANGUAGE & LITERACY DEVELOPMENT
Prerequisite: ENG* K110 and ECE* K182.
The course will be taught through the use of topics relevant to student needs and interests. This course is designed for students who have an understanding and knowledge of child development and the exceptional child. The course will be mandated by the Connecticut Department of Early Intervention Plans (EIP’s), Individual Education Plans (IEP’s), and a curriculum that is based on the individual needs of the exceptional child. This course will expose students to the fundamentals of classroom strategies, and techniques for exceptional students of all ages. Course content will be taught through the use of topics relevant to student needs and interests.

ECE* K280 (formerly CDV K246) 3 CREDIT HOURS
STUDENT TEACHING ENG 1
Prerequisite: Program Coordinator approval; at least 7 courses in ECE; recommended GPA 2.7; recommended ECE* K101 before enrolling.
Enables students to apply child development theory in planning and teaching lessons in a learning environment with children ages birth to eight years. Students will demonstrate the ability to manage a classroom independently, to plan, organize, implement, and evaluate classroom activities. Students will complete a minimum of 125 hours of student teaching, and 20 hours of contact time devoted to issues in Early Childhood. Students complete a Senior Portfolio reflecting their teaching experiences and current research. Students must fulfill specific health requirements mandated by CT State Licensing, including fingerprinting. These expenses must be assumed by the student.

ECE* K290 (formerly CDV K120) 3 CREDIT HOURS
SPECIAL EDUCATION: PRINCIPLES OF MICROECONOMICS
Prerequisite: Placement test score indicating ENG* K110 or completion of ENG* K110 with a “C” grade or better.
This course introduces students to the basic concepts of the economic system. The first section examines the microeconomics, with an emphasis on the economic thought process. Discussion of money and banking, national income, fiscal measures, and stabilizing the economy are all included.

ECE* K300 (formerly CDV K121) 3 CREDIT HOURS
SPECIAL EDUCATION: PRINCIPLES OF MACROECONOMICS
Prerequisite: Placement test score indicating ENG* K110 or completion of ENG* K110 with a “C” grade or better.
This course introduces students to the basic concepts of the economic system. The first section examines the macroeconomics, with an emphasis on the economic thought process. Discussion of money and banking, national income, fiscal measures, and stabilizing the economy are all included.

ECE* K302 (formerly CDV K122) 3 CREDIT HOURS
SPECIAL EDUCATION: PRINCIPLES OF ECONOMICS
Prerequisite: Placement test score indicating ENG* K110 or completion of ENG* K110 with a “C” grade or better.
This course introduces students to the basic concepts of the economic system. The first section examines the macroeconomics, with an emphasis on the economic thought process. Discussion of money and banking, national income, fiscal measures, and stabilizing the economy are all included.
Course Descriptions

Course:

**ECON** K145 (formerly ECO K210)

**3 CREDIT HOURS**

**ENvironMENtal EcoNoMics**

Prerequisite: MAT* K337 or higher.

Students will do an investigative and ana-
lytical study of the major theoretical and
applied issues of environmental econom-
ic and resource management. Topics
will include the role of market failure,
uncertainties, long run versus short run
environmental concerns, incentive-based
control strategies, and resource utiliza-
tion of a finite globe. Applications will
come from a host of issues, including
clean water and air legislation, acid rain,
auto emissions, energy, hazardous waste,
CO2, chlorofluorocarbons, and global
warming. A course in Environmental
Studies or Environmental Science is
recommended but not required.

**ECON** K250

**3 CREDIT HOURS**

**MONEy AND BANKing**

Prerequisite: Placement test score indicating
ENG* K101 or completion of ENG* K100
with a “C” or better.

Examines the role that money, interest
rates and financial intermedia-ties (in
particular, the banking system) play in
the operation of the US economy.
The aim of this course is to give students
an overview of the US financial system
and an understanding of the theory and
practice of monetary policy in the United
States.

**ECON** K296 (formerly ECO K298)

**3 CREDIT HOURS**

**TEACHING ASSISTANTSHIP IN ECONOMICS**

Prerequisite: At least two prior courses in
economics and/or permission of the instructor.

In this assistantship, students will assist
a faculty member in conducting an academic
course offered in the field of economics.
Students may lead discussion groups,
work with individual students, organize
field trips, make presentations,
attend meetings using a variety of test instruments.

**EDU** K110

**3 CREDIT HOURS**

**TEACHING IN THE 21ST CENTURY**

Prerequisite: ENG* K101 eligibility.

This course is designed for students con-
sidering education as a major and teach-
ing as a profession. Students will have
an opportunity to experience primary,
middle and secondary education through
site visits, guest speakers and varied
media. Students will obtain a systematic
body of knowledge from which they can
develop a repertoire of teaching practices
to meet the learning needs of students
with diverse learning styles, developmen-
tal needs, cultural and socioeconomic
backgrounds.

**EEt** K105

**3 CREDIT HOURS**

**ELECTRiC CiRCUITS & SYStEMS**

Prerequisite: High School Algebra or MAT*
K095.

Coursequisites: EEt* K106 and MAT*
K137.

Provides an introduction to the basic
concepts of DC and AC electric circuits.
Current, voltage, resistance, energy, and
power relationships are introduced.
Circuit analysis of basic series and parallel
circuits is covered. Instruments and
techniques of electrical measurement
for both DC and AC circuits are also
discussed.

**EEt** K106

**1 CREDIT HOUR**

**ELECTRiC CiRCUITS & SYStEMS LAB**

Prerequisite: High School Algebra or MAT*
K095.

Coursequisites: EEt* K106.

This lab course will supplement the
course Electric Circuits & Systems. Stu-
dents will apply the concepts learned in
the classroom and gain practical hands-
on experience making electrical measure-
ments using a variety of test instruments.

**EEt** K115 (formerly EET K103)

**1.5 CREDIT HOURS**

**ELECTRICAL GRAPHiCS LAB**

Corequisites: EET* K105/106.

Students learn basic electronic drafting
techniques used to produce schematic di-
grams, block and logic diagrams, printed
circuit drawings, and chassis drawings.
Construction of the student- designed
printed circuit assembly is included.

**EEt** K116 (formerly EET K106)

**3 CREDIT HOURS**

**ELECTRiC NETWORK ANALySiS**

Prerequisite: High School Algebra or MAT*
K095.

Coursequisites: EEt* K117, MAT* K137.

This course is designed for any military
personnel who have the equivalent of
4 semester hours of AC & DC circuits.
This course, in conjunction with military
credits, will give the student credit for
EET* K110, EET* K111, EET* K112, and
EET* K113.

The emphasis of this course will be on circuit analysis tech-
niques such as Thevenin’s Theorem, Nor-
ris’ Theorem, Superposition Theorem,
Loop, Mesh, and Nodeal Analysis.

**EEt** K117 (formerly EET K107)

**1 CREDIT HOUR**

**ELECTRiC NETWORK ANALySiS LAB**

Prerequisite: High School Algebra or MAT*
K095.

Coursequisites: EEt* K116, MAT* K137.

Students will be assigned laboratory
exercises to achieve the goals of EEt*
K116.

**EEt** K119

**4 CREDIT HOURS**

**ADVANCED CiRCUITS AND SYStEMS**

Prerequisite: EET* K105/106, MAT*
K137.

Coursequisites: EEt* K120, MAT* K186.

Develops the concepts of DC and AC
electric circuits introduced in Electric
Circuits and Systems. More advanced
configurations and operational principles of
DC and AC circuits are covered, including:
transient behavior of capacitive and
inductive circuits; power considerations
in industrial AC systems; network theorems,
such as superposition and Thevenin’s
theorem applied to DC, AC, and mixed
circuits; transformers; three phases cir-
cuits, and filters. Electrical Engineering
Technology majors are expected to use
this course to complete a year of study of
circuits and systems.

**EEt** K120

**1 CREDIT HOUR**

**ADVANCED CiRCUITS AND SYStEMS LAB**

Prerequisite: EET* K105/106, MAT*
K137.

Coursequisites: MAT* K186, EET* K134.

Students will use their practical experience in
the handling and measurement of semi-
conductor devices. Computer simulation
and bench measurements will be performed
in studying the operational characteristics
of basic semiconductor devices.

**EEt** K140 (formerly EET K1400)

**3 CREDIT HOURS**

**ENERGY CONVERSION SYSTEMS AND BENCH MEASUREMENT LAB**

Prerequisite: EET* K105/106.

Coursequisites: EEt* K141.

This course covers topics in the use of
electrical machinery to convert energy
from mechanical to electrical form and
the converse. Included are DC machines,
AC machines, stepper motors, and basiscs
of starters and controllers.

**EEt** K141 (formerly EET K1401)

**1 CREDIT HOUR**

**ENERGY CONVERSION SYSTEMS AND BENCH MEASUREMENT LAB**

Prerequisite: EET* K105/106.

Coursequisites: EEt* K140.

Students will be assigned laboratory
experiments that provide hands-on
experience, with lab versions of the
machinery discussed in the lecture part
of the course.

**EEt** K144 (formerly EET K2104)

**3 CREDIT HOURS**

**FUNDAMENTAL CiRCUITS AND MACHiNES LAB**

Prerequisite: MAT* K186.

Coursequisites: EEt* K145.

This course covers the basics of DC and
AC electricity in its first half and provides
the foundation for the basics of power
generation, distribution and conversion.

**EEt** K145 (formerly EET K2105)

**1 CREDIT HOUR**

**FUNDAMENTAL CiRCUITS AND MACHiNES LAB**

Prerequisite: MAT* K186.

Coursequisites: EEt* K144.

This course supports Electronics II by

Students will conduct laboratory
experiments in electrical power,
from basic principles of AC and
DC machinery; it is for students in
Nuclear Engineering Technology
and other non-electrical programs.

**EEt** K162 (formerly EET K1116)

**3 CREDIT HOURS**

**ELECTRONiC APPLiCAtiONS LAB**

Prerequisite: MAT* K337.

Coursequisites: MAT* K137, EET* K163.

This course is a degree level study of Ba-
sic Electronics. It is designed for students
who are NOT in the Electrical Engineer-
ing Technology degree program or for
students who need to upgrade their skills
before enrolling in the EET program.
Recommended for Computer Science Technology students.

**EEt** K163 (formerly EET K1117)

**1 CREDIT HOUR**

**ELECTRONiC APPLiCAtiONS LAB**

Prerequisite: MAT* K095.

Coursequisites: MAT* K137, EET* K162.

This course is the component for EET
Electronics Applications. It is designed for
students who are NOT in the Electrical Engineer-
ing Technology degree program or for
students who need to upgrade their skills
before enrolling in the EET program.
Recommended for Computer Science Technology students.

**EEt** K234 (formerly EET K2100)

**3 CREDIT HOURS**

**ELECTRONiCS II**

Prerequisite: EEt* K134/135.

Coursequisites: EEt* K235.

In this course, the design, analysis and
synthesis of semi-conductor circuits for
various applications such as Bipolar
and field effect transistors as well as
integrated circuits are considered. High
and low frequency effects are investigat-
ed. Various circuit configurations will
be addressed, including multistage and
feedback amplifiers, operational amplifiers,
power amplifiers, regulated power supplies, trans
cetermined rectifiers, and oscillators.

**EEt** K235 (formerly EET K2101)

**1.5 CREDIT HOURS**

**ELECTRONiCS II LAB**

Prerequisite: EEt* K134/135.

Coursequisites: EEt* K234.

This course supports Electronics II by

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FOR COMPLETE AND UP-TO-DATE ACADEMIC INFORMATION, VISIT WWW.TRCC.COMMNET.EDU
EET* K254 (formerly EET K2110) 3 CREDIT HOURS DIGITAL ELECTRONICS I Prerequisites: EET* K234/135. Corequisite: EET* K255. Students will engage in a comprehensive study of binary logic gates. The circuits for certain TTL, ECL, MOS, and CMOS gates are analyzed. The course also includes the study of codes, encoding, decoding, number systems, and various sequential logic circuits such as flip-flops, counters, and shift registers.

EET* K255 (formerly EET K2111) 1.5 CREDIT HOURS DIGITAL ELECTRONICS I LAB Prerequisites: EET* K234/135. Corequisite: EET* K254. Students will engage in a comprehensive study of binary logic gates. The circuits for certain TTL, ECL, MOS, and CMOS gates are analyzed. The course also includes the study of codes, encoding, decoding, number systems, and various sequential logic circuits such as flip-flops, counters, and shift registers.

