How to Reach Us

Campus Locations:

Mohegan Campus
7 Mahan Drive
Norwich, CT 06360-2497

Thames Valley Campus
574 New London Turnpike
Norwich, CT 06360-6598

Off-Campus Centers/Locations:

Ella T. Grasso Regional Vocational Technical School
189 Fort Hill Road
Groton, CT 06340

Naval Submarine Base
Building 83
Groton, CT 06349

College Web Site:
www.trcc.commnet.edu

Online Information Services:
www.online.commnet.edu

E-mail:
Info3Rivers@trcc.commnet.edu

Administration

President— Dr. Grace S. Jones 383-5206
Academic Dean— Ann Branchini 383-5204
Dean of Student Development & Services —
Karin Edwards 383-5203
Dean of Administration — Joseph S. Anderson 383-5202
Dean of Information Technology —
Stephen Goetchius 885-2327
Associate Dean of Continuing Education —
Marge Valentin 885-2608

Department Chairs

Business— Arthur Braza
ABraza@trcc.commnet.edu 383-5222
Humanities — Mary LaMattina
MLaMattina@trcc.commnet.edu 383-5285
Mathematics — Linda Tremer
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Nursing — Linda Perfetto
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Sciences — James Copeland
JCopeland@trcc.commnet.edu 383-5238
Social Sciences — Terrance Delaney
TDelaney@trcc.commnet.edu 383-5248
Technologies — Anthony Benoit
ABenoit@trcc.commnet.edu 885-2386

Office Directory . . . . . *Please call for Office Hours*

Informational Services. . . . . (860) 886-0177
Accounting Office 823-2899
Admissions Information 383-5260
Advising & Counseling 823-2830
Assessment of Prior Learning 892-5711
Bookstore – Mohegan Campus 383-5220
Bookstore – Thames Campus 887-4213
Career Placement Services 383-5298
Cashier 823-2810
Child Care Services 383-5291
Continuing Education Office 885-2608
Disability Services. 892-5751
Financial Aid Office 823-2870
Library/Learning Resource Center – Mohegan 383-5289
Library/Learning Resource Center – Thames. 885-2346
Registrar's Office. 892-5756
Student Programs Office. 885-2333
Student Programs Volunteer Office 885-2627
Student Services Center – Thames Campus 885-2301
Subase Site 445-5575
Veteran's Office 383-5247

Office Fax Numbers:

Admissions Office 892-5753
Business Office 886-0691
Registrar's Office. 892-5779
Student Services Center – Thames Campus 886-6670
Subase 445-9186

President's Message

Welcome to Three Rivers Community College!

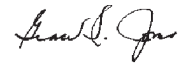
Congratulations on your decision to begin or continue your education with us. The 2005-2006 College Catalog is a valuable resource for your time here, a compass to guide you on your academic or career path, and I hope you will keep it with your other study materials as you pursue your educational goals here at the College.

Three Rivers Community College is an exceptional institution because of the people who dedicate their professional lives to serving our learning community. Whether you have come to us seeking a degree, or to enhance your workforce skills, or simply for the joy of taking a class to learn something new, our faculty and staff are committed to helping you along the way. We hope you will take the opportunity to ask a member of our College community for assistance as you orient yourself at Three Rivers, so that you will become more familiar with the College, and, so that we will become more familiar with you!

Three Rivers Community College strives to meet the diverse needs of our learning community by providing affordable, accessible educational opportunities, and nurtures partnerships that serve the economic and cultural needs of the region. At our College, we understand that teaching and learning is the reciprocal process between faculty and learner. A committed learner becomes a beacon in the community, setting a shining example for others to follow, and often reflects some of that light back to us.

I hope that the 2005-2006 College Catalog will help you find information critical to your educational pursuits. If you need further assistance, please visit the unabridged version of the catalog on our website (www.trcc.commnet.edu) or stop and ask a member of our College community to point you in the right direction.

Best wishes to you on your academic journey!



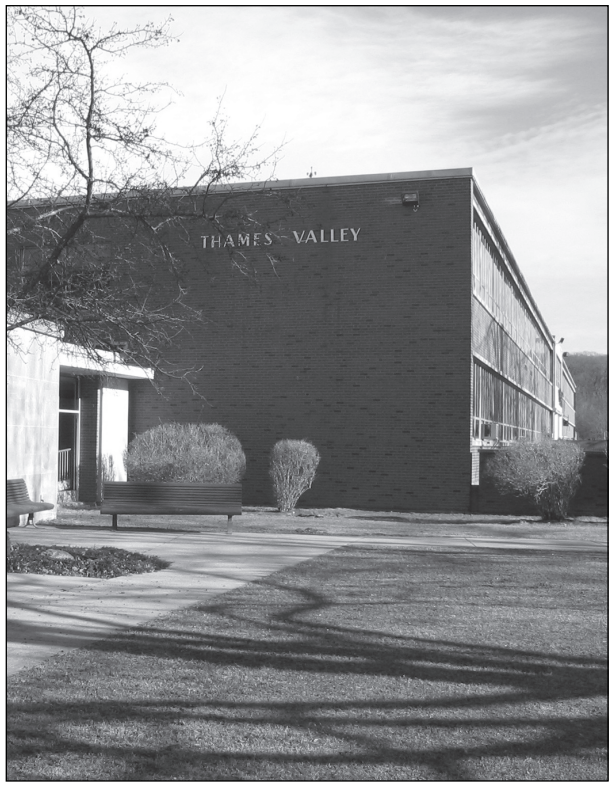
Dr. Grace S. Jones
President

Welcome to Three Rivers Community College

On May 5, 1992, the Connecticut General Assembly enacted Public Act 92-126 merging the community and technical colleges in five geographic areas of Connecticut. As a result, Thames Valley State Technical College and Mohegan Community College were officially combined to form a comprehensive, publicly supported college serving the diverse educational needs of the residents of the southeastern and eastern regions of the state. In November 1992 our newly consolidated college was renamed Three Rivers Community-Technical College in recognition of the region's three primary rivers: the Shetucket, the Yantic, and the Thames. The multi-campus commuter college, now called Three Rivers Community College, consists of two campuses in Norwich, the Thames Valley campus and the Mohegan campus, as well as two off-campus instructional centers located at the Naval Submarine Base and the Ella T. Grasso Southeastern Regional Vocational Technical School in Groton.

Through the integration of technical, career, and liberal arts programs within the College, Three Rivers' students are now able to move with greater ease from one program to another. Over three thousand seven hundred full- and part-time students in credit programs and one thousand four hundred students in non-credit continuing education programs enroll each year at Three Rivers.

Three Rivers
COMMUNITY COLLEGE



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Mission Statements

Our Missions

Connecticut Community Colleges Mission Statement

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;
- support economic development through partnerships with labor, business, industry, government and our communities, providing workforce development, business development, technology transfer;
- build community through the sponsorship of intellectual, cultural, social and recreational events and activities;
- engage students and community members to become active and responsible leaders in their communities.

Three Rivers Community College Mission Statement

Three Rivers Community College meets 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 Southeastern Connecticut.

To accomplish its mission the College:

- provides a broad range of credit and non-credit liberal arts and sciences, career, technical, associate degree and certificate programs leading to transfer, employment, and lifelong learning;
- provides workforce-focused education and training;
- promotes student success through efficient and effective operations and services;
- promotes the use of technology to support teaching, learning, and services to students.

In fulfilling its mission, Three Rivers Community College assists individuals in developing:

- a capacity for critical thinking;
- the ability to communicate effectively;
- an appreciation of the sciences and humanities;
- an understanding of the technological nature of modern society.

Academic Calendar 2005–2006

FALL 2005

Aug. 24	Orientation for New Students
Aug. 25	Professional Day Last Day for Full Tuition Refund
Aug. 26	**Classes Begin**/Late Registration Begins Add/Drop Period Begins First 5-Week Mods Begin
Aug. 29	First 7-Week Mods Begin
Sept. 2	Instructor's Signature Required to Add Classes
Sept. 5	Labor Day - **College Closed**
Sept. 8	Last Day of Add/Drop and Partial Tuition Refund
Sept. 17	Constitution Day – **Classes In Session**
Sept. 23	Last Day to Select Audit Option System Professional Day/**Classes In Session**
Sept. 30	Second 5-Week Mods Begin
Oct. 3	First 5-Week Mods End
Oct. 10	Columbus Day Observed - **Classes in Session**
Oct. 17	First 7-Week Mods End
Oct. 18	Second 7-Week Mods Begin
Nov. 4	Third 5-Week Mods Begin Last Day to Withdraw from classes without Instructor's Signature Last Day to Select Pass/Fail Option Last Day to Submit Incomplete Work from Spring '04 and Summer '04 Semesters
Nov. 7	Second 5-Week Mods End
Nov. 11	Veteran's Day Observed - **Classes Not in Session**
Nov. 12	**Classes Not in Session, but Make-up/ Supplemental sessions may be scheduled**
Nov. 15	Last day to apply for Spring (May Graduation) and for Summer completers who wish to attend the May ceremony
Nov. 22-23	**Classes Not in Session, but Make-up/ Supplemental sessions may be scheduled**
Nov. 24-27	Thanksgiving Recess - **College Closed**
Nov. 28	Last Day to Withdraw from Classes with Instructor or Advisor Signature
Dec. 8	Second 7-Week Mods End
Dec. 10	Last Day of Classes
Dec. 12-20	Class/lab, makeup/supplemental sessions or final exam week
Dec. 16	Third 5-Week Mods End
Dec. 22	Final Grades Due Registrar's Office
Dec. 26	Holiday Recess - **College Closed**
Dec. 29	Grades available on web

FALL 2005 MODULAR COURSES

SEVEN WEEK - MOD 1

Monday & Wednesday	Begins August 29/Ends October 17
Tuesday, & Thursday	Begins August 30/Ends October 13

SEVEN WEEK - MOD 2

Monday & Wednesday	Begins October 19/Ends December 7
Tuesday, & Thursday	Begins October 18/Ends December 8

FIVE WEEK MODULARS

First 5-Week Mod

Monday & Wednesday	Begins August 29/Ends October 3
Tuesday, & Thursday	Begins August 30/ Ends September 2/
Monday Only	Begins August 29/Ends October 3
Tuesday Only	Begins August 30/ Ends September 27
Wednesday Only	Begins August 31/ Ends September 28
Thursday Only	Begins September 1/ Ends September 29
Friday Only	Begins August 26/ Ends September 23

Second 5 Week Mod

Monday & Wednesday	Begins October 5/Ends November 7
Tuesday & Thursday	Begins October 4/Ends November 3
Monday Only	Begins October 10/Ends November 7
Tuesday Only	Begins October 4/Ends November 1
Wednesday Only	Begins October 5/Ends November 2
Thursday Only	Begins October 6/Ends November 3
Friday Only	Begins September 30/Ends October 28

Third 5-Week Mod

Monday & Wednesday	Begins November 9/ Ends December 14
Tuesday & Thursday	Begins November 8/ Ends December 15
Monday Only	Begins November 14/ Ends December 12
Tuesday Only	Begins November 8/ Ends December 13
Wednesday Only	Begins November 9/ Ends December 14
Thursday Only	Begins November 10/ Ends December 15
Friday Only	Begins November 4/ Ends December 16

Academic Calendar

Academic Calendar 2005–2006

SPRING 2006

Jan. 16	Martin Luther King Day - **College Closed**
Jan. 19	Professional Day New Student Orientation Last Day for Full Tuition Refund
Jan. 20	**Classes Begin**/Late Registration Begins Add/Drop Period Begins First 5-Week Mods Begin
Jan. 23	First 7-Week Mods Begin
Jan. 27	Instructor Signature Required to Add Classes
Feb. 2	Last Day of Add/Drop and Partial Tuition Refund
Feb. 17	Last Day to Select Audit Option
Feb. 20	President's Day Observed - **Classes Not In Session**
Feb. 24	Second 5-Week Mods Begin
Feb. 27	First 5-Week Mods End
Mar. 13	First 7-Week Mods End
Mar. 14	Second 7-Week Mods Begin
Mar. 19-26	Spring Break - **Classes Not in Session**
Apr. 7	Last Day to Withdraw from Classes without Instructor's Signature Last Day to Select Pass/Fail Option Last Day to Submit Incomplete Work from Fall '05 Semester Third 5-Week Mods Begin
Apr. 10	Second 5-Week Mods End
Apr. 14-16	Spring Recess – **College Closed/ Classes Not In Session**
Apr. 15	Last Day to apply for Summer (August '06) Graduation
Apr. 28	Last Day to Withdraw from Classes with Instructor or Advisor Signature
May 8	Last Day of Classes Second 7-Week Mods End
May 15	Third 5-Week Mods End
May 9-17	Class/lab, makeup/supplemental sessions or final exam week
May 19	Final Grades Due
May 21	**Commencement**
May 24	Student grades available on Web
May 29	Memorial Day - **College Closed**
June 15	Last day to apply for Fall (December '06) Graduation

SPRING 2006 MODULAR COURSES

First 7-Week Mod

Monday & Wednesday	Begins January 23/Ends March 13
Tuesday & Thursday	Begins January 24/Ends March 9