EET* K258 (formerly EET K2120) 3 CREDIT HOURS MICROPROCESSORS & CONTROLS Prerequisites: EET* K254/255. Corequisite: EET* K259. Students will be introduced to the concepts involved in a single board microcomputer. Emphasis is placed upon using a microprocessor as a control device, and also in digital control system. Various microprocessors and related integrated circuits are studied.

EET* K259 (formerly EET K2121) 1.5 CREDIT HOURS MICROPROCESSORS & CONTROLS LAB Prerequisites: EET* K254/255. Corequisite: EET* K258. This lab provides application of the concepts corresponding to the theory in EET* K258.

EET* K264 (formerly EET K2130) 3 CREDIT HOURS AUTOMATED CONTROL IPrerequisites: EET* K105/106 or EET* K204/205 and MATH* K186. Corequisite: EET* K265. This course familiarizes students with the components that make up automatic control systems. It demonstrates the advantages of Laplace Transform Analy- sis in dealing with steady state error, transient response, and stability.

EET* K265 (formerly EET K2131) 1 CREDIT HOUR AUTOMATED CONTROL LAB Prerequisites: EET* K2122/133 or EET* K142/143, MATH* K186. Corequisite: EET* K266. This lab provides students with hands-on experience with analog and digital closed loop automatic control components, circuits, and systems. It familiarizes students with analog and digital simulation techniques.

EET* K266 (formerly EET K2138) 3 CREDIT HOURS AUTOMATED CONTROL II Prerequisites: EET* K264/265. Corequisite: EET* K267. This course familiarizes students with the sensors, programmable controllers, and actuators that make up modern day robotic systems. Students will learn how to gain hands-on experience while applying academic knowledge acquired during their first year of classroom/laboratory college courses. Control system techniques are used to implement robot analysis and design.

EET* K267 (formerly EET K2139) 1 CREDIT HOUR AUTOMATED CONTROL LAB II Prerequisites: EET* K264/265. Corequisite: EET* K266. This lab provides students with hands-on experience with the sensors, programmable controllers, and actuators used in a variety of industrial and manufacturing control systems. Students will learn how to apply control system design project is included.

EET* K274 (formerly EET K2140) 3 CREDIT HOURS TELECOMMUNICATIONS I Prerequisites: EET* K234/235 or PHO* K230. Corequisite: EET* K275. Students will study communications from an informational and circuit/systems point of view. Modulation theory and techniques will be covered. Noise considerations, bandwidth requirements, and the transmission, propagation, reception, and detection of RF signals will be considered. Analog and digital considerations will be addressed.

EET* K275 (formerly EET K2411) 1.5 CREDIT HOURS TELECOMMUNICATIONS I LAB Prerequisites: EET* K234/235 or PHO* K230. Corequisite: EET* K274. This course supports Communications I by providing students with hands-on experience in the design, check-out, and evaluation of the various circuits and subsystems that comprise a communications system. Both computer simulation and bench experimentation are emphasized in gaining a familiarity with the circuitry and instrumentation involved.

EET* K295 (formerly EET K2995) 3 CREDIT HOURS ELECTRICAL CO-OP Prerequisite: Consent of Program Coordinator. Corequisite: Student must have completed all freshman level technology courses and must be agreed upon by the co-op student, industry supervisor, and faculty advisor. A minimum of 225 documented industry contact hours must be coordinated by each co-op student during the semester internship.

EGR* K211 (formerly ENG* K2111) 3 CREDIT HOURS ENGINEERING STATICS Prerequisite: MATH* K254. Corequisite: MATH* K256. Students will be introduced to engineering mechanics via vector approach to static forces and their resolution. Topics include: forces of frame systems, free-body analysis, first and second moments of areas and mass and static friction. Applications to trusses, frames, beams, cables and rods are included.

EGR* K212 (formerly ENG* K2112) 3 CREDIT HOURS ENGINEERING DYNAMICS Prerequisites: EGR* K211 and MATH* K256. Engineering applications of Newtonian mechanics to dynamic forced transla- tional motion, work, impulse and momentum will be taught. Topics include: kinematics, kinetics of particles and rigid bodies, vibrations, energy and momentum conservation.

ENG* K208 (formerly ENG K222) 3 CREDIT HOURS CREDIT HOURS IN ENGLISH AS LANGUAGE Prerequisite: ENG* K101 with a "C" grade or better.

This course challenges assumptions students may have about language by examining the diversity and changes of the English language. Topics include the nature of language, a brief history of the English language, ethnic and regional varieties of English, grammar issues, the mass media's use of language, and social aspects of language.

ENG* K209 (formerly ENG* K220) 3 CREDIT HOURS TECHNICAL WRITING Prerequisite: ENG* K102 or permission of the instructor.

This course surveys the elements, structure, techniques and evolution of the novel in the Western literary tradition. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K210 (formerly ENG* K213) 3 CREDIT HOURS SHORT STORY Prerequisite: ENG* K209 or permission of the instructor.

This course explores the unique elements of the short story form, its historical and artistic development, and the stories of outstanding writers. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K211 (formerly ENG* K211) 3 CREDIT HOURS SHORT STORY Prerequisite: ENG* K102 or permission of the instructor.

This course explores the elements of poetry from traditional forms to contem- porary ones. Readings will be selected from the ancients to the moderns, from different cultures, and from different historical and literary periods. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K213 (formerly ENG* K210) 3 CREDIT HOURS POETRY Prerequisite: ENG* K212 or permission of the instructor.

This course explores the elements of poetry from traditional forms to contem- porary ones. Readings will be selected from the ancients to the moderns, from different cultures, and from different historical and literary periods. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K202 (formerly ENG* K226) 3 CREDIT HOURS ADVANCED COMPOSITION Prerequisites: ENG* K101 with a "C" grade or permission of the instructor.

This course is designed to further de- velop and refine expository writing skills for both academic and popular audi- ences. Students will be introduced to the short story form, its historical and artistic development, and the stories of outstanding writers. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K200 (formerly ENG* K222) 3 CREDIT HOURS TECHNICAL WRITING Prerequisite: ENG* K101 and other, which require critical thinking and the communication of ideas. Emphasis is placed on strategies for improved reading and writing, com- prehension skills, vocabulary, paragraph and essay development, grammar, and summarizing. (Course does not count towards the minimum credit requirements for graduation.)

ENG* K100 (formerly ENG* K211) 3 CREDIT HOURS COMPOSITION Prerequisite: ENG* K101.

Course Descriptions

For complete and up-to-date academic information, visit www.trcc.commnet.edu
Environmental Engineering Technology

ENV* K101 (formerly ENV K1100) 3 CREDIT HOURS
ENVIRONMENTAL STUDIES Corequisite: ENG* K100 or higher.

This course is designed for students of the humanities and social sciences who plan to pursue a career in environmental engineering or related fields. It covers the fundamental concepts and principles of environmental science, including the principles of biogeochemistry, hydrology, and atmospheric science. The course also introduces the concept of sustainability and the role of engineering in achieving it.

ENV* K102 (formerly ENV K1104) 3 CREDIT HOURS
ENVIRONMENTAL STUDIES Corequisite: ENG* K100 or higher.

This course is designed for students of the social sciences, humanities, and arts who plan to pursue a career in environmental engineering or related fields. It covers the fundamental concepts and principles of environmental science, including the principles of biogeochemistry, hydrology, and atmospheric science. The course also introduces the concept of sustainability and the role of engineering in achieving it.

ENV* K103 (formerly ENV K1105) 3 CREDIT HOURS
ENVIRONMENTAL STUDIES Corequisite: ENG* K100 or higher.

This course is designed for students of the social sciences, humanities, and arts who plan to pursue a career in environmental engineering or related fields. It covers the fundamental concepts and principles of environmental science, including the principles of biogeochemistry, hydrology, and atmospheric science. The course also introduces the concept of sustainability and the role of engineering in achieving it.

ENV* K104 (formerly ENV K1106) 3 CREDIT HOURS
ENVIRONMENTAL STUDIES Corequisite: ENG* K100 or higher.

This course is designed for students of the social sciences, humanities, and arts who plan to pursue a career in environmental engineering or related fields. It covers the fundamental concepts and principles of environmental science, including the principles of biogeochemistry, hydrology, and atmospheric science. The course also introduces the concept of sustainability and the role of engineering in achieving it.

ENV* K105 (formerly ENV K1107) 3 CREDIT HOURS
ENVIRONMENTAL STUDIES Corequisite: ENG* K100 or higher.

This course is designed for students of the social sciences, humanities, and arts who plan to pursue a career in environmental engineering or related fields. It covers the fundamental concepts and principles of environmental science, including the principles of biogeochemistry, hydrology, and atmospheric science. The course also introduces the concept of sustainability and the role of engineering in achieving it.

ENV* K106 (formerly ENV K1108) 3 CREDIT HOURS
ENVIRONMENTAL STUDIES Corequisite: ENG* K100 or higher.

This course is designed for students of the social sciences, humanities, and arts who plan to pursue a career in environmental engineering or related fields. It covers the fundamental concepts and principles of environmental science, including the principles of biogeochemistry, hydrology, and atmospheric science. The course also introduces the concept of sustainability and the role of engineering in achieving it.

ENV* K107 (formerly ENV K1109) 3 CREDIT HOURS
ENVIRONMENTAL STUDIES Corequisite: ENG* K100 or higher.

This course is designed for students of the social sciences, humanities, and arts who plan to pursue a career in environmental engineering or related fields. It covers the fundamental concepts and principles of environmental science, including the principles of biogeochemistry, hydrology, and atmospheric science. The course also introduces the concept of sustainability and the role of engineering in achieving it.
This course is equivalent to CIV* K236.

The student will design a storm drain system, and site visits. Conservation Services TR-55 are studied for determining storm water runoff for small urban areas. This lab is used as a practical exercise to develop the methods of Water Resources Engineering, including actual design of a storm water system with a cost estimate. This course is equivalent to CIV* K237.

ENV* K254 (formerly ENV K2330) 3 CREDIT HOURS NUCLEAR ENVIRONMENTAL IMPACT Prerequisites: CHE* K111 or CHE* K121, MAT* K186, ENVI* K101, PHY* K115. Introduces the effects of ionizing radiation on humans and ways to measure radiation in the environment. Topics include sources and properties of radiation, environmental pathways, nuclear fuel cycle, high and low radioactive wastes, and nuclear power plants. Emphasis will be on the impact of waste on the environment.

ENV* K265 3 CREDIT HOURS FUNDAMENTAL MEASUREMENTS AND APPLICATIONS LAB Prerequisites: MAT* K137, CHE* K111, or CHE* K121. Familiarizes students with environmental analysis, instrumentation, and sampling methods. Students will have hands-on training and experience with the various sampling analysis equipment and techniques. Upon completion the participants will understand the basic concepts necessary to choose and conduct environmental measurements in streams, lakes, and wetlands for stormwater runoff, wastewater, gases, and soils. The student will also be able to utilize computer applications to perform data analysis for all laboratory and field work methods completed.

ENV* K275 (formerly ENV K2300) 3 CREDIT HOURS? ENVIRONMENTAL CONTROL PROJECT Prerequisites: MAT* K137, CHE* K111 or CHE* K121, ENV* K101, ENV* K230. Familiarizes CHE* K111 or CHE* K121. This course is designed to provide students with experience in designing an industrial environmental system. Knowledge and application of regulations, sampling methods, waste minimization, hazardous materials, wastewater treatment, and pollution control techniques are required for successful completion of the project.

ENV* K277 1 CREDIT HOUR ENVIRONMENTAL RESEARCH PROJECT II Prerequisite: ENV* K172. This course further enhances the skills learned in ENV* K172. The course will include field work and flexible hours.

ENV* K278 1 CREDIT HOUR ENVIRONMENTAL RESEARCH PROJECT III Prerequisite: ENV* K277. This course further enhances the skills learned in ENV* K277. The course will include field work and flexible hours. ADVANCED students in this course.

ENV* K279 1 CREDIT HOUR ENVIRONMENTAL RESEARCH PROJECT IV Prerequisite: ENV* K278. This course further enhances the skills learned in ENV* K278. The course will include field work and flexible hours. ADVANCED students in this course.

ENV* K295 (formerly ENV K2310) 3 CREDIT HOURS ENVIRONMENTAL ISSUES SEMINAR Corequisites: ENG* K110, ENV* K101 or another introductory ENVI or science course, or permission of instructor. This seminar consists of assigned readings and guest lecturers on various environmental topics that are important to the development of Environmental and Civil Engineering Technology students, but also valuable for anyone who wants to learn, understand, and write effectively about the environment. Some common seminar topics may include federal and state regulations, solid and municipal waste management, best management practices (BMPs), environmental restoration and remediation, alternative and renewable energy, sustainable landscape management, sustainable agriculture, stressors, natural resources, and local environmental quality trends. Students are required to discuss, think about, and write about, the topics, carrying out their own library research, to support positions that they will develop.

French

FRE* K111 (formerly FRE K101) 4 CREDIT HOURS ELEMENTARY FRENCH I This course introduces the basic principles of the French language and provides a cultural understanding of the Francophone population. The mission of this course is to develop and apply the basic skills of language learning: listening, speaking, writing, and reading through classes, activities, and instruction to improve grammar, vocabulary, sentence structure, and prepositional phrases and grammatical structures. Laboratory available.

FRE* K112 (formerly FRE K102) 4 CREDIT HOURS ELEMENTARY FRENCH II Prerequisite: FRE* K111. This course is a continuation of Elementary French I. More advanced grammatical structures are introduced to help students continue to develop the skills of language learning, and to prepare them to begin expressing more complex thoughts in French. Cultural notes and literary readings will be included to offer a wide range of historical, social, political and artistic information to increase the knowledge and understanding of the French speaking world. Language laboratory is available.

Provides ESOL students with strategies and instruction to improve grammar, increase vocabulary, and improve reading comprehension and sentence structure skills. Students will participate in vocabulary building, grammar practice, reading, and permission of instructor. The textbook and in-class assignments focus on understanding new vocabulary in context, identifying and discussing the grammatical structure of an essay, and writing well constructed sentences.

ESL* K062 (formerly ENG K006) 3 CREDIT HOURS SENTENCE STRUCTURE A basic writing course, intended for the ESL student, which covers the mechanics of writing a well-structured sentence. Subject/verb agreement, subject/verb/object format, adjectival and prepositional phrases and grammatical errors in declarative sentences. A portion of the class time will be geared toward the Auto-Learning computer software program.

Provides ESOL students with strategies and instruction to improve grammar, increase vocabulary, and improve reading comprehension and sentence structure skills. Students will participate in vocabulary building, grammar practice, reading, and permission of instructor. The textbook and in-class assignments focus on understanding new vocabulary in context, identifying and discussing the grammatical structure of an essay, and writing well constructed sentences.

ESL* K062 (formerly ENG K006) 3 CREDIT HOURS SENTENCE STRUCTURE A basic writing course, intended for the ESL student, which covers the mechanics of writing a well-structured sentence. Subject/verb agreement, subject/verb/object format, adjectival and prepositional phrases and grammatical errors in declarative sentences. A portion of the class time will be geared toward the Auto-Learning computer software program.

Provides ESOL students with strategies and instruction to improve grammar, increase vocabulary, and improve reading comprehension and sentence structure skills. Students will participate in vocabulary building, grammar practice, reading, and permission of instructor. The textbook and in-class assignments focus on understanding new vocabulary in context, identifying and discussing the grammatical structure of an essay, and writing well constructed sentences.

ESL* K062 (formerly ENG K006) 3 CREDIT HOURS SENTENCE STRUCTURE A basic writing course, intended for the ESL student, which covers the mechanics of writing a well-structured sentence. Subject/verb agreement, subject/verb/object format, adjectival and prepositional phrases and grammatical errors in declarative sentences. A portion of the class time will be geared toward the Auto-Learning computer software program.
Prerequisites: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better, FTA* K112, or permission of the program coordinator based on FTA work experience. MAT* K095 or high school algebra recommendation.

Designed to prepare the responder to function safely at the scene of a hazardous materials incident by understanding the potential hazards. This is accomplished by gaining recognition of chemical nomenclature and basic principles of chemistry in order to assess risks to responders and the public. The course seeks to convey to first responders or pre- vention personnel a sound understanding of the basic chemistry of hazardous materials and the systems to correctly assess the threat posed by hazardous materials incidents that may occur accidentally or intentionally. Problem-solving sessions are interactive discussion topics such as salts and morganic nomenclature, halogen compounds, and metal hydrides. Applications to chemistry will be made to thermodynamics, volatility, combustion, and pollution provides real-world opportunities.

Geographic Information Systems

GIS* K146 3 CREDIT HOURS INTRODUCTION TO GIS

Students will learn the basic principles of Geographic Information Systems and explore and evaluate the various data models and structures used for input management, analysis and output of geographic data. Students will develop hands-on experience through use of a microcomputer based vector system (ArcView GIS), and examine how the nature and character of spatial data can be used in studies of natural and socio-economic environments. This course is equivalent to GIS* K146 or ENV* K146.

Geology

GLG* K110 (formerly GEO K112) 1 CREDIT HOUR

CONNECTION FIELD GEOLOGY

Prerequisite: EAS* K103. Corequisite: ENG* K102.

In this short term course students will explore, hike, and prospect for geologic evidence throughout Connecticut in order to understand the state’s rich volcanic and glacial history. Students will collect many rock samples and prepare their own field guide after visits to impressive natural sites. This course offers experiential learning through extensive geology expeditions. EAS* K110 may be taken as a prerequisite or corequisite to this course.

Geography

GEO* K111 3 CREDIT HOURS WORLD REGIONAL GEOGRAPHY

Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better. This course provides students with a survey of the lands, peoples, and places in the world’s major cultural regions. Students explore the interaction between the physical environment and cultural, political, and economic conditions in the world’s regions. Course fulfills International/Intercultural Requirement.

Geographic Information Systems

GIS* K146 3 CREDIT HOURS INTRODUCTION TO GIS

Students will learn the basic principles of Geographic Information Systems and explore and evaluate the various data models and structures used for input management, analysis and output of geographic data. Students will develop hands-on experience through use of a microcomputer based vector system (ArcView GIS), and examine how the nature and character of spatial data can be used in studies of natural and socio-economic environments. This course is equivalent to GIS* K146 or ENV* K146.

Course Descriptions

FIA* K125 3 CREDIT HOURS GRAPHIC DESIGN

Prerequisites: ENG* K101 and GRA* K140, or permission of the instructor.

This course is an introduction to the concepts surrounding web design using design principles, web authoring tools, and image editing tools - Macromedia Dreamweaver and Adobe Photoshop. Students will gain four design principles (Alignment, Contrast, Repetition, Proximity) to create a web site using the authoring tools described above as well as the skills required in ENG* K101 and GRA* K140.

FIA* K296 (formerly ENG K245) 3 CREDIT HOURS WEB DESIGN

Prerequisites: ENG* K101 and GRA* K140, or permission of the instructor.

This course is an introduction to the concepts surrounding web design using design principles, web authoring tools, and image editing tools - Macromedia Dreamweaver and Adobe Photoshop. Students will gain four design principles (Alignment, Contrast, Repetition, Proximity) to create a web site using the authoring tools described above as well as the skills required in ENG* K101 and GRA* K140.

FIA* K296 (formerly ENG K245) 3 CREDIT HOURS WEB DESIGN

PREREQUISITES: ENG* K101 and GRA* K140, or permission of the instructor.

This course is an introduction to the concepts surrounding web design using design principles, web authoring tools, and image editing tools - Macromedia Dreamweaver and Adobe Photoshop. Students will gain four design principles (Alignment, Contrast, Repetition, Proximity) to create a web site using the authoring tools described above as well as the skills required in ENG* K101 and GRA* K140.

Graphic Design

GRA* K111 (formerly PHOT K102) 3 CREDIT HOURS DIGITAL PHOTOGRAPHY

This course is an introduction to digital photography and iPhoto and basic features of Adobe Photoshop. Students will be introduced to the basics of digital camera operation and photo editing using iPhoto. Mastery of technical skills and creative approaches will be the focus. Students will read and report on photog- raphy literature including magazines and journals.

GRA* K140 (formerly ENG K129) 3 CREDIT HOURS WEB DESIGN

This course is an introduction to the concepts surrounding web design using design principles, web authoring tools, and image editing tools - Macromedia Dreamweaver and Adobe Photoshop. Students will gain four design principles (Alignment, Contrast, Repetition, Proximity) to create a web site using the authoring tools described above as well as the skills required in ENG* K101 and GRA* K140.
History

HIS* K121 (formerly HIS K122) 3 CREDIT HOURS
WORLD CIVILIZATION I
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.
This course is a survey of world cultures that have contributed importantly to the development of Western and Eastern thought. Consideration is given to institutions and ideas from prehistoric times through the evolution of ancient civilizations to the formation of empires and modern nation states. Major economic, political, and social forces are examined for their influence upon modern society. Course fulfills International/Intercultural Requirement.

HIS* K122 (formerly HIS K123) 3 CREDIT HOURS
WORLD CIVILIZATION II
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.
A continuation of the survey of world cultures (Early World Civilizations) from the Age of Discovery to the present. HIS* K122 is not a prerequisite course for HIS* K123. Course fulfills International/Intercultural Requirement.

HIS* K201 (formerly HIS K111) 3 CREDIT HOURS
U.S. HISTORY I
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.
This course is a survey of American history from colonial times to 1877 including political, economic, social, and cultural developments in American history, such as: the revolution, the Constitution, Jefferson, Hamilton, Jackson, Jacksonianism, slavery, mid-century expansionism and the Civil War, and Reconstruction.

HIS* K202 (formerly HIS K112) 3 CREDIT HOURS
U.S. HISTORY II
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.
A survey of United States history from Reconstruction to Bush with special emphasis on the development of the American economy, United States expansionism, race relations, the world wars, women’s rights, the Great Depression, the Cold War, Watergate, Vietnam, and the 1980’s. (HIS* K201 is not a prerequisite course for HIS* K202).

HIS* K211 (formerly HIS K114) 3 CREDIT HOURS
HISTORY OF CONNECTICUT
Prerequisite: Any 100 or 200 level Social Science course or permission of the instructor.
Covers the history of Connecticut from colonial times to the present. Emphasis is given to how Connecticut evolved from a colonial agricultural state to one of the largest manufacturing states in the Northeast. A sizable portion of the class is devoted to Southeastern Connecticut. Field trips to the many points of historical interest and outside speakers will be highlighted. This course is not a substitute for either HIS* K201 or HIS* K202.

HIS* K213 (formerly HIS K227) 3 CREDIT HOURS
THE U.S. SINCE WORLD WAR II
Prerequisite: Any 100-level social science course or permission of the instructor.
Examines recent United States history, beginning with World War II and continuing to the present. It will examine the important social, economic, cultural, and political developments that have shaped our world. Also examines such themes as the United States rise as a super power, civil rights and civil disorder, social liberalism and conservatism, and labour and management in a changing world.

HIS* K218 (formerly HIS K226) 3 CREDIT HOURS
AFRICAN AMERICAN HISTORY
Prerequisite: Any 100-level social science course or permission of the instructor.
This course will examine critical events that have given shape to the history of African Americans as they struggled and continue to struggle for equality, opportunity, and full participation in American life. The course begins on the African continent before the intense and prolonged contact and penetration of Europeans. We will discuss events that brought Africans to the new world and the subsequent events that gave shape to the history of African Americans in the United States. Correspondingly, we will identify key themes and issues, and discuss the contributions of important personalities and institutions that also gave shape and direction to the African American experience. Course fulfills International/Intercultural Requirement.

HIS* K220 (formerly HIS K228) 3 CREDIT HOURS
HISTORY OF THE AMERICAN WEST
Prerequisite: Any 100-level social science course or permission of the instructor.
Examines the region west of the Missisipi River, beginning with an overview of the Native Americans and continuing with each new culture coming into the region. The major focus of the course will be an examination of the diverse cultures that have come together in the region and made the American West a unique place in American history. The course will also examine such themes as the role of the west in American history, the role of myth in Western history, women in the West, the “frontier,” and the environment versus the economy.

HIS* K226 3 CREDIT HOURS
U.S. CIVIL WAR
Prerequisite: ENG* K101 and any 100-level social science course or permission of the instructor.
An examination of the origins of the U.S. Civil War, its immediate consequences, and lasting effects for the nation, closely examining the social, political, economic and cultural currents that led up to the war and conservation, and labour and management in a changing world.

HIS* K244 3 CREDIT HOURS
EUROPE IN THE 20TH CENTURY
Prerequisite: Any 100 or 200 level history course or permission of the instructor.
This course will be a survey of the diplomatic, economic, political, social and intellectual history of Europe from 1914 to the present, highlighting its relationship with the rest of the world. Course fulfills International/Intercultural Requirement.