Second 7-Week Mod

Monday & Wednesday	Begins March 15/Ends May 8
Tuesday, & Thursday	Begins March 14/Ends May 4

FIVE WEEK MODS
First 5-Week Mod

Monday & Wednesday	Begins January 23/ Ends February 27
Tuesday & Thursday	Begins January 24/Ends February 23
Monday Only	Begins January 23/Ends February 27
Tuesday Only	Begins January 24/Ends February 21
Wednesday Only	Begins January 25/Ends February 22
Thursday Only	Begins January 26/Ends February 23
Friday Only	Begins January 20/Ends February 17

Second 5-Week Mod

Monday & Wednesday	Begins March 1/Ends April 10
Tuesday & Thursday	Begins February 28/Ends April 6
Monday Only	Begins March 6/Ends April 10
Tuesday Only	Begins February 28/Ends April 4
Wednesday Only	Begins March 1/Ends April 5
Thursday Only	Begins March 2/Ends April 6
Friday Only	Begins February 24/Ends March 31

Third 5-Week Mod

Monday & Wednesday	Begins April 12/Ends May 15
Tuesday & Thursday	Begins April 11/Ends May 11
Monday Only	Begins April 17/Ends May 15
Tuesday Only	Begins April 11/Ends May 9
Wednesday Only	Begins April 12/Ends May 10
Thursday Only	Begins April 13/Ends May 11
Friday only	Begins April 7/Ends May 12

Academic Calendar 2005–2006

SUMMER 2006

12 Week Module

May 19	Last Day to Drop Classes for Full Tuition Refund
May 22	**Classes Begin**
May 29	Memorial Day – **College Closed/Classes Not In Session**
June 15	Last day to apply for Fall (December '06) Graduation
June 23	Last Day to Withdraw from Classes without Instructor's Signature
July 4	Independence Day Observed – **College Closed/ Classes Not In Session**
Aug. 8	Last Day to Withdraw from Classes with Instructor's Signature
Aug. 15	Last Day of Classes
Aug. 17	Final Grades Due

8 WEEK Module

May 19	Last Day to Drop Classes for Full Tuition Refund
May 22	**Classes Begin**
May 29	Memorial Day – **College Closed/Classes Not In Session**
June 15	Last day to apply for Fall (December '06) Graduation
June 16	Last Day to Withdraw from Classes without Instructor's Signature
July 4	Independence Day Observed – **College Closed/ Classes Not In Session**
July 11	Last Day to Withdraw from Classes with Instructor's Signature
July 18	Last Day of Classes
July 20	Final Grades Due

FIRST - 6 WEEK Module
Monday/Wednesday Classes

May 19	Last Day to Drop Classes for Full Tuition Refund
May 22	**Classes Begin**
May 29	Memorial Day – **College Closed/Classes Not In Session**
June 2	Last Day to Withdraw from Classes without Instructor's Signature
June 15	Last day to apply for Fall (December '06) Graduation
June 26	Last Day to Withdraw from Classes with Instructor's Signature
July 3	Last Day of Classes
July 4	Independence Day Observed - **College Closed/ Classes Not In Session**
July 5	Final Grades Due

SECOND - 6 WEEK Module

July 3	Last Day to Drop Classes for Full Tuition Refund
July 4	Independence Day Observed - **College Closed/ Classes Not In Session**
July 5	Classes Begin
July 19	Last Day to Withdraw from Classes without Instructor's Signature
Aug. 8	Last Day to Withdraw from Classes with Instructor's Signature
Aug. 15	Last Day of Classes
Aug. 17	Final Grades Due

FIRST 3 WEEK Module

May 19	Last Day to Drop Classes for Full Tuition Refund
May 22	Classes Begin
May 26	Last Day to Withdraw from Classes without Instructor's Signature
May 29	Memorial Day - College Closed/Classes Not In Session
June 6	Last Day to Withdraw from Classes with Instructor's Signature Last day to apply for Fall (December '06) Graduation
June 12	Last Day of Classes
June 14	Final Grades Due

SECOND 3 WEEK Module

June 12	Last Day to Drop Classes for Full Tuition Refund
June 13	Classes Begin
June 16	Last Day to Withdraw from Classes without Instructor's Signature Last day to apply for Fall (December '06) Graduation
June 27	Last Day to Withdraw from Classes with Instructor's Signature
July 3	Last Day of Classes
July 4	Independence Day Observed - College Closed/ Classes Not In Session
July 5	Final Grades Due

THIRD 3 WEEK Module

July 3	Last Day to Drop Classes for Full Tuition Refund
July 4	Independence Day Observed – College Closed/ Classes Not In Session
July 5	Classes Begin
July 10	Last Day to Withdraw from Classes without Instructor's Signature
July 19	Last Day to Withdraw from Classes with Instructor's Signature
July 25	Last Day of Classes
July 26	Final Grades Due Registrar's Office

Admissions

Admissions

All inquiries regarding admission should be addressed to:

Admissions Office
Three Rivers Community College
7 Mahan Drive
Norwich, Connecticut, 06360-2497
Telephone: (860) 886-0177; 383-5260
E-mail: admissions@trcc.commnet.edu

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, outstanding high school students accepted for early admission or those participating in the Tech-Prep Program or the High School Partnership Program.

Applications are accepted year-round for fall, spring, and summer sessions. 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 the College's home page at www.trcc.commnet.edu.

Admission to the College provides access to higher education and many other academic benefits. Academic excellence necessitates adherence to a code of standards. Placement tests and pre-requisite courses help to maintain the integrity of the level of instruction in the classroom. Applicants who lack the necessary math or English backgrounds may be admitted with the understanding that they will take advantage of the College's developmental courses in math and English prior to pursuing the curricula of their chosen programs.

Admission to the Associate Degree in Nursing Program is selective and governed by special admissions criteria as described in the admissions section of this catalog under Selective Admission to the Nursing Program.

How to Apply

Degree or Certificate Students

1. **New first-time students** applying as degree or certificate candidates must:

   a. Complete the Application for Admission form (provided in the back of this catalog). A $20.00 non-refundable application fee must accompany the completed application form. (If you have attended 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 should accompany the application.

   b. Submit proof of high school completion. Adult students may submit other 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. Information about the test, how to prepare for it and sign-up for a testing session is sent to new students with their acceptance packets. More information on this requirement is included in the Additional Admissions Information section of this catalog. (Transfer students from other colleges please see Section 2).

   d. Submit proof of measles/rubella immunization to the Admissions Office if you were born after December 31, 1956. More information on this requirement is included in the Registration and Records section of this catalog. Graduates from Connecticut high schools from 1999 to present are exempt from this policy.

e. Admission to the Nursing Program requires the completion of special application materials available from the Admissions Office. Please see the Additional Admissions Information section of this catalog for details.

f. All students must complete the admissions process before registration. Applicants are encouraged to complete the admissions and financial aid process at least 6 weeks prior to their intended first semester. Those who would like assistance in planning their program of study may speak with an admissions advisor by calling the Admissions Office.

2. **Transfer Students** from another regionally accredited institution of higher education who wish to transfer credits to Three Rivers must follow the steps for new first-time students. Transfer students will be required to take the computerized placement test unless they have earned 6 or more college-level credits including English equivalent to ENG K101 and math equivalent to MAT K137 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, or 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 official transcripts from previous college(s). For detailed information about receiving credit by transfer, see page 40 in the Academic Standards section of this catalog.

3. **Readmission 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/ Readmission 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 at other colleges attended may apply to current degree requirements. In some cases, 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 math courses with a "C" grade or higher. Readmitted students must meet the measles/ rubella immunization requirements as described in this catalog.

Note: Students seeking readmission who have been on academic or disciplinary suspension should refer to page 45 of this catalog.

4. **International Students**
Three Rivers is authorized under Federal law to enroll nonimmigrant alien students holding appropriate visas. Applicants for a student visa (F1 status) should contact the Admissions Office at (860) 383-5268 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 to demonstrate English proficiency or submit official school transcripts when English is the native language of the prospective student's country of origin. Three Rivers does not provide qualified intensive English as a Second Language instruction for F1 students. The College offers two (2) ESL courses, however it does not provide an ESL program of study.

c) Submit proof of financial sponsorship or proof of ability to cover educational and living expenses in U.S. currency. International students are responsible for making their own housing arrangements. In addition, they must pay the out-of-state tuition and fee rate in full prior to the start of classes. They do not qualify for federal or state financial aid programs.

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 $20.00 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 (if required, evidence of college-level English and mathematics eligibility must be provided.) Applicants admitted as non-degree students may subsequently become degree candidates by complying with the degree seeking student requirements and completing a Program Change form available from our website or in

the Student Services Center. At Three Rivers, non-degree students generally include adults pursuing credit courses for personal interest or skill development for career advancement, college students home for the summer, students fulfilling requirements for other colleges, and senior citizens.

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 sent to new non-degree students with their acceptance packets. More information on this requirement is included in the Additional Admissions Information Section of this catalog.

Non-degree students must provide proof of measles/rubella immunization when they register for 12 or more credits in a semester.

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. 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, interested students should call the College Admissions Office at (860) 383-5260.

2. **Tech-Prep Students**
   Tech-Prep is an integrated secondary and post-secondary education program (two years of high school with two years of college) designed to prepare students for tomorrow's highly competitive careers. It provides a foundation of applied academics (courses incorporating hands-on experience and real-life applications) and the career skills needed for current and emerging careers. Tech-Prep links business, industry, and secondary and postsecondary schools through a consortium whose goal is to prepare students to eventually enter the workforce.

There is a formal articulation agreement between Three Rivers and many comprehensive and vocational-technical high schools throughout Eastern Connecticut. This agreement allows students to earn Three Rivers' credits while taking their current or future high school courses. Students in the 10th grade apply to the program by submitting a special application available at participating high school guidance offices. Students who meet the criteria will register for designated college courses with their guidance counselor.

Up to 14 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 and receive a college transcript upon high school graduation. High school students interested in this program should speak with their guidance counselor or call the Three Rivers School to Career/Tech Prep Coordinator at (860) 885-2600.

Additional Admissions Information

Computerized Placement Testing

After being admitted to the College, all new first-time students are required to complete an assessment of basic skills in mathematics, reading and writing. This un-timed computerized placement test is necessary to help advisors assess students' readiness for college-level classes and assist them in selecting appropriate courses. Students then use this information to make decisions about the number of courses they will take, the sequence in which courses are taken and long-term educational planning.

Waiver of Computerized Placement Testing

Generally, students with an associate degree or higher and other transfer students who have earned 6 or more college-level credits, including English equivalent to ENG K101 and math equivalent to MAT K137 with a "C" grade or higher, are waived from the Computerized Placement Test when they provide unofficial transcripts of prior college coursework or a copy of their college degree.

Note: Degree recipient status is not an automatic exemption from pre-requisite standards.

Selective Nursing Admission Criteria

Students seeking admission to the Associate Degree in Nursing (ADN) program must fulfill nursing admission criteria to qualify for this selective admission program. These criteria are in addition to the general admission policies of the College. The specific admission criteria, general admission policies and steps are outlined below. They take precedence over any previously published nursing admission policies in the 2003-2005 Catalog or other printed materials. It is important to note that all qualified candidates may not be offered admission into the nursing program due to the limited number of available seats. Prospective nursing applicants are strongly advised to attend a Nursing Information Session conducted by the College. Please call the Admissions Office at 383-5260 for dates and times of upcoming sessions or visit the college web site at www.trcc.commnet.edu. Please see the How To Apply procedures of the admissions section for details. Students who wish to fulfill the nursing admission criteria enroll in the General Studies Program with emphasis on the Pre-Nursing sequence.

Transfer of Credits to the Nursing Program

Nursing students with credits in Anatomy and Physiology I and II, Microbiology and other co-requisite course credits

such as English and psychology from regionally accredited colleges and universities may transfer these credits to the program regardless of when they were earned, provided the grades were "C" or higher.

For more information on Receiving Credit by Transfer, please refer to the Academic Standards section of this catalog.

Articulation Options for Licensed Practical Nurses (LPNs)
Please see the Nursing Program of Study section of this catalog for information.

I. Nursing Admission Criteria
Admission to the fall nursing class is based upon completion of all admissions requirements by April 1st of the year the student seeks entrance to the nursing program. Applicants will be admitted on a rolling basis beginning February 1st. Please refer to the selection criteria for details about the selection process including **PRIORITY ADMISSIONS.** All application packets must be postmarked by the April 1st deadline.

If the applicant is selected, final acceptance to the program is contingent upon receipt of official transcript(s) for prerequisite and completed co-requisite courses.

1. Complete the following nursing prerequisite or equivalent college credit courses with a minimum grade of "C" in each course:

a. Intermediate Algebra – Three Rivers MAT K137 (or higher level *algebra based* math, or MAT K186 eligibility (College Level Math score of 66 or higher on Accuplacer.)

b. Chemistry with a lab component – Three Rivers CHE K111 or higher OR appropriate Advanced Placement (AP) Chemistry credit awarded at the High School level (NOTE: TRCC CHE K111 has a prerequisite of MAT K137)

c. Anatomy & Physiology I with a lab component – Three Rivers BIO K211 OR appropriate Advanced Placement (AP) Biology credit awarded at the High School level. [*General Biology 1 with a lab component – Three Rivers K121 OR appropriate Advance Placement (AP) credit awarded at the high school level, will be accepted in lieu of BIO K211 for admissions purposes*. NOTE: Ecology, Marine Ecology, Environmental Science & Human Biology – BIO K115 does not meet this requirement.

d. Completion of English 101 OR Eligibility for English 101 (Composition) per Accuplacer score

2. Take the specified Nursing Aptitude Test. This test must be taken between November 1st and the third week in March prior to the year the student seeks entrance to the nursing program. Times and dates for the Test are included in the special nursing application packet.