HIS* K257 3 CREDIT HOURS
WORLD CIVILIZATION
Prerequisite: Any 100 or 200 level social science course or permission of the instructor.
A survey of a war and the military institutions of World society from the beginning of civilizations to the advent of the nuclear age. Emphasis will be placed on the evolution of war and its apparatus in the context of political, social, economic, and technological change. Course fulfills International/Intercultural Requirement.

HIS* K271 (formerly HIS K221) 3 CREDIT HOURS
MODERN ASIAN HISTORY
Prerequisite: Any 100-level social science course or permission of the instructor.
This course will concentrate on developments in China and Japan since 1900, including the Chinese Revolution of 1911, the rise of militarism in Japan, World War II in the Pacific, the growth and triumph of communism in China, and the defeat and recovery of Japan. In addition, the course will examine both the Korean and Vietnam conflicts as well as contemporary problems in East Asia. Course fulfills International/Intercultural Requirement.

HIS* K296 (formerly HIS K298) 3 CREDIT HOURS
TEACHING ASSISTANSHIP IN HISTORY
Prerequisite: At least two prior courses in history and permission of the instructor.
In this course students will review such topics as slavery and the Constitution, industrialization and the market economy, sectional conflict, reform and abolitionism, and issues including race, class and gender.

HPE* K105 3 CREDIT HOURS
INTRODUCTION TO FITNESS AND TRAINING
Prerequisite: ENG* K101 or successful completion of ENG* K100 with a “C” grade or better.
This course will cover physiological responses/adaptation to exercise. Topics in this course include neuromuscular, metabolic, cardiovascular, hormonal and respiratory systems as they pertain to anaerobic and aerobic principles, communicable disease prevention, stress management, exercise, and other elements of personal style that affects health.

HPE* K130 3 CREDIT HOURS
WEIGHT TRAINING/FITNESS
Prerequisite: Successful completion of ENG* K104 and MAT* K075 or acceptable placement score in English and Math.
The student will gain knowledge of the muscular-skeletal system and the importance of exercise physiology, biochemistry, anatomy, biomechanics, and Sports Nutrition. Primarily, the student may apply these principles to design a safe, effective strength and conditioning program through weight training.

Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>HPE* K101</td>
<td>BASIC HEALTH</td>
<td>ENG* K101 or BiO*K111</td>
<td>3</td>
<td>This class will cover physiological responses/adaptation to exercise. Topics in this course include neuromuscular, metabolic, cardiovascular, hormonal and respiratory systems as they pertain to anaerobic and aerobic principles, communicable disease prevention, stress management, exercise, and other elements of personal style that affects health.</td>
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<tr>
<td>HPE* K241</td>
<td>4 CREDIT HOURS (w/LAB) EXERCISE PHYSIOLOGY</td>
<td>ENG* K101 and BiO*K211</td>
<td>4</td>
<td>This course will be designed as a basic introduction to the fundamentals of Exercise Science. The course will cover physiological responses/adaptation to exercise. Topics in this course include neuromuscular, metabolic, cardiovascular, hormonal and respiratory systems as they pertain to anaerobic and aerobic principles, communicable disease prevention, stress management, exercise, and other elements of personal style that affects health.</td>
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Human Services

HSE* K105 (formerly HSV K110)
3 CREDIT HOURS
COMMUNITY HEALTH WORK
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a "C" grade or better.
This is a core course in human services which will introduce you to the field of community health with an emphasis on public health. It will include lectures, group discussions, visiting speakers, and site visits. Human service concepts and vocabulary will be learned along with the principles of reading, writing, and critical thinking skills. The course will focus on the human services delivery system and the role of the community health worker. It will also cover the role of health care providers and the public health system.

HSE* K210 (formerly HSV K119)
3 CREDIT HOURS
DEATH & DYING
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a "C" grade or better.
This course is designed to introduce you to the complex issues surrounding death and dying. It will cover the cultural, emotional, and psychological aspects of death and dying, as well as the legal and ethical considerations involved. The course will also explore the impact of death and dying on family members and the community.

HSE* K219 (formerly HSV K201)
1 CREDIT HOUR
GRIEF SUPPORT GROUP & INTERPERSONAL RELATIONS
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a "C" grade or better.
This course is designed to provide you with the skills needed to support those who are experiencing grief. It will cover the theory and practice of grief counseling, as well as the development of support groups and the role of the grief counselor.

HSE* K220 (formerly HSV K202)
3 CREDIT HOURS
COMMUNITY SERVICE AGENCIES & ORGANIZATIONS
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a "C" grade or better.
This course is designed to introduce you to the various agencies and organizations that make up the human service field. It will cover the functions, services, and operations of these organizations, as well as the role of the human service worker.

This course is an introduction to the study of community organization as a method in social work practice, which has as its major objective of practice the planning and implementation of programs directed toward some aspect of human service issues. The course will focus on the role of the human service worker in the delivery of human services, including the identification of service needs, the planning and implementation of programs, and the evaluation of outcomes. The course will also cover the role of the human service worker in the delivery of services to diverse populations, including those with special needs and those who are underserved.
This course introduces the student to the gaming industry. An overview of the current trends in the industry, the casino environment, marketing and financial concepts relevant to the industry will be addressed.

LSP* K152 (formerly HM K220) 3 CREDIT HOURS INTRODUCTION TO CASINO MANAGEMENT
Prerequisites: ACC* K111, HSP* K100, HSP* K108. This introduction to the students to the management of a casino including staffing, the flow pit, credit control, cash and chip control, and internal security. Students are introduced to the basic rules and supervision of the major casino games. An on-the-job practical experience to reinforce the theoretical knowledge and skills as presented in the classroom and lab. Students seek their own employment in an approved hospitality position and are evaluated by their employers, the program coordinator, and the quality of their written assignments. Students meet for a cooperative, professional seminar and individually with the program coordinator several times throughout the semester.

LSP* K201 (formerly HM K201) 4 CREDIT HOURS INTERNATIONAL FOODS
Prerequisites: HSP* K108, HSP* K112. Teaches students to plan, prepare, and serve full-course ethnic meals. Designed to engage students as active participants within the college environment. Students have the opportunity to acquire academic skills, attributes, awareness of self and learner, and to engage with the resources and activities within the community. Regular reading, writing and research assignments along with classroom discussion.

LSP* K243 (formerly HM K230) 4 CREDIT HOURS HOTEL OPERATIONS
Prerequisite: HSP* K100. Focuses on the management of the various lodging options available to commercial and leisure travelers. The course will also focus on hotel/motel front office supervision and other management considerations in arranging the lodging. Designed to engage students as active participants within the college environment. Students have the opportunity to acquire academic skills, attributes, awareness of self and learner, and to engage with the resources and activities within the community. Regular reading, writing and research assignments along with classroom discussion.

LSP* K296 (formerly HM K250) 3 CREDIT HOURS COOPERATIVE EDUCATION
Prerequisites: HSP* K112, HSP* K152, HSP* K243, HSP* K247. On-the-job practical experience to reinforce the theoretical knowledge and skills as presented in the classroom and lab. Students seek their own employment in approved hospitality position and are evaluated by their employers, the program coordinator, and the quality of their written assignments. Students meet for a cooperative, professional seminar and individually with the program coordinator several times throughout the semester.

LBS* K198 3 CREDIT HOURS INTRODUCTION TO LIBRARY REFERENCE SERVICES
Prerequisite: ENG* K100 or ENG* K101 eligibility. Designed to equip new students with the skills and knowledge necessary to take responsibility for their own college success. In addition to learning strategies for academic success, students will also be introduced to the core values of an interdisciplinary college education which includes critical and creative thought, effective communication in both speaking and writing, quantitative and information literacy, the value of artistic expression, and a recognition of broader historical, cultural, global and scientific perspectives. Students will be taught to integrate their personal, social and academic goals to better understand themselves and the world around them.

LBS* K250 3 CREDIT HOURS INTERDISCIPLINARY STUDIES IN LAS
Prerequisite: ENG* K101. Designed to engage students as active participants within the college environment. Students have the opportunity to acquire academic skills, attributes, awareness of self and learner, and to engage with the resources and activities within the community. Regular reading, writing and research assignments along with classroom discussion.

LDS K105 3 CREDIT HOURS THE FIRST YEAR EXPERIENCE
Prerequisite: Completion of ESL* K60 and ESL* K60 f or appropriate. Designed to engage students as active participants within the college environment. Students have the opportunity to acquire academic skills, attributes, awareness of self and learner, and to engage with the resources and activities within the community. Regular reading, writing and research assignments along with classroom discussion.

LDS K123 3 CREDIT HOURS INTERNATIONAL STUDY/ TRAVEL PREREQUISITE: Permission of Instructor. International travel-study courses focus on a particular country or region of the world. They combine classroom instruction with an actual group tour of the country/region under consideration. The courses are organized around the integration of various themes such as culture, history, architecture, ecology, art, politics or the economy of the region. Additional travel costs will be required by the student.

LSD K123 3 CREDIT HOURS INTRODUCTION TO LIBRARY TECH SERVICES
Prerequisite: Permission of Instructor. This course is designed to give students an understanding of the use of bibliographic tools, the skills to use them appropriately, and a basic knowledge of workflow in a technical processing department.

LSD K125 (formerly LIB K125) 3 CREDIT HOURS DIGITAL MEDIA
This course serves as an introduction to a variety of digital media forms as they are being used in the library and information service fields. Students will be exposed to such presentation software such as Facebook, Flickr, BeTorrent, Secondlife, podcasts, audiobooks, ebooks, Mp3 and Mp4 files. Students will also use digital cameras and sound recorders to create original content.

LSS* K147 (formerly LIB K177) 3 CREDIT HOURS MANAGEMENT STRATEGIES
This course covers the basic supervisory skills that are necessary for library technical assistants. Topics included are job descriptions, employee evaluation, motivation, conflict management, interpersonal communication, time management, training, conflict resolution, affirmative action, usage statistics, censorship, and Library Bill of Rights.

LSS* K201 (formerly LIB K201) 3 CREDIT HOURS DIGITAL RESOURCES
Prerequisite: CSA* K105. Covers the theoretical and field practice of web sites, internet searching and search engines, online reference searches, shared databases, LANs, CD-ROM technology, and library networks. LSS* K201 meets the computer literacy requirement.

LSS* K202 (formerly LIB K202) 3 CREDIT HOURS SUPERVISED FIELD PLACEMENT
Prerequisite: Completion of 5 library tech courses. A work experience under actual library conditions that gives students practical experience. During the semester, students will work 90 hours in a library of their choice. Placement will be arranged for students with no practical library experience.

LVI* K101 (formerly LIB K115) 3 CREDIT HOURS INTRODUCTION TO LIBRARY PUBLIC SERVICES
This course serves as an introduction to the public service aspects of library work and includes circulation, reserve, and publicity.
course(s). This course focuses on basic arithmetic and pre-algebra skills. Topics include operations with whole numbers, decimals, numbers, proportions, ratios, percents, perimeter, area, volume, applications, signed numbers, algebraic expressions and equations. This course does not count towards the minimum requirements for graduation.

MAT** K095 (formerly MAT K090) 3 CREDITS HOURS ELEMENTARY ALGEBRA FOUNDATIONS Pre/co-requisites: Acceptable placement score or MAT** K075 with a “C” grade or better. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic algebra skills acquired in MAT** K075. The topics in this course include solving first-degree equations, exponents, polynomials, and factoring, graphing, systems of linear equations, inequalities, radicals, and scientific notation. This course does not count towards the minimum requirements for graduation.

MAT** K135 (formerly MAT K108) 3 CREDITS HOURS FOUNDATIONS Pre/co-requisites: Acceptable placement score or MAT** K075 with a “C” grade or better. Prerequisite: MAT** K075 with a “C” grade or better. Refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course introduces the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K136 (formerly MAT K110) 4 CREDITS HOURS FOUNDATIONS Pre/co-requisites: Acceptable placement score or MAT** K075 with a “C” grade or better. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K167 3 CREDITS HOURS PRINCIPLES OF STATISTICS Pre/co-requisites: MAT** K167. Second semester of calculus intended for students who plan on majoring in mathematics, physics, social science, or engineering technology. The topics include the definite integral, applications of integration, methods of integration, sequences, and series vectors.

MAT* K068 4 CREDITS HOURS CALCUlUS I Pre/co-requisites: MAT** K167. This course meets the minimum requirements for graduation.

MAT** K254. This course does not count towards the minimum requirements for graduation.

MAT* K285 (formerly MAT K251) 3 CREDITS HOURS DIFFERENTIAL EQUATIONS Pre/co-requisites: MAT** K256. This course does not count towards the minimum requirements for graduation.

MAT* K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.

MAT** K186 (formerly MAT K141) 4 CREDITS HOURS PRECALCULUS Pre/co-requisites: MAT** K137 or acceptable placement score. Please refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic concepts of statistics as they apply primarily to business and social science. The course covers the presentation of data, measures of central tendency and dispersion, correlation and regression analysis, basic probability, binomial and normal distributions, hypothesis testing for one and two populations and confidence intervals. This course is equivalent to MAT** K163 Statistics I.
This course will include one and two dimensional flow, and principles of convection and heat transfer. The purpose of this course is to provide the student with the fundamental knowledge of heat transfer. A specific project will be agreed upon by the co-op student, industry supervisor, and faculty advisor. A minimum of 225 documented industry contact hours must be devoted by the co-op student during the semester internship.

**Medical**

MED* K25 3 CREDIT HOURS MEDICAL TERMINOLOGY Prerequisites: ENGL* K101 eligibility. This course is an introduction to the basic principles and methodologies of the course. This course reviews the lean manufacturing principles needed to understand and maintain the supply chain. Key concepts are covered such as Value Stream Mapping, just in time, and the use of a control panel, and the use of a control panel. The course will provide a team member in lean implementation with the skills needed to understand and maintain the lean manufacturing principles. This course is an introduction to the basic principles and methodologies of Lean Manufacturing theory and improvement methodologies in use today within competitive manufacturing environments. This course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects.

**Manufacturering Engineering Technology**

MFG* K101 (formerly MFG* K1214) 1 CREDIT HOUR COMPUTER CONTROLLED LASER MATERIALS PROCESSING LAB Prerequisites: TCN* K105 and either PH* K101 or MEC* K262 or permission of instructor. This course is an introduction to the basic principles and methodologies of Lean Manufacturing theory and improvement methodologies in use today within competitive manufacturing environments. This course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects.

MFG* K107 3 CREDIT HOURS INTRODUCTION TO LEAN MANUFACTURING This course is an introduction to the basic principles and methodologies of Lean Manufacturing theory and improvement methodologies in use today within competitive manufacturing environments. This course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects.

MFG* K112 3 CREDIT HOURS COMPUTER CONTROLLED LASER MATERIALS PROCESSING LAB Prerequisites: TCN* K105 and either PH* K101 or MEC* K262 or permission of instructor. This course is an introduction to the basic principles and methodologies of Lean Manufacturing theory and improvement methodologies in use today within competitive manufacturing environments. This course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects.

MFG* K118 (formerly MFG* K1104) 3 CREDIT HOURS COMPUTER CONTROLLED LASER MATERIALS PROCESSING LAB Prerequisites: TCN* K105 and either PH* K101 or MEC* K262 or permission of instructor. This course is an introduction to the basic principles and methodologies of Lean Manufacturing theory and improvement methodologies in use today within competitive manufacturing environments. This course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects.

MFG* K121 (formerly MFG* K2114) 1 CREDIT HOUR MANUFACTURING MECHANATRONS Corerequisite: EE* K260, IE* K267, MFG* K215. This interdisciplinary course exposes students to the design, instrumentation, and control of high-precision, computer-controlled automation equipment, using concrete examples drawn from the photonics, biotech, manufacturing and semiconductor industries. Topics covered: design strategy, high-precision mechanical components, sensors and measurement, servo control, design for controllability, control software development, controller hardware, as well as automated error detection and recovery. Students will work individually and in teams on hands-on projects introducing them to manufacturing production control, tolerance analysis and acceptance sampling. Emphasis is placed on the application of statistical process control and database programs in SPC applications to manual, automated and flexible manufacturing systems in a computer integrated environment.

MFG* K236 (formerly MFG* K2336) 3 CREDIT HOURS NON-DESTRUCTIVE TESTING I Corerequisite: MEC* K262. This lab is an introduction to the practical application of non-destructive testing equipment, including ultrasonic, magnetic particle, eddy current, ultrasonics, radiography, and others. Requirements for personnel certification are also addressed. MFG* K237 (formerly MFG* K2337) 1 CREDIT HOUR NON-DESTRUCTIVE TESTING II Corerequisite: MFG* K236. This course is an introduction to the practical application of non-destructive testing equipment, including ultrasonic, magnetic particle, eddy current, ultrasonics, radiography, and others. Requirements for personnel certification are also addressed.

For complete and up-to-date academic information, visit www.trcc.commnet.edu
1 COURSE DESCRIPTIONS

MFG* K271 3 CREDIT HOURS ADVANCED LEAN MANUFACTURING TECHNOLOGY
Prerequisites: MFG* K177. Provides the student with the knowledge to implement lean improvements within the production environment using a systematic approach. This course will follow an improvement project (from the student’s current employer or case study) through the five stages of the DMAIC problem-solving methodology. At the completion of the course, the student will be competent to effectively lead a lean implementation project within a company.

MUS* K104 3 CREDIT HOURS WORLD MUSIC
Prerequisites: Placement test score for ENG* K101 or completion of ENG* K100 with a “C” or better. A comprehensive survey of musical concepts, style, and performance practices of various world cultures. Course content will emphasize the cultural expression within the different cultures examined. This course is equivalent to ANT* K136. Course fulfills International/Intercultural Requirement.

NUC* K118 3 CREDIT HOURS NUCLEAR ENGINEERING TECHNOLOGY
Prerequisites: Consent of Program Coordinator. Corequisites: Students must have completed all freshman level technology courses and have a GPA of 2.5 or better.

Music

MUS* K101 (formerly MUS K111) 3 CREDIT HOURS MUSIC HISTORY & APPRECIATION I
This course is designed to introduce the student to the elements of music: melody, rhythm, harmony, tone, color, and form. A repertoire of music literature is surveyed to trace both the development of Western music and the heritage of contemporary popular music.

MUS* K104 3 CREDIT HOURS WORLD MUSIC
Prerequisites: Placement test score for ENG* K101 or completion of ENG* K100 with a “C” or better. A comprehensive survey of musical concepts, style, and performance practices of various world cultures. Course content will emphasize the cultural expression within the different cultures examined. This course is equivalent to ANT* K136. Course fulfills International/Intercultural Requirement.

Nuclear Engineering Technology

NUC* K100 (formerly NUC K1103) 3 CREDIT HOURS INTRODUCTION TO NUCLEAR SYSTEMS
This course is an introduction to the major systems of a commercial nuclear power plant. Designed for the student with no prior knowledge of engineering principles, it adheres to a systematic approach to operations and explains the underlying theoretical principles. The course focuses on Pressurized Water Reactor (PWR) and Boiling Water Reactor (BWR) plant design. The course also presents an overview of the Pressurized Heavy Water Reactor (PHWR), Fast Breeder Reactor (FBR), and High Temperature Gas-cooled Reactor (HTGR).

NUC* K101 (formerly NUC K100) 1 CREDIT HOUR
Corequisites: NUC* K111, NUC* K117.

NUC* K110 (formerly NUC K111) 1 CREDIT HOUR
Corequisites: NUC* K111, NUC* K117.

NUC* K118 3 CREDIT HOURS NUCLEAR CHEMISTRY
Prerequisites: CHE* K121, MAT* K186, NUC* K100.

NUC* K117 3 CREDIT HOURS NUCLEAR SAFETY
Prerequisites: CHE* K121, MAT* K186, NUC* K100.

NUC* K211 (formerly NUC K2111) 1 CREDIT HOUR

NUC* K221 (formerly NUC K2111) 1 CREDIT HOUR

NUC* K230 (formerly NUC K2110) 1 CREDIT HOUR
A study of reactor plant primary and secondary systems, control and protective systems, plant start-up, normal plan operation, and critical shut-down procedures is covered through the extensive “hands-on” utilization of a modern nuclear reactor simulator. This is the capstone event for the nuclear degree program.

NUC* K240 (formerly NUC K2117) 2 CREDIT HOURS ADVANCED NUCLEAR CHEMISTRY
Prerequisites: CHE* K121, MAT* K254, NUC* K100, NUC* K110/111, NUC* K117, NUC* K250.

NUC* K250 (formerly NUC K2118) 2 CREDIT HOURS REACTOR THEORY
Prerequisites: MAT* K254, NUC* K100, NUC* K110/111, NUC* K117, NUC* K118, PHY* K114, PHY* K115.

NUC* K250 (formerly NUC K260/K261)

NUC* K260 (formerly NUC K2200) 1 CREDIT HOUR

NUC* K260 (formerly NUC K2200) 2 CREDIT HOURS NUCLEAR SCIENCE
Prerequisites: MAT* K254, NUC* K100, NUC* K110/111, NUC* K117, NUC* K118.

NUC* K265 (formerly NUC K250) 2 CREDIT HOURS NUCLEAR SCIENCE
Prerequisites: MAT* K254, NUC* K100, NUC* K110/111, NUC* K117, NUC* K118.

NUC* K270 (formerly NUC K220) 2 CREDIT HOURS NUCLEAR APPLIED PHYSICS
Prerequisites: Consent of Program Coordinator. Corequisites: Students must have completed all freshman level technology courses and...
NUR* K103
1 CREDIT HOUR
PHARMACOLOGY FOR FAMILIES ACROSS THE LIFESPAN
Prerequisite: NUR* K101, BIO* K235, PSY* K111. Corequisite: NUR* K102, PSY* K201, SOC* K101. The student will focus on the safe use, pharmacological principles, indications and nursing implications related to drug therapy when caring for individuals and families. Emphasis will be placed on medications used with perinatal, neonatal, pediatric, geriatric and peri-operative clients. The course will stress the general characteristics of selected medications and will include indications, pharmacokinetics, side effects, adverse effects, drug interactions, administration, nursing implications across the lifespan, client education and relationship to prior learning. Theory: 15 hours.

NUR* K108 (formerly NRS K108)
3 CREDIT HOURS
PERSPECTIVES OF NURSING
Prerequisite: Placement score indicating placement in Reading/Writing Connection (ENG* K100). This course will enable students to assess their potential to complete the nursing curriculum as well as give students an introduction to nursing roles, skills and responsibilities. Emphasis will be on the role of the nurse and exploring baseline skills such as problem solving, interpersonal relations, mathematical calculations and basic medical knowledge. Site visits will be included in the course to observe various health care settings and the role of the nurse within those settings. Perspectives of nursing courses are most appropriate for degree students enrolled in any of the career programs, including Liberal Arts or General Study’s students. This course is not open to students who have completed any nursing course.

NUR* K130
1 CREDIT HOUR
LPN TO RN TRANSITION I
Prerequisites: Charter Oak State College NUR 190: LPN to RN Articulation Bridge Course.
Corequisite: This course is the final component of the CT League for Nursing LPN to RN Articulation plan for the CT Community Colleges Nursing Program (CT-CCNP) which prepares LPNs to enter into the CT-CCNP in the second year of study. Students must have been accepted for admission into the CT-CCNP and have chosen the option to enter the third semester. This course builds upon the content of Charter Oak State College NUR 190: LPN to RN Articulation Bridge Course by providing and integrating content that is specific to the CT-CCNP curriculum. Upon successful completion of Charter Oak State College Nursing 190, this course and the CT-CCNP pre-requisites and concurrent courses up the second year of study, articulation credits are awarded for the course model and the LPN advances to NUR* K201 and NUR* K202. Clinical: 45 hours

NUR* K131
1 CREDIT HOUR
LPN TO RN TRANSITION II
Prerequisite: NUR* K102, NUR* K202, SOC* K101. The student will focus on the role as a member of a multidisciplinary health care team. Over the semester, the student is increasingly challenged with more complex client assignments in the clinical area. Theory: 60 hours Clinical: 225 hours

NUR* K202
1 CREDIT HOUR
PHARMACOLOGY FOR INDIVIDUALS AND FAMILIES WITH INTERMEDIATE HEALTH CARE NEEDS
Prerequisites: NUR* K102, NUR* K131 (or for LPN Articulation NUR* K131), PSY* K201, SOC* K101, BIO* K211, BIO* K212, ENG* K102. Corequisite: NUR* K202, ENG* K102. The student will focus on pharmacological principles related to the care of individuals and families across the lifespan with intermediate health care needs. Emphasis will be placed on medications used for clients who have endocrine, gastrointestinal, respiratory, cardiovascular, autoimmune, and psychiatric conditions and clients with infections. Perspectives of nursing. Theory: 15 hours.