Effective Entering Class of 2006

3. Earn a *minimum* GPA of 2.5 or greater for nursing prerequisite and co-requisite courses. PLEASE NOTE: Although the minimum grade requirement for all prerequisites and co-requisites is a "C", students must have a minimum grade point average (GPA) of 2.5 for these courses in order to meet the eligibility requirement for admission to the nursing program.

4. Complete and submit the Special Nursing Application packet by mail, *Certified Mail, Return Receipt Requested,* postmarked no later than April 1st. The special nursing application packet is released by the College Admissions Office beginning November 1st of each year for the following year's entering nursing class.

AFTER NOVEMBER 1st students may call Joanna Doherty at (860) 892-5702 or email jdoherty@trcc.comment.edu to request the Special Nursing Application packet.

PLEASE NOTE: If an applicant is not selected or declines an offered seat, then the applicant must reapply to be considered in any subsequent selection process.

II. GENERAL COLLEGE ADMISSIONS (If you are not a student at Three Rivers):
Please see the section, How to Apply. Students who wish to fulfill the nursing admission criteria enroll in the General Studies: Pre-Nursing sequence.

III. Dual Enrollment for High School 11th and 12th Graders
High school students interested in seeking admission to the nursing program may pursue the nursing prerequisites through dual enrollment beginning in grade 11 as part of the Three Rivers Community College-High School Partnership Program. Students recommended for the High School Partnership Program may receive scholarships to take Three Rivers' college credit courses after their regular school day. Please see your guidance counselor for High School Partnership Application materials or call the Admissions Office at Three Rivers [(860) 892-5702] for a list of high schools that participate in the Three Rivers High School Partnership Program.

Admissions

Nursing Admissions Selection Criteria Effective Entering Class of 2006

The following selection criteria will be used to offer seats to applicants who submit the Special Nursing Application to Three Rivers Community College nursing program effective with the entering class of 2006.

Priority Admissions Applicants will be admitted on a rolling basis from the month of February forward based on the following criteria:

- All Nursing Admissions Criteria met;
- Score of 75% or higher on all of the following components of the PSB/Nursing Aptitude Exam: Academic Aptitude-Total; Reading Comprehension; Natural Sciences; Vocational Adjustment;
- Overall GPA of 3.0 or higher (pre-requisite and co-requisite nursing courses only)

Beginning March 1st seats will also be offered to those meeting the following criteria:

- ALL Nursing Admissions Criteria met;
- Score of 50% or higher on all of the following components of the Nursing Aptitude Exam: Academic Aptitude-Total; Reading Comprehension; Natural Sciences; Vocational Adjustment;
- Overall GPA of 3.0 or higher (pre-requisite and co-requisite nursing courses only)

Beginning April 1st applicants will be ranked and seats offered according to the following criteria:

- ALL Nursing Admissions Criteria met;
- Score of 26% or higher on all of the following components of the PSB-Nursing Aptitude Exam: Academic Aptitude-Total; Reading Comprehension; Natural Sciences; Vocational Adjustment;
- Overall GPA of 2.5 or higher (pre-requisite and co-requisite nursing courses only)

Applicants meeting the following criteria will be ranked and considered on a space available basis:

- ALL Nursing Admissions Criteria met;
- Score of 25% or lower on any of the following components of the PSB-Nursing Aptitude Exam: Academic Aptitude-Total; Reading Comprehension; Natural Sciences; Vocational Adjustment;
- Overall GPA of 2.5 or higher (pre-requisite and co-requisite nursing courses only)

Applications are released each year beginning November 1st. For full priority consideration, applications should be received by February 1st. Admissions decisions will begin the month of February in accordance with the above *Priority Admissions* criteria.

April 1st Deadline - Applications postmarked after April 1st will not be considered.

First Year Experience Course

New, first-time college students admitted to Liberal Arts and Sciences or General Studies programs are required to take the First Year Experience course (IDS K105) in the first or second semester of their college program or before attaining 12 credits. Students in other degree programs are encouraged to enroll. This three-credit course is designed to help new students meet the expectations of college life.

Transfer students who have 12 credits or more from another institution and a GPA of 2.7 or greater may be exempted from the course by an advisor prior to registration. Students who feel they should be waived from the course for other reasons should inquire about the waiver process from an advisor or the Coordinator of First Year Experience. Further information about the course may be found in this catalog on page 151.

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 speakers of English who have already attained basic fluency in English. 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 K094, COU 024, MAT 075, & MAT 095 in the Credit Course Description in this catalogue.

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 in this catalogue.

Peer Mentoring Course

Students who have successfully completed at least one semester at the College may be eligible to take this course. Its' primary goal is that of engaging new students in the world of higher education by connecting them with their peers and helping them to develop leadership skills. See COU K140 for a description.

Veterans and Reservists

a. 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. Reservists 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.

See page 20 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.

Since Veterans Administration benefits only cover courses which do not replicate any previously earned credits, students receiving VA benefits are advised to have their official military and/or educational transcripts submitted for an evaluation of Military Learning. This is done by submission of the appropriate form to the Cashier's Office, accompanied by a $15 evaluation fee.

b. Vocational Rehabilitation – Students should contact the Veterans Administration in Newington, CT @ 1-800-827-1000 for information.

Students with Disabilities

Three Rivers welcomes students with disabilities and strives to make their college experience successful. Students with disabilities are guaranteed reasonable accommodation under the provisions of the Americans with Disabilities Act of 1992.

Disclosure of a disability is voluntary. A confidential disabilities disclosure form is sent to all newly admitted students. The Student Development Center will contact students with information about services, computerized placement testing, registration procedures, and planning accommodations such as the use of auxiliary aids and modified testing.

In instances when students have disabilities that are not discernible (i.e. learning disabilities, psychiatric or health-related disabilities), valid and reliable documentation to verify eligibility for services is required. Confidentiality of information is assured. Release of Information forms are available from both the Admissions and Student Development offices for student use in requesting documentation. (Disability Policy and documentation guidelines may be downloaded from the TRCC website—go to the Advising and Counseling link from the Student Services section on the homepage.

An elevator with wheelchair access on each campus makes most floors accessible to students with physical disabilities. Special parking areas and entrances are conveniently located near the elevator.

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 percent 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 percent 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 does not constitute a different degree. A student wishing to earn a certificate and degree in the same program must complete the requirements of the certificate 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.commnet.edu/planning/Research/SRK/srk.htm concerning the completion or graduation rate of full-time degree or certificate seeking students. In reviewing this information it is important to understand that graduation information is reported by cohort years which represent the year that students first started at the college. All reporting is delayed by one year due to the federal reporting schedule. Graduate information is always updated at the end of April each year. For example 2004 graduate information would be reported under the heading of the 2001 cohort after May 2005.

Registration & Records

Registration Procedures

All students must first be admitted to the College in order to register for classes during designated registration periods preceding each semester. Students should refer to the schedule of classes published prior to each semester for specific registration procedures. All students are expected to be registered and to have payment arrangements completed by the start of classes for the semester or summer session they plan to attend.

Registration for New and Readmission Students

First-time applicants who are admitted to Three Rivers and those readmitted to the college for a given semester are invited by mail to register for courses at a specified date and time. Please bring unofficial transcripts or grade reports of previous work with you at the time of registration.

Registration for Continuously Enrolled Students

Currently enrolled students planning to continue their enrollment the following semester (continuing students) may register early during the current semester of enrollment. Times and locations for registration are announced by the Registrar's Office and appear in the Academic Calendar.

NOTE: THERE ARE TWO TYPES OF STUDENT CLASSIFICATIONS FOR REGISTRATION:

Degree Candidate (matriculated student) - one 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) - one 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.

Measles and Rubella

Immunization Requirement

By law (Public Act 89-90), all higher education institutions in Connecticut require all full-time enrolled students and part-time matriculated students born after December 31, 1956 to submit evidence of immunization against measles and rubella before permitting them 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.

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 under the following conditions:

- 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 measles and/or rubella;
- if inoculation is contrary to student's religious beliefs or practices, a letter of explanation must be submitted with verification from a clergy member;
- Graduates from CT public High Schools from 1999 to present do not have to submit proof.

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. 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, and students are not eligible to receive financial aid, VA, or Tuition Assistance. Please check the Academic Calendar for the deadline to request an Audit.

Change in Schedule or Program

Adding Courses - Students may add courses through the dates shown in the academic calendar provided:

- there is an opening in the desired class;
- the student meets course prerequisites, if any;
- an advisor approves and signs the Add Form for a schedule change;

After the first week of the add period, a student must, in addition to the above, obtain written permission from the instructor.

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 appropriate forms available in the Registrar's Office or any Student Services Office or verbally notify the Registrar's Office.
- To drop all courses for a semester, students may either complete the appropriate form available in the Registrar's Office, submit written authorization to the Registrar's Office, or verbally notify the Registrar's Office by the published drop date.
- Late drops will not be permitted unless the Academic Dean authorizes the drop due to extenuating circumstances.

Withdrawing from Courses - After the last drop date as specified in the academic calendar, students may withdraw from courses by completing the appropriate form (based on the withdrawal procedure criteria) available in the Registrar's Office or any Student Services Office or by verbally notifying the Registrar's Office. 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 or transfer to another college. 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 Computer Science Technology) should first discuss the change of program with their advisor or a counselor. A change of program form, available at any Student Services Office, must be completed and submitted to the Student Development Office.

Registration between Connecticut Community Colleges

Registration & Records

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 Registration

The College offers day and evening self-supporting courses during the summer 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 accepted at other colleges, but students are advised to consult their home institution for information regarding transfer of credits. Summer students should follow the admission and registration procedures listed in the published summer session schedule. Generally, students enrolling in the summer session 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 www.online.commnet.edu or by calling the Admissions Office.

Student Records

Retention of Records

Three Rivers maintains the permanent records on all students: admission, academic, and financial aid. The records are retained in accordance with the State of Connecticut retention policies and schedules. Accordingly, secondary documents are periodically purged from student files after mandated periods of retention have expired.

Rights of Students to Access Records

The right of a student to inspect and review his or her own student records is protected by the Family Education Rights and Privacy Act of 1974 (FERPA) and the subsequent regulations for the Act issued by the U.S. Department of Health, Education, and Welfare. Students may access their own records subject to the exclusions detailed in the Act prohibiting the disclosure of confidential information contained in records of instruction and supervisory and administrative personnel records. Third party documents must be obtained from the institution of issuance. Also excluded are confidential recommendations concerning the student regarding employment or admission to another educational agency or institution and medical records supplied by a recognized medical professional. Financial records of parents of the student or any information contained therein are subject to exclusion as are other special circumstances as detailed in the Privacy Act. The Act requires Three Rivers to make educational records not excluded above available to the student within a reasonable time after request is made but not exceeding a period of forty-five days. Officials are instructed to record the name of the student making the request and the date. Students have the right to request an amendment of an educational record that the student believes is inaccurate or misleading. Students wishing to challenge the accuracy of their records should present their comments in writing to the Registrar. If informal efforts to resolve problems fail, a student may request a hearing, and may file a complaint with the Family Policy Compliance Office (FERPA), U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605 in accordance with the provisions of the Privacy Act. A complete copy of FERPA regulations is available from the Registrar.

Directory Information

In accordance with the provisions of the Privacy Act, the Registrar's Office will release, upon written request of third parties, the following "directory" information: student name and address, dates of attendance, and honors/awards received. Students may request that directory information be suppressed (except as detailed in the exclusions below) from public distribution. Upon written request, the Registrar's Office will flag the student's record for confidentiality for the semester in progress. Requests should be renewed each semester if desired. Confidentiality requests should be made in writing at the time of registration to ensure the desired level of privacy.

Exception to the written consent requirements include: 1) federal and state judicial orders, 2) any lawfully issued subpoena of records, 3) federal and state officers auditing compliance with regulations governing various student benefit programs, 4) recognized accrediting organizations involved in the accrediting process, 5) parents of students under eighteen years of age who are financially dependent based on copies of the federal income tax returns of the parents, and 6) in emergency situations, appropriate persons as determined by the Dean of Student Development and Services in order to protect the health and safety of the student or other persons.

Web Access to Student Information

Three Rivers students can access any college information including their academic history, schedule, and financial information via the Internet: www.online.commnet.edu. Students with a hold on their account will not be able to access the Secured Information Area. This site leads students to information regarding admissions, programs, and services at all twelve Connecticut Community colleges, their course schedule and registration status, their holds/display, their grades, their academic history, their charges and payments, and financial aid information at all twelve community colleges.

In order to access the information, students need to click on: "Login" under Secured Information, enter their Student ID # (@0012345) and PIN# (Date of Birth MMDDYY).