NUR* K203
3 CREDIT HOURS
NURSING CARE OF INDIVIDUALS AND FAMILIES II
Prerequisite: NUR* K201, NUR* K202, ENG* K201, PSY* K201, SOC* K101, PSY* K202, SOC* K101. Corequisite: NUR* K204, NUR* K205, Humanities or Fine Arts elective. The student will focus on the holistic care of individuals and families with complex health care needs. The student will incorporate critical thinking, caring behaviors, professionalism, and communication skills when providing nursing care in a variety of acute, long-term and/or community settings. The student will have an opportunity to manage a client assignment with an emphasis on safe and competent practice. An observational experience with a visiting nurse agency, a dialysis unit and/or a cancer institute is provided. Theory: 45 hours Clinical: 225 hours

NUR* K204
1 CREDIT HOUR
PHARMACOLOGY FOR INDIVIDUALS, FAMILIES AND GROUPS WITH COMPLEX HEALTH CARE NEEDS
Prerequisite: NUR* K201, NUR* K202, ENG* K102. Corequisite: NUR* K203, NUR* K205, Humanities or Fine Arts elective. The student will focus on pharmacological principles, indications and nursing implications related to drug therapy in the care of individuals, families, and groups with complex health care needs. Emphasis is placed on medications used for clients who have acute and chronic renal failure, oncology and neurological conditions, and clients with complex health care needs. The student will incorporate critical thinking, caring behaviors, professionalism, and communication skills when providing nursing care in a variety of acute, long-term and/or community settings. The student will have an opportunity to manage a client assignment with an emphasis on safe and competent practice. An observational experience with a visiting nurse agency, a dialysis unit and/or a cancer institute is provided. Theory: 45 hours Clinical: 225 hours

Course Descriptions

NURSING

8 CREDIT HOURS
INTRODUCTION TO NURSING PRACTICE
Prerequisite: BIO* K211, BIO* K212, ENG* K110. Corequisites: BIO* K235, PSY* K111. The student will focus on concepts basic to nursing practice. Emphasis is placed on application of the concepts of communication, collaboration and nursing practice procedure acquisition. Clinical and laboratory experiences offer opportunities to link theory with nursing practices and demonstrate caring and competence in beginning professional role development. Theory: 60 hours Clinical: 180 hours

NUR* K120
8 CREDIT HOURS
FAMILY HEALTH NURSING
Prerequisite: NUR* K101, BIO* K235, PSY* K111. Corequisites: NUR* K103, NUR* K201, SOC* K101. The student will focus on issues affecting the family, including childbearing, child rearing, geriatric care and intermediate health care needs of limited duration. The medical surgical health problems include care for the client in the peri-op erative period and the client experiencing orthopedic and simple genito-urinary conditions. The course addresses several psychiatric disturbances: anxiety and cogni tive disorders, chronic child and adolescent psychiatric disorders. The student will apply knowledge and experience caring for the childbearing family as well as caring for medical-surgi cal clients across the lifespan. Theory: 60 hours Clinical: 180 hours
Course Descriptions

PHO*K101 (formerly PHO K101)
3 CREDIT HOURS
INTRO TO LIGHT AND LASERS
Corequisite: MAT* K105.
Optics is the science underlying technologies such as laser manufacturing, 3-D holograms, arthroscopic surgery, CD and DVD technology, fiber optic telecommunications and high efficiency LED lighting. In this course we will explore the nature, production and behavior of light while learning about light sources and applications in technology and nature. Hands-on activities, team projects and demonstrations are used to illustrate concepts. (The online courses use “home labs” for this purpose. Algebra and some trigonometry will be used. This course is equivalent to PHY* K103 Photonics Concepts.) One 2 hour lecture; one 2 hour lab.

PHO*K102
4 CREDIT HOURS
APPLIED OPTICS
Prerequisite: PHO* K101 or PHY* K105 or permission of instructor.
Building on the foundation of PHY* K101, this course will introduce more sophisticated optical systems and mathematical analysis. Topics will include thick lenses, matrix methods of optics, aberrations, stops and pupils, interferometry, Fresnel and Fraunhofer diffraction and polarization. Emphasis will be on applications of optics in modern technology. All laboratory sections will reinforce concepts through hands-on experiments and team projects. This course is equivalent to PHY* K141 Applied Optics.

PHO*K141
4 CREDIT HOURS
PHOTONICS
Prerequisite: EET* K105/106 and MAT* K137.
Introduces semiconductor technology and devices, with an emphasis on optoelectronic devices, including LEDs, laser diodes, and photodiodes. Analysis and design of circuits containing these devices will be covered, as will current applications. Includes a lab component.

PHO*K230 (formerly PHO K230)
4 CREDIT HOURS
LASER ELECTRONICS
Prerequisites: EET* K131/133 or PHY* K140 and PHO* K105 or TCN* K105 or permission of instructor.
This course will focus on the design and analysis of electronic circuits and devices of particular interest to the field of photonics, including LEDs, LDs, and their driver circuitry; optical receivers, laser and flash lamp power supplies; displays; opt-isolators; optical sensors; solar cells; direct and external modulators. The lab portion of the course includes experiments and simulations to parallel the lecture.

PHO*K241
3 CREDIT HOURS
INTRODUCTION TO LASERS
Prerequisite: PHO* K101 and MAT* K137, or permission of instructor.
Corequisite(s): MAT* K186 and TCN* K105.
This course provides an introduction to the physics of lasers, laser output characteristics, types of lasers and their applications. Optical concepts will be used extensively to explain the operation of lasers and laser related devices. Current online and print journals will be used as references.

PHO*K242
1 CREDIT HOUR
INTRODUCTION TO LASER LABS Prerequisite: PHO* K101 and MAT* K137. Corequisite: PHO* K241, MAT* K186 and TCN* K105.
This is a companion laboratory to PHO* K241. Students will be introduced to laser-related topics in the laboratory. This lab will reinforce classroom physics and technology concepts and introduce common industry laser instrumentation such as laser power meters, laser beam analyser and laser beam profiling system.

PHO*K251
3 CREDIT HOURS
FIBER OPTIC SYSTEMS
Prerequisites: EET* K105/106, MAT* K105 and PHO* K101 or permission of instructor.
Corequisite: PHO* K252 is required for LEOT majors.
Introduces parameters describing optical fibers, fiber optic system components, waveguide transmission and non-telecommunications uses of fiber. Fiber coupling, splicing, and testing are also covered. Concepts from optics and electronics will be used to explain the operation of fiber systems and devices.

PHO*K252
1 CREDIT HOURS
FIBER OPTIC SYSTEMS AND DEVICES LAB
Prerequisite: EET* K105/106, MAT* K105, and PHO* K101 or permission of instructor.
Corequisite: PHO* K251
This laboratory course accompanies PHO* K251 and provides practical experience through and testing fiber optic connectors and splices, fusion splicing, and using instrumentation such as optical loss test sets and the optical time domain reflectometer (OTDR). Students will measure fiber optic parameters and work active and passive devices commonly found in fiber optic systems.

PHO*K290 (formerly PHO K290)
3 CREDIT HOURS
ADVANCED LASER TOPICS
Prerequisite: PHO* K101 and MAT* K137
Students will be introduced to advanced topics such as holography, interferometry, advanced fiber optics systems, laser maintenance and repair, and optical image processing. As the field of lasers rapidly evolves, new technologies will be introduced to keep the student abreast of the significant innovations in the field. Students will be required to pursue individual areas of interest culminating in a research project and presentation.

PHO*K295 (formerly PHO K295)
3 CREDIT HOURS
PHOTONICS CONCEPTS
Prerequisite: MAT* K095.
This course explores the nature and production of light, the laws of reflection and refraction and how these apply to devices such as lenses, prisms, and mirrors, the nature of waves, and the wave-like behavior of light. Concepts will be reinforced by demonstrations and lab exercises. Throughout the term, emphasis will be placed on applications of photonics in medicine, communications, environment and consumer devices. Equivalent to PHO* K101 Photonics Concepts.

PHY*K100 (formerly PHY K100)
1 CREDIT HOUR
INTRODUCTORY PHYSICS
Prerequisite: MAT* K095 or equivalent.
A basic introduction to the fundamental principles of classical mechanics. Topics will include classical mechanics, electricity, vibrations and waves. Students will have the opportunity to explore the laws of physics using state-of-the-art instrumentation. Three-hour lecture; one two-hour laboratory.

PHY*K101 (formerly PHY K101)
4 CREDIT HOURS
MODERN PHYSICS I
Prerequisite: MAT* K105, with a “C” grade or better. Corequisite: MAT* K137.
Deals with the fundamental principles of classical mechanics using techniques of algebra and trigonometry. Topics covered include vectors, kinematics, translational and rotational equilibrium. Newton’s laws of motion, gravitation, work, power, energy, impulse, momentum, and rotary motion. Three-hour lecture; one two-hour laboratory.

PHY*K115 (formerly PHY K120)
4 CREDIT HOURS
HEAT AND SOUND LIGHT
Prerequisite: PHY* K140, High school Physics, with a “C” grade or better. Corequisite: MAT* K137.
Covers three broad areas of physics, including thermal equilibrium, heat transfer, harmonic motion and wave properties of sound and light. Three-hour lecture; one two-hour laboratory.

PHY*K116 (formerly PHY K130)
4 CREDIT HOURS
MODERN PHYSICS II
Prerequisite: MAT* K095 and high school Physics or equivalent.
Gives an introduction to the physics of atomic and subatomic structures. Topics include special relativity, quantum physics, atomic physics and nuclear physics, as well as an overview of electricity and magnetism. Many experimental exercises. Equivalent to PHY* K122 Modern Physics.

PHY*K140 (formerly PHY K140)
1 CREDIT HOUR
INTRODUCTORY PHYSICS
Prerequisite: MAT* K095 or equivalent.
An introduction to the basic principles of classical mechanics. Major topics will include Newton’s laws, motion in n-dimensions, periodical motion, work, power, energy, hydrodynamics, and an introduction to material science. The course will emphasize the theoretical aspects of physics and will help the student develop effective problem solving strategies. Laboratories will be designed to allow the student to visualize the important concepts introduced in lecture and optical spectrum understanding of the scientific process. There will be two hours of lecture, one hour of problem solving, and three hours of lab each week.

PHY*K151 (formerly PHY K151)
1 CREDIT HOUR
GENERAL PHYSICS I
Prerequisite: MAT* K186. A prior physics (PHY* K141 or high school physics) strongly recommended.
Covers the fundamental principles of classical mechanics, properties of matter, heat, harmonic motion, waves, and sound.

PHY*K122 (formerly PHY K152)
4 CREDIT HOURS
CALCULUS-BASED PHYSICS I
Prerequisite: PHY* K121.
Continuation of PHY* K121. Major topics include continuation of the study of solids, electromagnetic phenomena,
POL* K103 (formerly POL K213) 3 CREDIT HOURS

INTRODUCTION TO INTERNATIONAL RELATIONS
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.

Survey of the factors which influence the policies of modern nation states. Concepts in world politics, such as balance of power, imperialism, diplomacy, international law, and international organizations will be studied. The causes of international tensions with emphasis on contemporary conflicts situations will also be considered. Course fulfills International/Intercultural Requirement.

POL* K111 (formerly POL K111) 3 CREDIT HOURS

AMERICAN GOVERNMENT
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.

This course is an introduction of political issues and controversies, this course examines the framework of our democracy. The broad study focuses on the strengths and weaknesses of the American national government. Topics include election campaigns, political parties, presidential power, and individual liberties.

POL* K116 (formerly POL K112) 3 CREDIT HOURS

PRACTICAL LOCAL POLITICS
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.

Examines the puzzling process of local government. It broadly studies the formal structures of town and city governments, and attempts to sort out the informal political power structures which influence public policy. Local political party organization, election campaigning, and influence peddling are explored. Special topics related to municipal government such as zoning, public safety, and taxation are also discussed.

POL* K200 3 CREDIT HOURS

ISSUES IN CONTEMPORARY AMERICAN POLITICS
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” or better, and successful completion of any 100 level Social Science course.