Official Transcripts of the Academic Record
Academic transcripts of a student's educational record are released to parties outside of the College only with the written consent of the student. Written requests to send official transcripts to third parties are processed for a fee of $3.00 within approximately two weeks from the time the request is received. No telephone or fax requests can be accepted.

Unofficial Transcripts of the Academic Record
Students can access their unofficial transcripts via the Internet: www.online.commnet.edu. In order to access a student's information, the student needs to click on: "Login" under Secured Information, enter their Student ID # (@0012345) and PIN# (Date of Birth MMDDYY). Students who do not have access to the Internet can make a request in writing to the Registrar's office in order to obtain an unofficial copy of their transcript free of charge. No telephone or fax requests can be accepted.

Age of Majority

Student Records

Under Connecticut law, the age of majority is 18 and students that 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 their academic record automatically released to their parent or guardian must complete a Transcript Release Form available in the Registrar's Office. Release forms must be requested 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 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."

Academic Calendar

Financial Aid Information

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to attend college. Three Rivers offers financial aid to students who have been determined to have financial need according to federal need analysis. The financial aid awarded depends on the student's financial need, the availability of funds at the College and any other aid the student is receiving. The financial aid package may include grants that do not need to be repaid, low interest loans to be repaid over an extended period once a student ceases half-time attendance, or work-study jobs, which pay the student an hourly wage. Federal programs provide most financial aid at Three Rivers.

Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA), available on-line at (www.FAFSA.ed.gov), 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.

All applications should be submitted to the Federal Government by May 1 for students enrolling in August (fall semester) and 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, the applicant must complete the following steps:

1. Complete the process for admission to a degree or certificate program at Three Rivers. See page 8 of this catalog for detailed instructions.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA) online (www.FAFSA.ed.gov).
3. Provide any additional documentation required by the Financial Aid Office.

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

Students receiving financial aid must meet these requirements:

- 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 page 44 for complete details on standards of academic progress.
- 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 convicted of an illegal drug offense.

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. Every student attending who may need financial assistance must apply for this grant.

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)

State of 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 allows for the remission of tax-supported tuition, fees, and cost of books for resident students who demonstrate substantial financial need.

Federal Family Education Loan Program

(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 may 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.

Tuition & Fee Information

Tuition & Fee Information

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 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. Beginning with Fall 2005, 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

On-Line Course Tuition and College Service Fees

Beginning Fall 2005, students registering for On-Line (distance learning) courses will be charged tuition and fees based on their residency. The Student Activity fee will be waived for students taking only On-Line courses.

Special Fees (Non-Refundable)

Application Fee:

Full-time Student	$20.00
Part-time Student	$20.00

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

Graduation Fee: $37.00

Payable by the published graduation application deadline date of the semester in which the student expects to graduate. The fee is not refundable if the student fails to graduate.

Late Payment Plan Fee	$15.00
Late Registration Fee	$5.00
Academic/Military Evaluation Fee	$15.00
Credit by Examination	$15.00
One-Time Replacement of Diploma	$10.00
Payment Plan Fee	$25.00
Portfolio Assessment Fee	$50.00
Returned Check Fee	$25.00
Transcript Fee	$3.00
Montessori Fee	$210.00

(Fees provide the student with membership and accreditation to the American Montessori Society and MACTE)

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 page 13 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 War 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 for a period of one year.

The 100% tuition waiver is applicable only to General Fund courses and is available for veterans if they are residents of Connecticut. Residency is established by having been domiciled in the State of Connecticut for a period of one year or longer prior to admission and registration at the College. 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 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 third of the tuition.

A student wishing to utilize the installment 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 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 & Fees 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 (www.trcc.commnet.edu) and semester schedules 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 appropriate semester schedule of classes 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 (860 892-5733). 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 on the Mohegan Campus during normal business hours.

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

1. **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 request is received prior to the first day of classes for the semester, 100% of the tuition for all dropped courses will be refunded. If the request 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.

2. **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 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

3. **Reduction in Course Load**
   For a reduction in course load which occurs on the first day of classes and through the 14th calendar day of that semester, 50% of the difference of the tuition applicable to the original and revised schedule will be refunded.

4. **Reduction in Course Load for Financial Aid Students**
   Financial Aid students who reduce their course load may incur costs that 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.

5. **Summer Session Courses Supported by the Educational Extension Fund**
   Students who wish to drop all registered summer session courses shall direct their 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.

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 this 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.

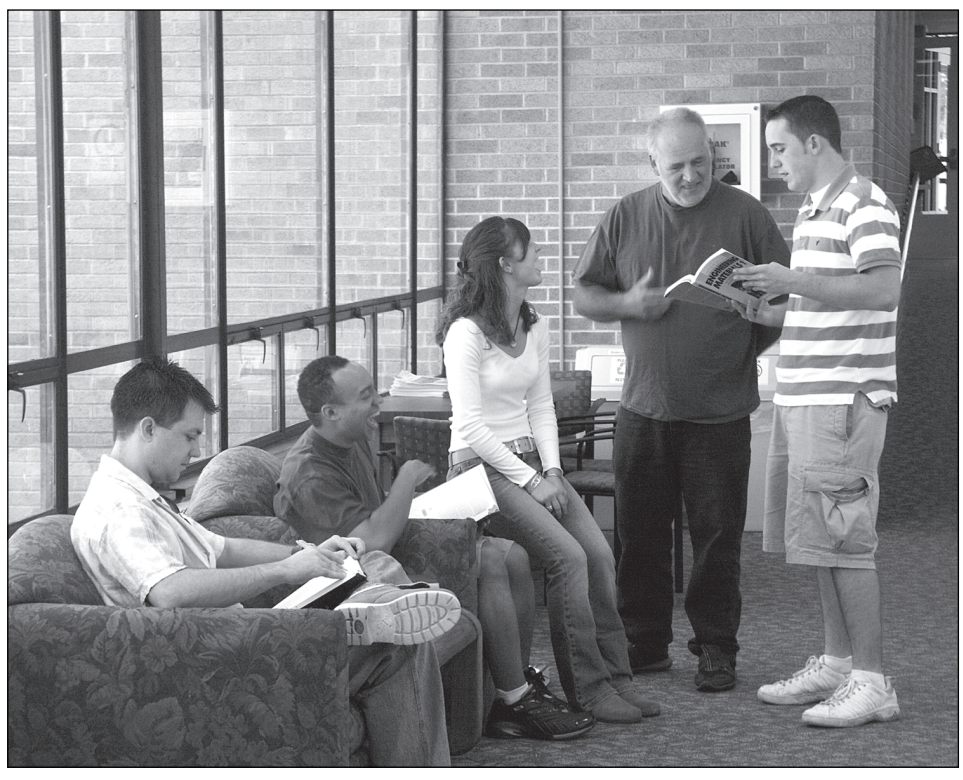
Any "unearned" federal aid paid directly to the student or on the student's behalf (bookstore charges, daycare, transportation, etc.): Fifty percent (50%) of this debt will be forgiven, but the remaining 50% must be repaid to the Federal Government by the student within 45 days.

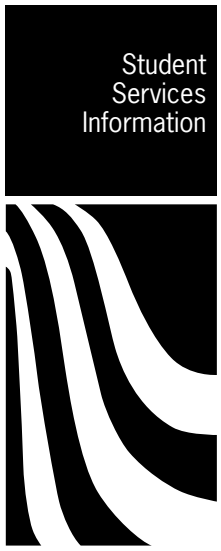
Since these Federal Title IV Regulations must be strictly enforced, all participating students are urged to take the following action to prevent potential problems in this area:

- 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.





Student Services Information

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.

Student Development

The Student Development team at Three Rivers Community College is a student-centered service providing a myriad of academic support and counseling services to our student body. These services are designed to help our students develop to their fullest potential. Through skillful listening and goal setting techniques, we help students clarify goals and assist them in sorting through the maze of educational and academic-life decisions. Through collaboration with the Academic Division and other departments within the school, we work together to provide every opportunity for students to achieve success at the College.

Student Handbook

The Student Handbook is a user-friendly publication that provides information about the many college services students can access to further their academic and personal development. In addition, there is information about student activities and opportunities to participate in college governance. The Handbook is published by the Student Services Division and is available in the Student Services Offices.

Orientation

The College offers two different orientation programs for new students. The first orientation is a mini-workshop. Everyone who takes the placement test is required to attend the pre-test workshop. This half-an-hour workshop precedes the computerized placement test. It is designed to prepare new students for the course-selection process and to help them understand the purpose for which the test is given. (The mini-workshop and the placement test are done after the application-to-college process is completed.)

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 our administrators, faculty and our student body to the incoming class. This format allows us to demonstrate the breadth of opportunities and experiences that Three Rivers has to offer our students. (Please see the college calendar for upcoming dates.)

Counseling Services

The counseling staff at Three Rivers provides the gamut of counseling related services. Our Student Development Center is a student-focused service providing confidential professional counseling. Our services are available to all students of the College. We offer academic, career, personal, special needs and transfer counseling.

Career Counseling

Career Decision Making Counseling is available through the Student Development Center and through the Career Placement and Services Office. Through the use of self-exploration, interest and personality inventories, values clarification, research and decision-making students learn how to make well-informed career decisions. We are available to meet with students on a walk-in basis, but, for better planning, we highly recommend scheduling an appointment. (To schedule an appointment please call: (860) 383-5217).

Academic Advising

Counselors, advisors and faculty assist students by providing information about college curriculum, programs, policies and course selection. They also assist students with academic procedures such as change of major, withdrawal from college, and adding and dropping courses. All students are assigned an academic advisor.

Students must meet with their advisor before registration and at other intervals prior to their final semester. In the student's final semester, the academic advisor will complete a preliminary degree or certificate audit in order to verify that degree requirements have been met for graduation.

Career and Placement Services

The Office of Career Placement Services staff is available to help students and alumni develop/clarify their academic and career interests, their short and long-term goals and implement successful job search strategies.

We provide individual counseling and group sessions on an appointment basis. We use the electronic career guidance program Choices Planner that can be accessed from the comfort of one's home. With it, a person's interests, values and skills can be analyzed to develop a list of potential occupations best suited for them. Other career assessment instruments we use include Myers/Briggs Type Indicator and Strong Interest Inventory.

Students, alumni, and community members who are seeking employment or internship opportunities can attend on-campus recruitment sessions as well as use our web employment service powered by College Central Network. They can register, then search local and nationwide job listings and contact employers directly. They can post their resume which can be viewed by employers seeking to hire our students. They can also visit The Office of Career Placement Services website to search both state and national job postings, research occupations, salaries and occupational outlook. To access our website, log on to www.trcc.commnet.edu, then look for "Quick links" and click on "Career Services". Students and other job seekers can check our bulletin boards on both campuses for a list of job openings posted at our site. They can peruse books in our career library located in the Student Services Center at the Mohegan Campus.

Resume development/critique, mock interviews and job search/networking strategies sessions are available on an appointment basis. Workshops on these topics are scheduled on an on-going basis. To contact our office, call (860) 383-5298, or email us at careerplacement@trcc.commnet.edu. We are located in the Student Services Center at the Mohegan Campus, 7 Mahan Drive, Norwich, CT 06360.

Personal Counseling and Support Groups

Counselors are available for short-term personal counseling. Counselors help with issues such as academic difficulty, stress, math anxiety, balancing family, school and work roles and other concerns. When appropriate, referrals are made to various community agencies.

Support groups are encouraged for special-interest populations, (e.g. women, minorities, returning adult learners, veterans, gay/lesbian students, and others). Students interested in forming or joining a group should contact the Director of Counseling.

Services for Students with Special 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 otherwise qualified students with disabilities (both physical disabilities and learning disabilities) within the limits of its resources.

Special parking, computerized textbooks, readers, general classroom assistance, modified equipment and/or classroom furniture, tutoring, modifications in examinations, course substitutions or other special services may be arranged so that students with disabilities may successfully complete their academic requirements and educational programs.

To be accommodated by the College as an eligible student under the law, proper documentation must be filed with the Student Development Office. All students with disabilities are urged to meet with a disabilities support advisor before registering for their first semester. Planning in advance is essential to secure proper accommodations. A learning specialist is also available to arrange academic accommodations for students with learning disabilities.

College Transfer Advising

With careful 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 planning to transfer should confer with an academic advisor or a counselor early in their college enrollment to ensure that 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 the advisor/counselor when choosing electives.

Three Rivers has a number of specific transfer articulation agreements with 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.

Three Rivers' graduates have transferred to a wide variety of four-year schools at all levels of competitiveness, including Wesleyan, Mount Holyoke, Connecticut State Universities and the University of Connecticut.

Student Services Information

Guaranteed Admission and Transfer Agreements

The following programs have been developed to guarantee admission and/or to help students transfer successfully to four-year universities. Additional information on these programs is available on the web and 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 shall be given the same consideration for admission to specific majors and be admitted on the same terms as students who began their studies at the university.

Transfer Compact Agreement with Eastern Connecticut State University

Three Rivers and ECSU have entered into an agreement for incoming Three Rivers' students who plan to transfer to Eastern after earning their associate degree. Students are admitted to both Eastern and Three Rivers and are advised by both schools throughout their associate degree program. Students are guaranteed admission upon completion of the degree with a 2.0 grade point average.

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 upon completion of the Liberal Arts and Sciences associate degree with a 3.0 minimum cumulative average. Students enrolled in this program will be advised by both Three Rivers and UConn throughout their associate degree program.

Transfer Compact Agreement with the University of New Haven Dental Hygiene Program

The Dental Hygiene Transfer Compact is an agreement between Three Rivers and the University of New Haven. This program provides for a smooth transfer from Three Rivers to the University of New Haven Dental Hygiene Program upon completion of the conditions for final acceptance, which include completion of the dental hygiene transfer compact General Studies Certificate or Associate in Science degree with a 2.7 minimum cumulative average and no less than a grade of C in all courses. Ten seats are reserved for TRCC transfer applicants. Students enrolled in this program will be advised by both schools throughout their 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 guaranteeing admission into the BGS program upon the successful completion of the associate's degree with an overall grade point average of 2.0 or better. Students are also guaranteed that they will begin studies at UConn at junior level status.

Nursing Transfer Compact with the University of Connecticut

The Nursing Transfer Compact is an agreement between Three Rivers and the School of Nursing at UConn. This program provides for a smooth transfer from Three Rivers and a guaranteed seat in the UConn School of Nursing upon completion of the conditions for final acceptance, which includes completion of the nursing compact General Studies Associate in Science degree with a 3.2 minimum cumulative average and no less than a 3.0 minimum cumulative average in all science courses.

Note: Admission to the Nursing Transfer Compact between Three Rivers Community College and the University of Connecticut has been placed in a period of moratorium. Additional students will not be accepted into the compact at this time.

Student Health Services

Health services at all College sites are available on an emergency basis only. Students who require immediate medical assistance should report to the nearest administrative office.

Student Insurance

All full- and part-time students are automatically covered under the "School Time Only" Accident Insurance Plan maintained by the College. "School Time Only" is defined as the time students are attending classes or participating in and traveling to an activity sponsored by the College. An optional 24-hour Accident and Sickness Plan is also available to interested students. Inquiries should be directed to the Student Programs Office.

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 these activities is available in the Student Handbook and 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. Students enrolled in approved degree or certificate programs may apply for educational benefits. Once a student has registered and paid the applicable tuition and fees for a given term, the College will certify the student's enrollment to the Veterans Administration. The Veterans Administration will then pay the appropriate benefits to the student.

Continued eligibility for benefits is contingent upon the student complying with College regulations, documenting continued class attendance, and conforming with plan of study requirements. Only courses required for degree or certificate completion are covered by VA benefit programs. Additional courses selected by the student become the financial responsibility of the student. Advising sessions and personal counseling are available to veterans. Interested veterans should contact the Veterans Representative for further information and assistance. Additional benefits information for veterans can be found on pages 12 and 20 in this catalog.

Child Care Services

The Children's Center at Three Rivers is a nationally accredited (through the National Association for the Education of Young Children) and state licensed pre-school program for children aged 3 years to 5 years. Under the guidance of professional staff, children interact in a developmentally appropriate, state-of-the-art classroom that is set up on a "learning centers" model. The Center is open to all students, staff, and faculty at any of the Three Rivers' campuses, as well as to the community. The Center is located at the Mohegan campus. The program has part-time and full-time enrollment options to accommodate the changing needs of the student population. Contact the Director of the Child Development Center for enrollment information and program updates.

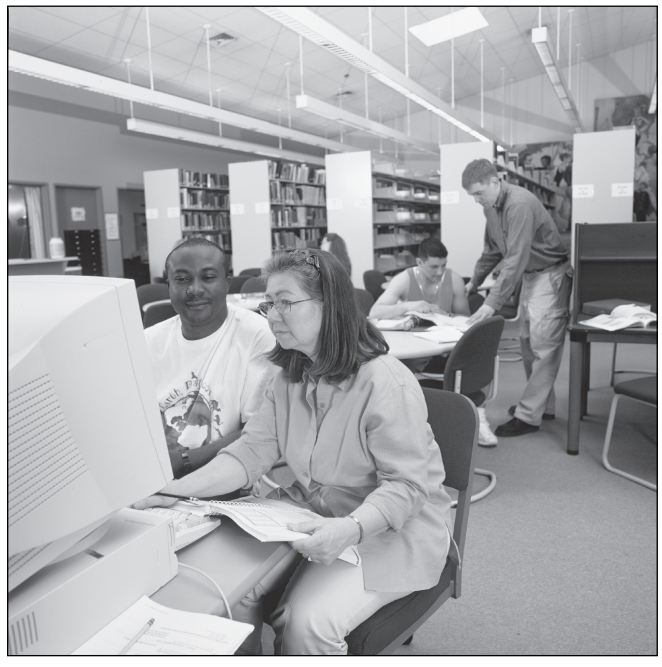
Three Rivers Children's Center also serves as a childcare model for the Early Childhood Education degree program at the College and for the community. Students enrolled in most Early Childhood Education and other related courses use the Children's Center each semester for observation, laboratory and practicum experience.

College Cafeterias

The cafeterias on both campuses are popular gathering spots for students and staff. In addition to eating areas, the cafeterias at both campuses provide vending machines for food and beverages and also serve as a general lounge area. Breakfast items, hot meals, sandwiches and snacks are provided when classes are in session.

College Bookstores

Bookstores operate on both College campuses in Norwich. In these facilities, students may purchase required and optional textbooks, both new and used. The campus bookstores also stock school supplies, reference books, imprinted clothing, newspapers, software, magazines, 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.3Rivers.bkstr.



Institutional Policies

A complete text of all institutional policies is available in the office of the Dean of Student Development and Services and is located on this Web site.

Affirmative Action Policy/ Non-discrimination Statement

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

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

Racism and Acts of Intolerance Policy

The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board and the Colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differentness. 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 perspectives.

Such constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the first amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment.

Therefore, the Community Colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social, and professional growth.

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

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

People with Disabilities Policy

The Board of Trustees of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the Community Colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a Community College Campus or in the Central Office of the Board of Trustees.

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

The efforts of the Community Colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities when they complement and

support, but do not duplicate, the regular services and programs of the college.

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

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

AIDS and Other Communicable Diseases Policy

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

People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS or HIV-infected or having any other communicable disease.

Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.

Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities.

Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.

Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.

All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.

Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories or allied health practica) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987) or other approved guidelines.
Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.

This policy shall be published in all college catalogs and student handbooks and shall be made available to all employees.

Drugs and Alcohol in the Community Colleges Policy

The Board of Trustees of Community-Technical Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

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

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus.

Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state 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 previous board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:
   - when a temporary permit for the sale of
   - alcoholic beverages has been obtained and dram shop act insurance has been purchased;
   - when a college permit has been obtained;
   - when students bring their own beverages;
   - when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

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

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

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(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

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

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

Section 2: Student Grievance Procedure

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

2. **How to file a grievance:** A grievance is to be submitted in writing to the dean of 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 person during the course of the investigation.

c. In the case of a grievance against a dean, the grievance shall be filed with the president.

The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4. below.

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

Section 3: Review of Academic Standing

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

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

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

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

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

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.

Student Discipline Policy

Section 1: Policy Statement

The Board of Trustees of Community-Technical Colleges adopts this policy on student discipline for the system of Community Colleges in recognition of the need to preserve the orderly processes of the colleges as well as to observe the students' procedural and substantive rights. As used herein, student means any person who is registered for a Community College course, program, or extension offering.

Section 2: Proscribed Conduct

A Community College may discipline a student in the following situations:

1. For conduct that damages or destroys, or attempts to damage or destroy, college property or property of others on college or college-related premises.

2. For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing or attempting to cause injury is included within the meaning of this provision.

3. For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the college campus or other location where college-sponsored activity is carried on.

4. For unauthorized possession or attempted possession of college property or property of a member of the college community.

5. For acts which violate board or college rules and regulations.

6. For acts of racism, violence, or harassment which violate board policy on racism and acts of intolerance.

7. For making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the college with regards to a college-related matter.

8. For forging, altering, or otherwise misusing any college document or record.

9. For knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as that term is now defined or may hereafter be defined by law, (1) on the college campus or (2) 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 the provision.

10. For academic dishonesty, which 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 or 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 under whose name the work is submitted or performed.

Section 3: Discipline Procedures

The Board of Trustees of Community-Technical Colleges believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 2: Proscribed Conduct. Accordingly, any student or employee of the college may initiate a disciplinary process in the manner specified by this section.

Once the process has been initiated, as provided in paragraph one (1) herein below, all subsequent decisions concerning possible discipline of a student or students rest with appropriate college officials. The disciplinary record of a student may be considered in determining the disciplinary penalty that is appropriate.

1. A statement of possible violation must be filed in writing with the dean of students or other designee of the president (hereinafter referred to as the dean) within thirty days of the date of the alleged violation or within thirty days of the date the alleged violation was known. Said statement must specify the student conduct in question and the part or parts of Section 2: Proscribed Conduct which it is alleged said conduct violates.

2. If the dean concludes that the alleged conduct, taken as true, is violative of the provisions of Section 2: Proscribed Conduct, he or she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the dean. Said notice must inform the student that he or she has the right to explain his or her position as part of the informal investigation.

3. Following completion of the informal investigation specified above, the dean may (a) determine that there is an insufficient basis in fact and dismiss the matter, (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate, or (c) conclude that there is a sufficient factual basis for discipline and that discipline including the possibility of suspension or expulsion or removal of college privileges would be appropriate.

4. If discipline less than suspension or expulsion or removal of college privileges is contemplated, the dean may, after an informal hearing, impose such discipline specified in Section Disciplinary Penalties, except suspension or expulsion or removal of college privileges, as he or she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the dean and to present argument and evidence in his or her behalf. Within fifteen days of the imposition of discipline under this provision, the student may request review of the action by the president. The president may confirm, reduce, or remove the disciplinary penalty.

5. If discipline including suspension or expulsion or removal of college privileges is contemplated, the dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) a concise statement of the facts on which the charge is based, (b) a citation of the rule or rules alleged to have been violated, (c) a statement of the maximum penalty sought, (d) a statement that the student may request a hearing by responding in writing within fifteen days and requesting a hearing, and (e) a statement that failure to request a hearing may result in imposition of the maximum penalty sought.

6. In the case of an emergency, the dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the college poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended as a result of an emergency shall be afforded written reasons for the

suspension and a statement that he or she is entitled to a formal hearing as soon as possible, but in no event longer than ten days.

7. If a formal hearing is requested, the student is entitled to the following: (a) to choose to be heard by either an impartial party or panel appointed by the president, (b) when a hearing before a panel is chosen, to have student representation on the panel, (c) to appear in person and to have a representative, (d) to hear and to question adverse witnesses, (e) to present evidence and testimony in his or her behalf, (f) to a written decision following the hearing, and to a review by the president of the hearing decision upon the request of the student made within fifteen days of the decision. As used herein, the term impartial shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings. The Chancellor may promulgate rules for the conduct of formal hearings.

8. The president is authorized to appoint college employees and students as the impartial party or panel specified herein and he or she may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is (are) not impartial. The challenge is to be made to the president and the decision of the president shall be final.

9. The written decision of the panel shall specify its findings and the penalty assessed, if any. In the case of an appeal, the president may confirm, reduce, or remove the penalty specified.

10. Except in the case of an emergency as defined in (6) above, no disciplinary penalty may be implemented during the fifteen days in which a student is entitled to request a review by the president of the decision of an informal or formal hearing, nor during the period in which any such review is being conducted by the president.

Section 4: Disciplinary Penalties

Disciplinary penalty shall mean any action affecting the status of an individual as a student taken by the college in response to student misconduct, including but not limited to the following:

1. **Expulsion.** Expulsion is permanent disciplinary separation from the college involving denial of all student privileges, including entrance to college premises.

2. **Suspension.** Suspension is temporary disciplinary separation from the college involving denial of all student privileges, including entrance to college premises.

3. **Removal of College Privileges.** This penalty may involve restrictions on student privileges for a definite period of time, not to exceed two semesters.

4. **Disciplinary Probation.** Disciplinary probation is a status which indicates either (a) serious misconduct not warranting suspension, expulsion, or removal of college privileges or (b) repetition of misconduct after disciplinary warning has been imposed.

5. **Disciplinary Warning.** Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.

6. **Community Service.** Community service involves an obligation, agreed to by the student as an alternative to 1 through 5, above, for a given number of hours of service on the campus or in the community at large.

Sexual Harassment Policy

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

Sexual harassment may be described as:

> Any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect or substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or 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
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender

- threats, demands or suggestions that retention of one's employment or educational status is contingent upon toleration of or acquiescence in sexual advances.

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the College environment, may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board's policy.

Because of the power relationship between faculty and student, and between supervisor and subordinate employee, freedom of choice may be compromised in such relationships. Accordingly, this policy holds that where a faculty member or professional staff member has responsibility for a student through teaching, advising, supervision or other obligation, romantic or sexual liaisons between such persons shall be deemed a violation of this policy. Romantic or sexual liaisons between supervisors and subordinate employees, while not prohibited are strongly discouraged.

It should be noted, additionally, that retaliation against a person for complaining or being associated in any way with the resolution of a complaint of sexual harassment also violates Board policy.