This course will explore all sides of the various issues that are currently being discussed by politicians and the electorate in America. These issues may include immigration policies, anti-poverty programs, gay and lesbian rights, legalization of marijuana, campaign finance reform, America's health care system, the USA Patriot Act, stem cell research, global warming, US military intervention abroad, abortion, gun control, crime.

Since this is a seminar class, students will be expected to prepare multimedia presentations and participate in political debates to encourage independent thinking, critical analysis, and scholarly discussions.

POL* K212 3 CREDIT HOURS

CONSTITUTIONAL LAW AND CIVIL RIGHTS
Prerequisites: Placement test score indicating ENG* K101 or ENG* K100 with a “C” grade or better.

An intensive study and analysis of the United States Constitution and especially the Amendments that it contains. A study and review of court decisions which interpret the Constitution; a study of the Constitution and laws of the United States. The influence of the Constitution on modern American society. The nature of government's power in areas such as individual liberty, due process, and equal protection. Considerable attention is given to cultural influences and trends.

POL* K216 3 CREDIT HOURS

CHILD PSYCHOLOGY II
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a “C” grade or better.

This introductory course provides an overview of the applied and social aspects of scientific psychology with an emphasis on: cognition, human development, in-depth emphasis for this course include evaluation of individual differences, theories of learning, developmental psychology's impact on education, effective teaching strategies, peer-reviewed educational research, behavior management and discipline, as well as tests and measurements. The course provides an overview of teaching, learning and classroom dynamics.

POL* K217 3 CREDIT HOURS

EDUCATIONAL PSYCHOLOGY
Prerequisite: PSY* K111 or PSY* K112.

Educational psychology encompasses learning, human development, motivation, and assessment. The major areas of psychology which interpret the Constitution; a study and review of court decisions and social and emotional developments.

PSY* K214 (formerly PSY K214) 3 CREDIT HOURS

THEORY OF PERSONALITY
Prerequisite: PSY* K111.

This course will study the major theoretical perspectives on personality. Major emphasis will be given to the development of a scientific and objective attitude toward the interpretation of child behavior and will study various methods of conducting research in child development. The course will examine case histories and analyze their behavior in each of the following areas: physical abilities, motor skills, cognitive abilities as well as social and emotional developments.

PSY* K215 3 CREDIT HOURS

PSYCHOLOGICAL TESTING
Prerequisite: PSY* K111.

This course will study the psychological measurement of one’s abilities, interests, personality traits, learning abilities, and psychological characteristics. Emphasis will be placed on the administration of standardized tests which are used to determine educational, occupational, and career plans. The course will also include an introduction to the use of the most widely used methods of study. Course Descriptions

PRINCIPLES OF PSYCHOLOGY
Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a grade of “C” or better, or permission from the instructor.

Provincial psychology with an emphasis on: the origins of psychology, classical and modern theories, and the application of psychology to everyday life. The theoretical material, research, and applied material will be included with particular emphasis on major theories. The course is required in all programs and services are included.
**Science**

SCP K250 (formerly SCI K250)

4 CREDIT HOURS

INTEGRATED SCIENCE

Prerequisite: Successful completion of ENG* K101 with a "C" grade or better, and successful completion of MAT* K095 with a "C" grade or better or a higher level math course.

Stresses the processes common to all earth sciences and organisms. Topics include scientific method, chemical principles, physical principles, biological principles and methods of discovery. Upon completion of this course, the student will be able to recognize terminology, specific facts, and general principles associated with the natural sciences.

The student will develop basic science concepts, knowledge, and skills, and the ability to carry out their own scientific inquiries. The content will be drawn from a wide range of scientific topics. This course is open to all non-science majors. Course does not meet pre-admission requirement for Nursing Program. Three hour lecture; one two-hour laboratory.

**Sign Language**

SIGN* K110 (formerly ENG K124)

3 CREDIT HOURS

CONVERSATIONAL

SIGN LANGUAGE

Prerequisite: ASL* K101 and ASL* K102.

Focuses on utilizing the skills and theory gained in Sign Language I & II to develop expressive and receptive competency in a variety of daily communication activities. Students will increase their vocabulary and language concepts through conversations - both spontaneous and fixed - with other students and guests who are native users of American Sign Language. Course emphasizes successful completion of developmental courses in English as a pre-requisite. Course provides a cultural understanding of the Hispanic world. The emphasis of the course is on developing and applying the basic skills of language learning: listening, speaking, writing and reading, through classroom activities. Language laboratory is available.

**Sociology**

SOC* K211 (formerly SOC K111)

3 CREDIT HOURS

PRINCIPLES OF SOCIOLOGY

Prerequisite: Placement test score indicating successful completion of ENG* K100 with a "C" grade or better.

A study of the major concepts used in the field of sociology. The nature of institutions will be examined both individually and in their dynamic interrelationship. Emphasis is placed on understanding the impact of society on our lives, and on increasing our effectiveness in controlling our destinies within it.

SOC* K103 (formerly SOC K112)

3 CREDIT HOURS

SOCIAL PROBLEMS

Prerequisite: Placement test score indicating ENG* K101 or completion of ENG* K100 with a "C" grade or better.

Designed to increase the understanding of the nature, scope, history, causes and complexity of contemporary social problems. The course helps examine not only the problems but also proposed strategies for solution. Topics are studied in the context of many societies around the world, including social problems of Africa, Asia, Africa, and Latin America, in order to provide the student with a global and multicultural perspective on the issues. Topics vary from semester to semester. Topics often included are poverty, crime, violence, substance abuse, racism, family issues, sexism, health care, environmental destruction, and population. Course fulfills International/Intercultural Requirement.

SOC* K210 (formerly SOC K113)

3 CREDIT HOURS

SOCIOLOGY OF THE FAMILY

Prerequisite: Any 100-level anthropology, economics, history, political science, psychology, or sociology course.

Examines the history, structure, functions, and variations of modern American families. Changing definitions of marriage, sexual expression, child rearing, sexual roles, and divorce rates will be examined from a sociological perspective. Emphasis is less on personal adjustment in marriage and more on sociological explanations for why current trends are occurring and what implications they hold for the individual, family, and society.

SOC* K212 (formerly SOC K218)

3 CREDIT HOURS

SEXUALITY, GENDER

Prerequisite: Any 100-level anthropology, economics, history, political science, psychology, or sociology course.

This course will discuss the development of modern cities in both developed and developing countries. The course begins with the social causes and social causes of urbanization, housing and homelessness, racial and ethnic segregation, urban sprawl, environmental issues, and urban development.

SOC* K278 (formerly SOC K240)

3 CREDIT HOURS

COMMUNITY RESEARCH

Prerequisite: Any 100-level anthropology, economics, history, political science, psychology, or sociology course.

Students volunteer with a community organization in a town of their choice, carrying out activities that will have some concrete result in addressing a social problem and meeting the needs of the community. Students may locate their own placement, with the instructor's approval, or work in a program of community choice. The instructor has developed a local agency. Much of the work takes place at off-campus sites in the region. Students will gain experience in conducting primary research methods used by sociologists: participant observation, interviews, survey research, content analysis, or the use of existing documents. Students meet in a seminar a number of times to reflect on their experiences.

SOC* K296 (formerly SOC K298)

3 CREDIT HOURS

TEACHING ASSISTANTSHIP IN SOCIOLOGY

Prerequisite: Any 100-level anthropology, economics, history, political science, psychology, or sociology course.

In this assistantship, students assist a faculty member in their continued work in the academic skills course offered in the field of sociology. Students may lead discussion groups, work with individual students, organize field trips, meet with parents, and/or other work to be arranged.

**Spanish**

SPAN* K111 (formerly SPA K101)

4 CREDIT HOURS

PERSPECTIVES OF ELEMENTARY SPANISH I

This course introduces the basic principles of the Spanish language and provides a cultural understanding of the Hispanic world. The emphasis of the course is on developing and applying the basic skills of language learning: listening, speaking, writing and reading, through classroom activities. Language laboratory is available.

SPN* K112 (formerly SPA K102)

4 CREDIT HOURS

ELEMENTARY SPANISH II

Prerequisite: Continuation of Elementary Spanish I. More advanced grammatical structures are introduced to continue developing the skills of language learning. To prepare students to begin expressing more complex thoughts in Spanish. Cultural topics and literacy readings offer experience in the range of hispanic, social, political and artistic information to increase the student's knowledge and understanding of the Spanish speaking world. Language lab is available.

SPN* K211 (formerly SPA K201)

4 CREDIT HOURS

INTERMEDIATE SPANISH I

Prerequisite: SPA* K112.

An intensive and extensive review of grammatical principles offered in previous semester. More emphasis is given to course comprehension, writing and reading skills, and introduces selected readings from Spanish and Latin American writers. Course fulfills International/Intercultural Requirement.

**SSC* K202 (formerly SPA K202)**

4 CREDIT HOURS

INTERMEDIATE SPANISH II

Prerequisite: SPN* K211.

A continuation of Intermediate Spanish I. It offers further practice and review, Students continue work on academic skills, composition, and readings from Spanish and Latin American authors. Course fulfills International/Intercultural Requirement.

**Social Science**

SSC* K108 (formerly SOS K108)

3 CREDIT HOURS

PERSPECTIVES OF SOCIAL SCIENCE

Prerequisites: All students must have successfully completed developmental courses or attained a placement score indicating placement in Reading/Writing Connection (ENG* K100). Students who are concurrently enrolled in any History/Politics Program Introduction 101-level courses are not eligible.

This team-taught course has a twofold purpose. The first is to expose students to the major ideas in the social sciences and to the similarities and differences in emphasis among the fields of anthropology, economics, history, political science, and sociology. The second goal is to develop students' abilities to think critically in the social sciences, to evaluate evidence, identify assumptions, and in general, to learn how we know what we know. Perspectives courses are most appropriate for degree students enrolled in any of the career programs. However, Liberal Arts or General Studies students are eligible.

**Course Descriptions**

For complete and up-to-date academic information, visit www.trcc.commnet.edu

For complete and up-to-date academic information, visit www.trcc.commnet.edu
GC* K121 (formerly THE K121)
3 CREDIT HOURS
PLAy iN PRODUCtiON i
This course builds on the skills and knowledge students have developed to this point. The emphasis will be on movement and expression in the stage management and technical areas. Each student will have a specific project role and will be responsible for the entire project. The students will be prepared for the State of Connecticut Wastewater Operator Class II examination.

Course Descriptions

Women’s Studies

WMS* K198
3 CREDIT HOURS
GENDER IN THE EVERYDAY WORLD
Prerequisite: ENG* K101 eligibility.
This course introduces students to the overlapping historical and contemporary issues that have shaped and affected women’s lives within the discipline of Women’s studies. It offers students the opportunity to learn about the feminist movements and women’s contributions toward social change. Emphasis will be on family, health, work, education, religion, violence against women, and popular culture. Incorporates projects that promote social change and the empowerment of women.

Wastewater

WWt* K110 (formerly ENV K1300)
3 CREDIT HOURS
WasteWATER tREATMENT I
Prerequisites: MAT* K137, WWt* K110, WWt* K112.
Corequisite: WWt* K116.
In this course, the student will be exposed to the one-year program in wastewater treatment that offers the combined knowledge and skills necessary to prepare the student for a career in the wastewater treatment industry. Upon successful completion, the student will be prepared for the State of Connecticut Wastewater Operator Class II examination.

WTt* K112 (formerly ENV K1400)
3 CREDIT HOURS
WasteWATER tREATMENT II
Corequisites: MAT* K137, WWt* K110. The applications of the theoretical principles of wastewater treatment processes will be investigated and reinforced through the use of specific examples from wastewater treatment laboratories. Students will participate in site visits to municipal wastewater treatment facilities and prepare a comprehensive study of a wastewater treatment plant.