What To Do If You Are The Victim of Sexual Harassment

When an employee or student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a College official.

- Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College Affirmative Action Officer, or any other college official who has been designated by the president as a recipient of such complaints.
- Students may report incidents of sexual harassment to the dean of students or to such other College official as the president may have designated. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate college designee.
- A claim that an employee of a third party contractor has engaged in sexual harassment on College premises or in connection with the performance of the third party contract should be reported immediately either to the president or to another appropriate College official as set forth in this document. The president will ensure that appropriate follow-up action is taken.

Depending on the nature of the complaint and the desires of the complainant, the College official to whom the complaint has been made may attempt to resolve the complaint informally.

Any informal resolution of a complaint must be approved by the College President. No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment.

If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Affirmative Action Grievance Procedure for Employees (see Board Policy 2.1.3) or Student Grievance Procedure for students (see Board Policy 5.2.2).

- For employees, a written complaint should be filed within fifteen (15) calendar days of the alleged harassment. This time frame may be extended by up to fifteen (15) additional calendar days, if efforts at informal resolution have been made.
- For students, a written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be a reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy, if filed within 180 days of the date the student knew or should have known of the alleged harassment.

When a formal complaint of sexual harassment is received, the College will investigate it. The rights of all persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. Toward this end, only persons with a need to know shall be made privy to the complaint. However, complete anonymity cannot be assured, given the College's obligation under law to investigate and take appropriate action in all cases of sexual harassment.

All complaints of sexual harassment shall be taken seriously. It is expected that complaints will be made in good faith, however. Frivolous or vexatious complaints can cause irremediable damage to the reputation of an accused person, even though he or she is subsequently vindicated. Therefore, any person who files a false complaint of sexual harassment, shall himself or herself be subject to disciplinary action, up to and including termination, if an employee, or expulsion, if a student.

In addition to invoking the available grievance procedure, an employee who believes he or she has been sexually harassed, may file a complaint with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106 and/or with the Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts 02114, within 180 days of the date when the harassment occurred.

A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the federal Office for Civil Rights, U.S. Department of Education (Region 1), John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109.

Publication of Sexual Harassment Policy

This document shall be distributed to all members of the College community. Notice of the Board's policy against sexual harassment also shall be given to any independent contractor with whom a College has a business relationship, as a mandatory part of that contract.

Campus Security Policies and Crime Statistics

In compliance with State of Connecticut Campus Safety Act, P.A. 90-259 and Public Law 101-542, Student Right to Know and Campus Security Act, Three Rivers Community College hereby publishes the following summary of institutional security policies and uniform crime reporting procedures. This information is intended to raise the awareness of all members of the College community to campus safety issues in hopes that this awareness will foster continued attention to and improved security for all college students and 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. 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 each 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 Three Rivers Campuses only in specifically designated locations as follows:

Mohegan campus: Behind the Gallery and near the flagpole in the front of the building.

Thames Valley campus: In the courtyard across from the elevator.

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 either main campus nor 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.
- 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.

General Academic Information

The following academic policies and standards for Three Rivers Community College were ratified for the merged institution in May, 1993. All policies are subject to change.

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 preference, 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 Special Non-Degree who are interested in changing their status to degree-seeking will be assigned an appropriate 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 enables the professional staff to interact with individual students in matters not directly related to classroom performance.

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

Advisor List

Name	*Program*	*Campus*	*Phone*
	e-mail		
Alikonova, Larissa	Mathematics	TV	885-2375
	Lalikonova@TRCC.commnet.edu		
Anderson, Allan	Computer Science	TV	885-2392
	Aanderson@TRCC.commnet.edu		
Anziano, Patricia	Criminal Justice	MO	892-5721
	PAnziano@TRCC.commnet.edu		
Baker, Victoria	Liberal Arts/General Studies	MO	383-5213
	VBaker@TRCC.commnet.edu		
Barton, Barbara	Early Childhood Education	MO	383-5214
	BBarton@trcc.commnet.edu		
Benoit, Anthony	Environmental Engineering Technology	TV	885-2386
	TBenoit@TRCC.commnet.edu		
Bennett, Richard	Business Administration	MO	892-5704
	Rbennett@TRCC.commnet.edu		
Braza, Arthur	Accounting	MO	383-5222
	ABraza@TRCC.commnet.edu		
Clampet, Irene	Marketing/Advertising	MO	383-5231
	IClampet@TRCC.commnet.edu		
Comeau, Mark	Architectural Design Technology	TV	885-2387
	MComeau@TRCC.commnet.edu		
Copeland, James	Liberal Arts/General Studies	MO	383-5238
	JCopeland@TRCC.commnet.edu		
Crootof, Linda	Publications/ Liberal Arts	MO	383-5242
	LCrootof@TRCC.commnet.edu		
Decker, June	Technologies	MO	892-5747
	Jdecker@trcc.commnet.edu		
Delaney, Terry	Liberal Arts/General Studies	MO	383-5248
	TDelaney@TRCC.commnet.edu		
Donnelly, Judith	General Engineering Tech/Photonics	TV	885-2353
	JDonnelly@TRCC.commnet.edu		
Edmondson, Peter	Travel and Tourism	MO	383-5259
	PEdmondson@TRCC.commnet.edu		
Flick, Larry	Business Administration	MO	383-5277
	LFlick@TRCC.Commnet.edu		
Garcia, Aida	All Curricula	MO	383-5268
	AGarcia@TRCC.commnet.edu		
Gladue, Betti	Business Office Technology	MO	892-5768
	BGladue@TRCC.commnet.edu		
Gundersen, Kathryn	Liberal Arts/ General Studies	MO	383-5274
	KGundersen@TRCC.commnet.edu		
Hare, Will	Liberal Arts/ General Studies	MO	383-5216
	WHare@TRCC.commnet.edu		
Hightower, Matt	Accounting	MO	383-5275
	MHightower@TRCC.commnet.edu		
Holmes, Gayla	All Curricula	MO	892-5714
	GHolmes@TRCC.commnet.edu		

Kennedy, Brian	Liberal Arts/General Studies BKennedy@TRCC.commnet.edu	MO	383-5281
Keogh, Daniel	Fire Technology DKeogh@TRCC.commnet.edu	TV	892-5781
Kirkpatrick, William	Liberal Arts/ General Studies WKirkpatrick@TRCC.commnet.edu	MO	383-5282
LaMattina, Mary	Liberal Arts/ General Studies MLamattina@TRCC.commnet.edu	MO	383-5285
Lantz, Robert	Mechanical Engineering Technology RLantz@TRCC.commnet.edu	TV	885-2385
Liscum, Matthew	All Curricula Mliscum@TRCC.commnet.edu	MO	885-5240
Marcy, Nancy	Liberal Arts/ General Studies NMarcy@TRCC.commnet.edu	TV	885-2396
Martin, Joyce	Human Services JMartin@TRCC.commnet.edu	MO	892-5701
Maurice, Barbara	Math BMaurice@TRCC.commnet.edu	MO	383-5221
McNamara, Ann	Food Service Management AMcNamara@TRCC.commnet.edu	MO	892-5705
Mendeloff, Tina	Liberal Arts/ General Studies TMendeloff@TRCC.commnet.edu	MO	892-5706
Mercuri, Lou	Computer Systems Technology LMercuri@TRCC.commnet.edu	TV	885-2397
Morrison, Alicia	Civil Engineering AMorrison@TRCC.commnet.edu	TV	885-2388
Moulder, Francis	Liberal Arts/ General Studies FMoulder@TRCC.commnet.edu	MO	892-5708
Nasser, Raquel	Liberal Arts/ General Studies RNasser@TRCC.commnet.edu	MO	892-5709
Neufeld, Steven	Social Sciences Sneufeld@TRCC.commnet.edu	MO	383-5233
Parker, Joyce	Computer Systems Technology JParker@TRCC.commnet.edu	TV	885-2395
Perfetto, Linda	Nursing LPerfetto@TRCC.Commnet.edu	MO	383-5250
Rafeldt, Lillian	Nursing LRafeldt@TRCC.Commnet.edu	MO	383-5257
Robertson, Rosemary	Nursing Rrobertson@TRCC.Commnet.edu	MO	892-5719
Rozek, Amy	Dental Hygiene Arozek@TRCC.commnet.edu	MO	892-5722
Rymut, Nancy	Nursing/Pre-Nursing NRymut@TRCC.commnet.edu	MO	892-5718
Saez, Barbara	Liberal Arts/ General Studies BSaez@TRCC.commnet.edu	MO	892-5719
Samuelson, Leslie	Liberal Arts/ General Studies LSamuelson@TRCC.commnet.edu	MO	892-5720
Scarborough, Chris	All Curricula Cscarborough@TRCC.commnet.edu	MO	892-5751
Sacredote Chris	Early Childhood Education Csacredote@TRCC.commnet.edu	MO	383-5214
Scivano, Nancy	Nursing Nscivano@TRCC.commnet.edu	MO	383-5250
Skahan, Sheila	Early Childhood Education Sskahan@TRCC.commnet.edu	MO	383-5252
Sherrard, James	Nuclear Engineering Technology JSherrard@TRCC.commnet.edu	TV	885-2393
Snayd, Judy	Nursing/Pre-Nursing JSnayd@TRCC.commnet.edu	MO	892-5726
Spanziani, Rhonda	All Curricula Rspanziani@TRCC.commnet.edu	MO	383-5265
Tessier, William	Fire Technology WTessier@TRCC.Commnet.edu	TV	
Tremer, Linda	Technologies LTremer@TRCC.commnet.edu	TV	885-2349
Toth, David	Liberal Arts/ General Studies DToth@TRCC.commnet.edu	MO	383-5233
Wallett, Francine	Nursing/Pre-Nursing Wallett_Fran@Sirus.commnet.edu	MO	892-5742
Steve Weiss	Criminal Justice SWeiss@TRCC.commnet.edu	MO	892-5735

Wentzell, Timothy	Mechanical Engineering Technology WentzellPE@aol.com	TV	885-2347

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 meets with his or her academic advisor and reviews the program requirements. A student obtains a Plan of Study, has their advisor sign it, and retains it as an academic planning guide. Advising appointments are scheduled each semester just before early registration for continuing degree or certificate students.

The original Plan of Study is kept by the student to record course completions and selections for registration each semester. A copy of the form signed by the student and academic advisor must be presented when registering for each subsequent semester.

During scheduled advising days each semester, students who have not completed a Plan of Study and students who wish to amend or change their program should make an appointment with their advisor and complete and submit a Program/Advisor Change form.

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

Students are urged to seek information, advice, or confidential counseling regarding drugs and/or alcohol by contacting the counseling staff. Also, Three Rivers Community College is prepared to refer students to appropriate professionals (medical, legal, psychiatric, 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 Drug Prevention are published separately. Copies of these policies and programs are available to students through the Dean of Student Services.

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 cautioned 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, DANTES, 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 12 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.

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

Students who enroll in degree programs for Liberal Arts and Sciences or General Studies are required to take the First Year Experience course (IDS 105) in the first or second semester of their college program before attaining 12 credits. Students in other degree programs are encouraged to enroll. 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 ENG K060 and ENG K061, if appropriate.

For additional information regarding the First Year Experience, refer to the First Year Experience page, or e-mail or call Will Hare at (860) 383-5216.

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.

Practicum

In subjects approved by the faculty and relevant to a student's program, academic credit may be granted for practical experience that enhances performance, requires the application of learning, or integrates theory and practice. Work experience in practicum courses is always accompanied by seminar sessions or meetings with the faculty, formal reading and/or writing assignments and evaluation of academic as well as work performance.

Receiving Credit by Transfer

Students seeking Credit by Transfer are responsible for providing OFFICIAL records from their transferring institution, including college transcripts, military records, and external examination score reports. OFFICIAL records must be sent directly from the transferring institution to the College's Registrar's Office. Hand-carried documents, although useful at an initial admissions conference, are not accepted for official evaluation of transfer credit.

Credit by Transfer is normally evaluated during the semester in which the student is admitted (or readmitted) and registered as a degree-seeking student. Once the transfer credits are evaluated, the student receives a course history report from the Registrar's Office showing the credits as evaluated. Students are advised to consult with their academic advisor for the application of this transfer credit to the student's particular Plan of Study.

Students planning to graduate, who are not currently registered, are advised to request transfer evaluation of credits needed to complete graduation requirements (which are not reflected on the student's transcript).

For Liberals Arts and Sciences, General Studies and Career plans of study, there is no time limit on previously earned credits in transfer. Technical courses five years or older may not be accepted into a technology plan of study. Students are reminded, however, that acceptance of all transfer credit is at the discretion of the College.

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 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-engineering plan and a pre-technology plan. After successfully completing the specific 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 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.

Each university in the Connecticut State University system will apply to such graduates the same rules concerning the acceptability of "D" grades that it applies to its own students (i.e., as if such grades have been earned at the receiving university).

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.