WTt* K114 (formerly ENV K2223)
3 CREDIT HOURS
WasteWATER tREATMENT III
Prerequisites: MAT* K137, WWt* K110, WWt* K112.
Corequisite: WWt* K116. In this course, the student will be exposed to the one-year program in wastewater treatment that offers the combined knowledge and skills necessary to prepare the student for a career in the wastewater treatment industry. Upon successful completion, the student will be prepared for the State of Connecticut Wastewater Operator Class II examination.
For complete and up-to-date academic information, visit www.trcc.commnet.edu
College; B.S., Eastern Connecticut State University
Catherine E. Lewis, Placement Testing Coordinator – A.S., Three Rivers Community College; B.S., Eastern Connecticut State University
Elizabeth Millhouse, Educational Assistant, Recruitment – B.A., Hood College; M.S., Tai Sophia Institute
Elaine M. Powers, Processing Technician – A.S., Mohagen Community College; B.G.S., University of Connecticut
Kelly Richmond, Educational Assistant, Nursing Admissions – A.B.A., A.A., Community College of Rhode Island; B.S., University of Washington; M.A., University of Connecticut

COUNSELING & STUDENT DEVELOPMENT
Matthew Liscum, Counselor – B.S., State University of New York – Cortland; M.S., State University of New York–Oneonta
John Rich, Counselor/Career Placement Services – B.A., Manhattan College; M.Ed., Ed.D., University of Massachusetts–Amherst
Rhonda Spariani, Counselor – B.A., Quinnipiac College; M.S., Southern Connecticut State University
Celeste Warner, Educational Assistant, Career Placement – A.S., Mohagen Community College; B.S., Eastern Connecticut State University–Technical State University; Certificate, Three Rivers Community College
Kathleen Gray, Counselor/Transfer Credit Evaluation – B.A., University of Connecticut; M.S., Southern Connecticut State University

FINANCIAL AID
Hong Vo Kovic, Director of Financial Aid – B.A., Peking University; M.A., University of Texas; M.Div., Unification Theological Seminary; M.Ed., SUNY College
Donna Ramos, Financial Aid Assistant – A.S., Three Rivers Community College—Technical State University

REGISTRAR
Christine Langut, Registrar – B.A., Marist College; M.P.S., New York Institute of Technology
Betty Williamson, Associate Registrar – A.S., Three Rivers Community College; B.S., Eastern Connecticut State University

STUDENT PROGRAMS
Karen F. Westerberg, Coordinator of Student Programs/Alumni – A.A., Mohagen Community College; B.S., University of New Haven
Sharon Patlarz Lineman, Director, – B.A., Connecticut College
Jacqueline Sironen, Director of Student Activities – B.A., University of Dayton; M.A., Central Connecticut State University
Erin Sullivan, Educational Assistant/ TLP Coordinator (SMART Program)

FACULTY DIRECTORY
Judith Allbright, Assistant Professor of Nursing; B.S.N., M.S.N., University of Cincinnati
Larisa L. Akhanova, Associate Professor of Math; B.S., M.S., Ph.D., University of Armenia
Allan A. Anderson, Assistant Professor of Computer Science Technology; B.A., Mankato State College; M.S., Purdue University
Terri Ashdon, Assistant Professor of Nursing
Heather Bader, Full-time Lecturer – B.S.N., Rhode Island College
Richard Bennett, Assistant Professor of Business Law/Management; B.S.I.M., J.D., University of Akron
Jon Brammer, Assistant Professor of English; B.A., University of California–Santa Barbara; M.A., University of Wisconsin–Milwaukee
Arthur J. Braza, Professor of Accounting; B.B.A., M.B.A., Bryant College
Pamela Carroll, Assistant Professor of Psychology; B.A., Merrimack College; Ed.D., University of Massachusetts–Amherst
Irene Woods Clampt, Professor of Marketing; A.A., City University of New York – Queensborough Community College; B.A., City University of New York – Queens College; M.B.A., St. John’s University
Mark Comeau, Professor of Architectural Design Technology; A.S., Thames Valley State Technical College; B.S., B.Arch., Roger Williams University; M.S., Rensselaer Polytechnic Institute; Registered Architect (Connecticut, Rhode Island); NCARB Certified. Licensed Architect, CT, RI
James E. Copeland, Professor of Natural Sciences; B.S., M.S., Tennessee State University
Jeffrey Crouch, Assistant Professor of Criminal Justice; A.S., Mohagen Community College; A.A.S., Community College of the Air Force; B.S., Western Connecticut State University; M.P.A., Ph.D., University of Idaho; Certification in Homeland Security CHS-I
June S. Decker, Associate Professor of Mathematics; A.B., Harvard College; M.S., University of Connecticut
Jennifer Drance, Instructor of Early Childhood
Terrance Delaney, Associate Professor of History; B.A., Eastern Connecticut State University; M.A., Ph.D., Clark University
Judith F. Donnelly, Professor of Laser and Fiber Optic Technology; B.S., Tufts University; M.S., University of Connecticut
William J. Dopirak, Jr., Instructor of Biology; A.S., Mohagen Community College; B.S., Eastern Connecticut State University; M.A., Central Connecticut State University
Peter Edmondson, Associate Professor of Travel and Tourism; B.S., University of New Haven; M.S., University of Massachusetts
Larry A. Flick, Assistant Professor of Business; B.S., Oregon State University; M.B.A., California State University at Hayward
Ellen Freeman, Professor of Nursing; B.S., M.S., Boston College
Betti Glade, Assistant Professor of Business Office Technology; B.A., M.S., Eastern Connecticut State University
A.S., Three Rivers Community College

For complete and up-to-date academic information, visit www.trcc.commnet.edu
Three Rivers Community College
574 New London Turnpike, Norwich, CT 06360

From New London:
Follow Route 32 to I-395. Take Exit 80 east** (travel time approximately 15 minutes).

From Groton/Mystic:
Follow I-95 south to Route 32 - Norwich. Take I-395 north to Exit 80 east** (travel time approximately 25 minutes).

From Colchester and points West:
Follow Route 2 until it merges with Route 32 south. Take Exit 28S onto I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 West Main Street)** (travel time approximately 23 minutes).

From Jewett City and points North:
Take I-395 north to Exit 80. Take a left at the end of the Exit ramp (Route 82 West Main Street)** (travel time approximately 20 minutes).

From Ledyard/Navy Sub Base area:
Follow 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80 east** (travel time approximately 25 minutes).

From New Haven and points south:
Take I-95 north to I-395 north (exit 76). Take I-395 north to Exit 80 east.**

** From all points above:
Go five lights down to New London Turnpike. Turn right. The campus is about .2 miles on left.

Directions to Off-Campus Instructional Centers

SUBMARINE BASE
Building 83, Groton, CT
From I-95 north or south: Take exit marked Route 12. Proceed on Route 12 until Crystal Lake Road. Make left onto Crystal Lake Road. Base Main gate is 1/10 of a mile on right. From the main gate, proceed straight-ahead (Grayling Avenue) until the end. Make a right and then another right into the parking lot. The front of Bldg 83 faces Dealey Center and McDonald’s. Please use PSD entrance in front of Dealy Center and McDonald’s.

Ella T. Grasso Technical High School
189 Fort Hill Road, Groton, CT
From I-95 north or south, take exit 88. Go south on Route 117 for 1.0 mile. Turn left on Fort Hill Road, Route 1 and go east for 0.3 miles to 189 Fort Hill Road.
Step 1
APPLY FOR ADMISSION

Students interested in enrolling at Three Rivers Community College must complete an application for admission. Fill out and return the application form with the $20 application fee or apply online at www.trcc.commnet.edu (select the "Apply Online" link). You will need a credit card to complete an online application. Former students or applicants of any Connecticut community college do not need to pay the $20 application fee.

Step 2
SUBMIT SUPPORTING DOCUMENTATION

Three Rivers can begin the admission process as soon as you complete step 1, however, the following documents are required for registration:
A. Submit a copy of your high school diploma, high school transcript with graduation date, or GED certificate. You must provide us with proof of high school completion if you want to enroll in a degree-seeking program.
B. Submit evidence of immunization. Connecticut state law requires all full-time or matriculating students born after 1956, and enrolled in post-secondary school to provide proof of adequate immunization against measles and rubella before registration.

Beginning August 1, 2010, all new applicants born after 1956 must also provide proof of adequate immunization against mumps; and all new applicants born after 1979 must also provide proof of adequate immunization against varicella before being permitted to register for classes.

Students who graduated from a Connecticut high school after 1998 are exempt from providing proof of measles, mumps and rubella if s/he provides proof of high school graduation by either diploma or high school transcript with the graduation date.

NOTE: Three Rivers recommends that you provide us with these documents at the time of application, but we can begin the admission process if these items are still pending. However all documentation must be received before you will be permitted to register (see step 5).

Step 3
REQUEST FINANCIAL AID

Optional: Students requesting financial aid must first register for an education PIN. This PIN serves as your electronic signature so that you can complete the online free application for Federal Student Aid (FAFSA) using the Three Rivers Community College school code "009765." You may complete both of these steps at www.fafsa.ed.gov. Seven days after completing this process, contact the Three Rivers Financial Aid department at (860) 823-2870 or log on to www.my.commnet.edu to find out your eligibility status.

Step 4
TAKE THE PLACEMENT TEST

Once we process your application, you will receive a letter of acceptance and instructions on how to schedule your computerized placement test. All students are required to complete computerized placement tests designed to gain information about the student’s readiness for college-level course work. Students who scored 450 or higher on the critical reading or writing portion of the SAT, and/or 550 or higher on the math portion of the SAT may be exempt from taking the placement test. Students who have earned college-level math and English credits at other colleges or universities may be waived from the placement test when they provide unofficial transcripts of prior college coursework.

Step 5
REGISTER FOR CLASSES

After placement testing, new students attend a Freshman Advising Seminar to learn more about planning their program of study and to register for their classes. Transfer and Readmit students may make an appointment with the Advising and Counseling Office or walk in to the Welcome Center/Admissions office to review previous college work. Transfer students should bring copies of their college transcripts in order to facilitate the registration process. Official college transcripts should be sent to the Registrar's office if the student desires an official transfer credit evaluation.

For complete and up-to-date information, visit www.trcc.commnet.edu.
DEGREE STATUS
In which Degree/Certificate program are you planning to enroll?
Use list of majors/codes on page 6. Please write major and code above.

HIGHEST DEGREE LEVEL (check one only)
☐ No High School Diploma or GED(01)
☐ High School Diploma or GED(02)
☐ Some College (00)
☐ Associate's Degree (08)
☐ Bachelor’s Degree (09)
☐ Master’s Degree (09)
☐ Other Advanced Degree (10)
☐ Doctoral Degree (11)
☐ First Professional Degree (JD, MD, DDS, LLB) (12)
☐ Sixth-Year Certificate (13)

EDUCATIONAL GOALS
☐ Certificate (cross ref CT)
☐ Associate’s Degree (DG)
☐ Job Preparation/Retraining Course (J)
☐ Associate’s Degree (DG)
☐ Job Preparation/Retraining Course (J)
☐ Fulfill other college’s requirement (AC)
☐ Unsure at this time (UN)
☐ Transfer with an Associate’s Degree (DT)
☐ Personal Development Courses (PD)
☐ Other Goal (NL)

ACADEMIC BACKGROUND
Do you have a High School Diploma?
☐ Yes
☐ No
☐ Pending Graduation Year
Name of High School:
Town
State
Country
Do you have a General Equivalency Diploma (GED)?
☐ Yes
☐ No
Year
GED Number
Name of GED
School
Address
Do you have an Adult High School Diploma?
☐ Yes
☐ No
Graduation Year
Town
State
Have you participated in the High School Partnership Program through the CT Community Colleges?
☐ Yes
☐ No
Have you participated in the College Career Pathways/Tech Prep Program through the CT Community Colleges?
☐ Yes
☐ No

PREVIOUS COLLEGE BACKGROUND
College/University Name
State
Dates of Attendance
Graduation Date
Degree Awarded

INTERNATIONAL STUDENT INFORMATION
Are you an International Student who needs an I-20 form for an F1 Visa?
☐ Yes
☐ No
Other Visa Holder (indicate type)
Visa Admission Number
Visa Start Date
Visa End Date
International Address

EMPLOYMENT INFORMATION
☐ Employed Full time
☐ Employed Part-time
☐ Unemployed
Name of Employer
Address of Employer
Title/Position
Does your Employer have a Tuition Reimbursement Program?
☐ Yes
☐ No

E-MAIL COMMUNICATIONS
I request the College forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from College records that are protected by FERPA.
Signature:
Date:

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS
I understand that to maintain accurate student records, including the records pertaining to my attendance at the College, and for other necessary business purposes, the College may need to release or provide access to such information in the manner pertaining to me to another College in the Community College System or to the System’s administrative office. Accordingly, I hereby authorize the College to release or allow access to such information to those indicated for the purposes described.
Signature:
Date:

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the College. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.
Student Signature
Date
Parent/Guardian Signature (if under 18)
Date

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FOR COMPLETE AND UP-TO-DATE ACADEMIC INFORMATION, VISIT WWW.TRCC.COM/MATEDU
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