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 credit is granted for credit courses completed at all institutions within the Connecticut state system of higher education and at all other regionally accredited collegiate institutions in accordance with the policy adopted by the Board of Trustees of Community-Technical Colleges.

   a. Degree credits are granted for all credit courses, which are applicable to the objectives of, or equivalent to the course requirements of the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements is accepted for credit at the discretion of the College. Degree credit is also granted on the basis of performance on examinations in accordance with standards and limits approved by the Board of Trustees.

   b. Degree credit is granted for credit courses completed with a grade of "C" or better. At the request of a transfer student, degree credit is granted for credit courses completed at other institutions with a grade of "D" with the following exceptions: all technology programs, including those accredited by TAC/ABET, and the Nursing Program prerequisite and required courses. The student's grade point average at the time of transfer must be at least 2.0, the student must be considered in good academic standing. Letter grades assigned by other institutions to courses for which credit is granted by the community college are not recorded nor included in computations of the student's grade point average at the community college. If the student's grade point average at the time of transfer is less than 2.0, then the letter grade of "D" assigned by another institution to each course for which credit is granted by the community college is recorded on the student's transcript and included in computations of the student's grade point average, and his or her academic standing at the community college is determined accordingly. Courses with grades of "P" will also be granted degree credit with the following exceptions: all technology programs, including those accredited by TAC/ABET, and the Nursing Program prerequisites and required courses.

   c. Notwithstanding the number of degree credits which are granted in accordance with the foregoing, 25% of the total semester hours of credit applicable to an associate degree must be granted by Three Rivers Community College.

   d. When a student seeks transfer credit for technical specialty courses into TAC/ABET-accredited programs, such technical specialty credits should be from TAC/ABET-accredited programs. In the case of a request for transfer credit for technical specialty courses from a non-TAC/ABET-accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

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 Instruction'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 from their Transfer Credit Evaluator 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) Examinations and DANTES 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 specific course 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 Open Electives, or, if they wish, they may receive academic credit for Intermediate Spanish I and II and Intermediate French I and II (third and fourth semester Spanish and French) by taking an institutional exam.

CLEP and DANTES 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 and at the discretion of the department chairperson involved, 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. 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% of the degree program (15 credits for career programs and 17 credits for technology programs) must be taken at Three Rivers.

No credit shall be awarded via portfolio review outside of the subject areas encompassed by the approved curricula of the institution. No more 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.

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 colloquiums
- 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
- Honors Alumni activities

In addition, it is the intent of the program to develop articulation agreements with private and state colleges/ universities.

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 Administrative Notations 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.

Grade	*Grade Points*	*Definition*
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Poor
D-	0.7	
F	0.0	Unsatisfactory

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. The 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".

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 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 or 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 "F" 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 from all accredited 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. This notation is also used for APL, internal and external challenge exams, AP exams, military training and other noncollegiate course credit.

W Withdrawal
An administrative transcript notation used to indicate that a student is withdrawn 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 10th week of classes. From the 11th week through the end of the 13th week, a student may withdraw with the signature of the instructor. 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 towards the required credits necessary for graduation.

Developmental courses are graded A#, A-#, B+#, B-#, C+#, C#, C-#, D+#, D#, D-#, and F# 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.
CX Course not completed by student.
CN Indicates no grade assigned by instructor.

Repeated Courses

Effective Fall 2002, 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, a student could repeat any course, regardless of the grade received. In every instance, the last grade received would 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 for the repeated course. Affected students will now receive the last earned grade for the course and the associated grade points will be used in the calculation of the cumulative GPA. Any students negatively impacted by the retroactive change in policy may petition the Academic Dean for individual review of their academic record.

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 attempted. 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:

Course	*Grade*	*Credits*		*Points Per Credit*		
MAT* K137	B	3	X	3.0	=	9.0
ENG* K101	A-	3	X	3.7	=	11.1
PSY* K111	C	3	X	2.0	=	6.0
BIO* K121	A	4	X	4.0	=	16.0
				13		42.1

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

Standards of Progress

Students are expected to maintain satisfactory academic progress in their course work during each semester of enrollment at Three Rivers (including all attempted credits at the former Mohegan Community College and Thames Valley State Technical College).

Students who do not maintain the two minimum academic progress standards as defined below will be subject to the College's Academic Probation and Suspension Policy.

Academic Progress Standard #1 -

Academic Standing (ASTD)

Beginning with Fall 2004, academic standing is calculated based on cumulative GPA hours (rather than attempted hours) and the student's overall GPA. Courses with the # and ^ sign and N, W, I, AU (Audit), and P (Pass) are excluded from the calculation.

Cumulative GPA Hours	*Overall GPA*	*Academic Standing*
0.5 – 11.99	1.5 – 4.0	Good Standing
0.5 – 11.99	0.0 – 1.49	Written Warning
12 – 30.99	1.7 – 4.0	Good Standing
12 – 30.99	0.0 – 1.69	Academic Probation
31 – 999.99	2.0 – 4.0	Good Standing
31 – 999.99	0.0 – 1.99	Academic Probation

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.

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#, F, W, N and N#.

The progress evaluation percentage is calculated as follows:

(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.

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 (Good Standing), with a limited credit load (Written Warning or Probation) or if the student is suspended from taking any classes for the minimum of one term. The possible permutations of Academic Standing and Progress Evaluation descriptions and the resultant combined academic standing are shown below.

Academic Standing + Progress Evaluation = Combined Academic Standing

Academic Standing	*Progress Evaluation*	*Combined Academic*
Good Standing	Good Standing	Good Standing
Good Standing	Probation	Progress Probation
Written Warning	Good Standing	GPA Written Warning
Written Warning	Probation	Warning & Progress Probation
Academic Probation	Good Standing	GPA Probation
Academic Probation	Probation	GPA & Progress Probation
Academic Suspension	Good Standing	GPA Suspension
Academic Suspension	Probation	Progress Probation & GPA Suspension

Students who fail to regain satisfactory academic progress at the conclusion of the GPA Probation semester will be subject to GPA Suspension. Suspension can result in ineligibility to return to 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.

Academic Warning, Probation and Suspension Policy

Satisfactory academic progress will be evaluated by the College when a student is registered at Three Rivers (including all registered credits at the former Mohegan Community College and Thames Valley State Technical College).

- 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.

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 "I" (Incomplete)
2) a grade of "W" (Withdrawal)
Courses with grades of "P" (Pass), "AU" (Audit) and all earned credit for developmental courses are not counted in honors calculation.

Graduation 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-Technical 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 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.

Graduation Honors for Certificate

Summa Cum Laude
To graduate with highest 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.

Magna Cum Laude
To graduate with high honors, a student must have completed a minimum of 50% of the certificate requirements with earned credits at Three Rivers Community-Technical 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 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 above (> = 2.00), including "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 when the Fresh Start Option is in effect but grades are not incorporated in the GPA.
- Fresh Start Option may be used only once.
- Fresh Start Option does not apply to any completed degree or certificates.
- Fresh Start must be applied to ALL courses taken during the time span under consideration, even if completed satisfactorily.
- A student must complete a minimum of 15 credits after returning to college under the Fresh Start Option to be eligible for a degree or certificate, and for graduation honors.

Academic Integrity Policy (revised 8 January 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

(Student Discipline Policy, section 2:10, Board of Trustees of Connecticut Community Colleges)

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 under 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 also 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. a. 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.

   b. 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.

   c. 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 of 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).

5. a. 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.

   b. 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 material 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 student should see the program coordinator and/or department chair and then, if not satisfied, may submit a written appeal to the Academic Dean, who will consult with the faculty member and the appropriate department chair. The appeals process is described in detail on the Review of Academic Standing section of the Institutional Policies page.

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. Potential candidates for graduation must apply for graduation certification and pay a $33.00 non-refundable fee. Three Rivers accepts applications and certifies student eligibility for graduation three times each year. All graduates are invited to attend the annual commencement ceremony held in the spring.

Application for graduation and payment of the required graduation fee must be made according to the following schedule:

- Candidates planning to complete program requirements in the fall semester must apply by **June 15** (Fall completers).
- Candidates planning to complete program requirements in the Spring Semester must apply by **November 15** (Spring completers).
- Candidates planning to complete program requirements in the Summer Session (Summer completers) and participate in the Commencement, must apply by **November 15**.
- Candidates planning to complete program requirements in the Summer Session and NOT participate in the Commencement must apply by **April 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 graduation fee will not be required when reapplication occurs in the same academic year or from spring semester to summer session of the same calendar year.

Program Requirements for Graduation
The Plan of Study used to determine graduation eligibility will be 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 readmission 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.

5. Successful completion of at least 50% of all courses attempted at Three Rivers.

6. Prompt and timely completion of the Application for Graduation and payment of the graduation fee.

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 announcement 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:

- Recipients must be graduating students who have earned a cumulative quality point ratio of 4.000;
- Recipients must have completed the degree requirements of an approved associate degree program and must have completed at least 50% of the degree requirements in residence at the community college awarding the degree;
- Graduates shall not be disqualified from receiving the award on the basis of having a "W" or other similar transcript notation of official course withdrawal(s).

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

Earning Multiple Degrees

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

A student may earn two degrees simultaneously at 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 does not constitute a different degree. A student wishing to earn a certificate and degree in the same program must complete the requirements of the certificate prior to earning the degree.

Computer Literacy Requirement

A basic computer skill is required of all degree-seeking students who commenced their education on or after 1990. The requirement must be met by the time of graduation 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 DANTES exams in computer science and applications. Passage of either of these tests also results in college credit.

2. Successful completion of a computer applications or computer science course from another regionally accredited college or university.

3. Successful completion of any course, 3 credits or more, with the following prefix: CSC, CSA*, CSC*, CST* or CAD.

4. Successful completion of one of the following courses:
   ACC* K125 (Accounting Computer Applications 1);
   BOT* K111 (Keyboarding for Information Processing);
   BOT* K137 (Word Processing Applications I);
   BOT* K215 (Word Processing Applications II);
   BOT* K219 (Integrated Office);
   ENG K126 (Journalism);
   ENG K129 (Desktop Publishing);
   ENG K130 (Advertising from the Desktop);
   ENG K231 (Presentations Using the Computer);
   LIB* K201 (Electronic Resources in Libraries).

5. Successful completion of a Criminal Justice degree or Nursing degree program.

6. Successful completion of three of the following one-credit modules:

   BOT* K150/CSA* K101 (Windows, The Internet, and E-mail);
   BOT* K135/CSA* K121A (Word Processing I);
   CSA* K121B (Word Processing II Microsoft Word);
   BOT* K116 (Spreadsheets I);
   CSA* K131A (Spreadsheets I);
   BOT* K117(Spreadsheets II);
   CSA* K131B (Spreadsheets II);
   BOT* K191/CSA* K150 (Presentation Graphics Microsoft PowerPoint);
   CSA* K141A(Database Applications 1);
   CSA* K170 (Brief Introduction to Visual Basic).

Completion of one of the above criteria may be used to satisfy another degree requirement. Fulfillment of the Computer Literacy requirement does not increase the total number of credits needed to finish a degree.

Transfer students should investigate whether the universities to which they intend to transfer have a computer requirement and which of the courses listed above will satisfy it.

Computer Resources Policy

The Community College System offers computing 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 General Statutes may lead to a felony conviction, items covered include but are not limited to:

- Unauthorized access to Computer Systems Information
- Theft of Computer Services
- Unauthorized disruption of Computer Services
- Unauthorized disclosure, use, alteration, or destruction of information
- Damage to, destruction of, or tampering with computer equipment or software
- Unauthorized installation and/or use of non-college software on Three Rivers equipment

Any allocation by 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,.z, 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 down-loaded to College equipment if they are converted to a compressed format prior to receipt and the procedures for compressed files are followed.

Academic Services

The Learning Resource Centers

Mohegan campus

The Learning Resource Center (LRC) contains books, periodicals, pamphlets, and audio-visual materials for use by both the College community and the general public. As a member of the Endeavor Voyager network, the Mohegan Learning Resource Center shares resources with Connecticut Community Colleges Libraries, providing access to over 800,000 volumes. Full library privileges are arranged for off-campus students to use the Groton Public Library, Waterford Public Library, and the Public Library of New London.

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 LRC is staffed with a Reference Librarian who provides assistance and information to all patrons. The LRC also provides computers and audiovisual materials for general use. The LRC offers instructional programs on properly utilizing the library, conducting research, and utilizing the audiovisual materials. Please note that Library Instruction is available to both groups and individuals upon request.

The ultimate goal of the Learning Resource Center is to provide a laboratory where learning takes place for lifelong learners.

Thames Valley campus

The Learning Resource Center on the Thames Valley campus is designed to serve users who need and are seeking information about engineering technologies. Through class assignments and library programs, students gain familiarity with and appreciation for the resources of the library. Library skills, thus, become an appropriate part of the total college program. To this end, the library lists among its collections over 17,000 items in the various engineering technologies and approximately 300 periodical titles.

The Learning Resource Center is an official Local Public Documents Room (LPDR) for the Nuclear Regulatory Commission (NRC). The NRC has provided this LPDR with a microfiche collection of approximately 2 million publicly available records for all NRC activities relating to nuclear power plants in the United States.

The Tutoring and Academic Success Center (TASC) also sponsors seminars and workshops in Study Skills, How to Use a Calculator, Stress and Time Management, and Problem Solving Techniques among others.

The Thames Valley Learning Resource Center is responsible for satellite teleconferencing and television courses.

To effectively serve the needs of students with different learning styles, the Center is acquiring a growing number of materials in audio and videocassette format.

Tutoring and Academic Success Centers

The Tutoring and Academic Success Centers (TASCs) are located in the Learning Resource Centers on each of the main campuses. TASC provides individual academic assistance for students in a comfortable environment as well as sponsoring group seminars and workshops on topics such as study skills, calculator use, test taking, basic English and mathematics, and research paper skills. Skilled peer tutors, as well as a few faculty volunteers and staff members, provide free one-to-one or group tutoring for Three Rivers students in many subject areas on an appointment or walk-in basis. The centers also coordinate an in-class tutoring program, which supplies supplemental instructional support to a variety of career programs. Additionally, each TASC serves as a make-up testing center for those instructors that choose to use it. TASC also offers a variety of Adaptive Technology services and equipment for special needs students, for example, spellcheckers, text-scanners, tape recorders, and specialized tutorial support. A wealth of information about TASC and its goal of helping students to succeed academically, including online workshops, online tutor training, tutor schedules, hours of operation, and numerous useful links can be found at http://www.trcc.commnet.edu/ed_resources/tasc/index.htm

Mohegan campus

The TASC on the Mohegan Campus routinely performs about two thirds of the total tutoring sessions each semester. The center has a computer lab with software support for many subjects and also provides automated tutorials and videotapes for some courses. In addition to providing make-up testing for Three Rivers students, the Mohegan Campus TASC also serves as a Testing Center for students from other schools as well (for more information, go to the website above). To schedule a tutoring appointment on the Mohegan Campus, stop by the TASC office or call 892-5713.

Thames Valley campus

The TASC on the Thames Valley Campus provides tutoring in a wide variety of subjects, but with an emphasis

on mathematics and technologies. The Thames Valley TASC has a smaller computer lab, also with automated tutorials, but tutors in subjects such as CAD or C++ often use the many classroom/labs for their tutoring sessions. The center has a large collection of mathematics texts and videotapes available for use, as well as handouts and practice tests. To schedule a tutoring appointment on the Thames Valley Campus, stop by the TASC office or call 885-2311.

Writing Center - Mohegan Campus

The Writing Center is located on the first floor of the Mohegan campus in room 106. The staff consists of the Writing Center Coordinator and a staff of peer tutors. The Writing Center staff provides writing support for all students at all levels of writing ability. The staff also works in subjects across the curriculum, ranging from English to history to nursing. Walk-in appointments are available Monday through Friday, and students can also reserve appointment times up to a month in advance to get feedback on their papers. In addition to the face-to-face services, papers are also accepted via e-mail. Drafts can be sent to TRWritingCenter@trcc.commnet.edu. Students can take advantage of eight computer workstations that are fully networked with the rest of the campus, a local printer, copies of the most recent writing handbooks, a quiet writing conference room and up-to-date references on citation and documentation for research. The Writing Center staff can also assist students with learning how to do basic word processing, finding out how to log into the campus network, and developing effective web research strategies. The Writing Center Coordinator is available for in-class presentations on a variety of subjects: general writing services, research and documentation, writing pitfalls, or any specialized writing topic an instructor wishes to present. The Writing Center can be contacted at the e-mail address above or at (860) 892-5773 or (860) 892-5769. Information about the Writing Center and a few useful links are also available at http://www.trcc.commnet.edu/ed_resources/tasc/writing_center/index.htm

Distance Learning

Three Rivers Community College is a member of the Connecticut Distance Learning Consortium (CTDLC) www.ctdlc.org.

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. Some of the courses require a CD-ROM drive.

At present, Three Rivers offers its Fiber Optics Certificate program via distance learning, as well as 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. However, a student pursuing this alternative for a degree at Three Rivers must fulfill the college's residence requirement and take a minimum of fifteen credits at Three Rivers. These fifteen credits can be Three Rivers distance learning courses.

Students are strongly encouraged to have virus protection software installed on their computers. Any infected files that are uploaded to the CTDLC servers will be deleted to prevent the spread of infection.

In addition, learners should have some general knowledge of the Internet, email, and file transfer. Some of the courses require a CD-ROM drive. In addition, students should be self-starters with strong organization and time management skills.

Tuition for the courses is listed under the course description and is payable directly to the instituition offering the courses.

Check starting dates with the individual instituition. You are expected to comply with the policies and regulations of the institution that offers the course(s) in which you enroll.

CTDLC Technical Support: Technical Requirements

CTDLC uses three course management systems for their online courses, Blackboard, WebCT, and WebMentor.

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 sites, you may need one or more of the following plug-ins: RealPlayer, QuickTime, Shockwave, Flash and Acrobat Reader. Generally, Internet Explorer will automatically download any plug-ins required by a particular page. To learn more about computer requirements visit the Distance Learning link on the College Web site: http://www.trcc.commnet.edu.

Service Learning

A course-based, credit-bearing educational experience in which students:

- participate in an organized service activity that meets identified community needs;

Technical Requirement/Support	Blackboard	WebCT	WebMentor
Browsers			
Microsoft Internet Explorer*	4.01 or higher	5.0 & 5.5 SP2	4.01 or higher
Netscape Communicator/Navigator	4.x only	4.5x - 4.77	4.x or higher
America Online**	Not Supported	Not Supported	5.0 or higher
Browser Settings			
Requires Javascript Enabled	Yes	Yes	Yes
Requires Java Enabled	Yes	Yes	Yes
Requires Cookies Enabled	Yes	Yes	Yes
Operating Systems			
Microsoft Windows	95 or higher	98 or higher	95 or higher
MacOS***	9.x or higher	8.6 & 9.1	9.x or higher
Linux O/S	Not Supported	Supported	Supported

* WebCT does not support Internet Explorer 5.5 without Service Pack 2
** Blackboard & WebCT do not officially support the AOL browser. Both suggest using Netscape or Internet Explorer after connecting to AOL.
*** Users may experience problems using Macintosh & Netscape inside Blackboard & WebCT courses.

- 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.

The following fields of study offer service learning. Please contact the faculty member listed for further information:
Business: Irene Clampet
Criminal Justice: Tricia Anziano
Early Childhood Education: Barbara Barton
English: Christine Hammond
Human Services: Joyce Martin
Nursing: Linda Perfetto
Sociology: Frances Moulder

Developmental Courses

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 plan 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.

Servicemembers Opportunity College (SOC)

More than four hundred Servicemembers and their families enroll annually in a variety of college courses ranging from computer science, management and accounting to math, social science, and the humanities. The College has served as a Servicemembers Opportunity College, maintaining an office and classrooms at the Naval Submarine Base in Groton. College courses, academic counseling, registration, placement, and career testing for service members and their families are provided. College credit courses are offered in the Educational Services Center in Building 83 on the Subase. College credit is awarded for military training in conjunction with the ACE Guide.

Three Rivers also belongs to the SOCNAV Network, which affords Servicemembers and their spouses the opportunity to enroll in different degree programs and complete requirements after a military relocation. Eligible students should contact the Registrar for information about completing a SOCNAV agreement.

Three Rivers Community College is one of over 50 members of SOCNAV. This network of two-year institutions has agreed to accept, in transfer, what they have previously determined to be comparable course work in a given curriculum. Student agreements are made with active duty military students and their spouses at no charge.

The SOC office, located at the Subase in Building 83, is open Monday through Friday and may be reach by calling (860) 445-5575.

Academic
Services

Continuing Education

Department of Continuing Education & Community Services

Three Rivers offers a wide variety of credit and non-credit courses and programs to accommodate the academic, business and cultural needs of the community. Courses may be offered at the Thames Valley campus or off-campus. Three Rivers is an official provider of Continuing Education Units (CEUs) required by educators to maintain teaching certification and the department is also prepared to design courses for school systems that have specific requests for their teachers.

Business and Industry Services Network

Three Rivers is part of the system-wide *Business and Industry Services Network*, responding to the changing needs of business and industry in our region. Rapidly changing technology and dramatic economic trends have necessitated flexible and quick response for development of short term programs designed to provide new avenues for workers as well as professional development and reengineering for the existing workforce. Programs may be customized to respond to specific business needs and transported to the company site. Some of the customers served include: *General Dynamics Corporation/Electric Boat, Mohegan Sun, Municipal Public Works Departments, Pfizer, Inc., State of Connecticut, The William W. Backus and Lawrence and Memorial Hospitals.*

Three Rivers Software Training

Three Rivers Software Training Center offers state of the art computer software training. On-site laptop training can now be taught at your business or training facility to groups consisting of 6 to 15 people. Some of the courses we can offer to you and your staff are: Adobe Photoshop CS 8.0, Dreamweaver MX, and the Office XP products.

Refund Policy

NON CREDIT REFUND POLICY: A full refund will be considered when a student drops a class up to one business day PRIOR to the first scheduled meeting. This request is to be put in writing and submitted to the Continuing Education Department at Three Rivers Community College. **No refunds OR credit towards another program will be considered after the first class has begun.** Refunds are mailed directly to you approximately three weeks from the processing date.

Allied Health

The Continuing Education/Community Services department currently offers four programs in allied health:

Alcohol & Drug Counselor

Connecticut Certification Board, Inc. approved Category I training workshops are available year-round. These workshops are designed for counselors, law enforcement and health care professionals or anyone interested in learning about how to counsel alcohol and drug addicted individuals.

Certified Nurse Aide

The 120-hour training program is designed to prepare individuals for employment in a hospital or nursing home setting. Participants receive state certification upon successful completion of the program and examination. Tuition reimbursements may be available.

Medical Billing and Coding

This 40 hour program offers the skills needed to prepare the student for an entry level position in the allied health arena as a medical billing professional.

Patient Care Technician

This 64-hour program is designed to enhance skills and provide upward mobility for certified nurse aides. A patient care technician is supervised by a registered nurse and functions as a direct caregiver and member of the patient care team.

Other Continuing Education Programs

Methods of Teaching ESL as a Second Language

This 3 credit extension course is designed for Adult Education Teachers and meets the State requirements for Adult Education ESL Certification. Through demonstrations, lectures, readings, discussions and workshop activities, students will learn how to create an educational environment that will enable limited English proficient students to be academically successful.

Real Estate Program

Three Rivers is part of a statewide real estate consortium and is authorized to offer a broad range of real estate courses and certificates. *Real Estate Practices and Principles* is a 60-hour course required by the State Real Estate Commission as a prerequisite for taking the licensing examination. This course is offered regularly and is supplemented by other real estate courses as needed.

Community Service Activities

Boating Safety Courses
The State of Connecticut Department of Environmental Protection provides a basic *Boating Safety Course*. This 10-hour program includes instruction on navigation rules, legal requirements and safety afloat. Students successfully completing this course will fulfill the education requirement for the Connecticut Safe Boating Certificate. The couse will also provide a diploma for the Personal Watercraft Operator's Certificate.

Personal Enrichment and Special Interest Programs
The Continuing Education/Community Services Department offers a variety of personal enrichment and special interest courses throughout the year. Interest programs include: *Boating Safety, Digital Photography, Professional Bartending, and Creative Art Programs for children.*

Professional Development Programs
Three Rivers offers a variety of professional development in the areas of conflict resolution, ethics, leadership skills for women, supervisory and communication skills, stress management and more.

Continuing Education

Seniors' Programs

Adventures in Lifelong Learning, affiliated with Elderhostel, offers an extensive selection of learning enrichment courses. This non-credit program encompasses many diverse topics for senior citizens for a nominal fee. For information, call the current progam President at 860-464-8411.

For information about the 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.

Definitions of Important Terms

Definitions of Important Terms

Throughout this catalog and as you proceed through your years at Three Rivers, you will hear 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.

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.

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

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

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 assigned 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 correspond to sophomore level courses in traditional bachelor's degree programs. The courses that satisfy this requirement may vary from program to program; please consult with advisor.

ADVANCED LIBERAL ARTS AND SCIENCES ELECTIVE
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, natural sciences and math.

ALUMNI
Graduates, in the plural.

ARTICULATION AGREEMENT
A formal agreement between Three Rivers Community College 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 tech-prep 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.

AUDIT
To take a course under a written arrangement with the faculty member and student in which the final grade is AU. Generally, it involves regular attendance and participation but limits graded activities, such as exams; requires the 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 notated with an * after the descriptor (i.e., NUC*).

CO-REQUISITE
A course which must be taken at the same time as another course. For example, General Electricity Lab is a co-requisite for General Electricity.

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

CREATIVE ARTS ELECTIVE
Courses in art, music, theatre, and ARC K1100 History of Architecture. Please consult wtih your Advisor.

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 111, 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 (i.e., Accounting, Criminal Justice, Liberal Arts and Sciences, Nuclear Engineering Technology, Nursing).

DEGREE PROGRAM
An Associate in Arts (AA) or Associate in Science (AS) or Associate in 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 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.

Definitions of Important Terms

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 provide experiments/exercises that focus on the lecture applications. Since lab hours are the co-requisite to the lecture/discussion portion of a class, students need to register for both (lecture and lab) course reference numbers (CRN's) in the same semester.

LIBERAL ARTS AND SCIENCES 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.

NATURAL SCIENCE ELECTIVES
The courses that satisfy this elective may vary; students should consult with their advisors. Courses in the natural sciences generally include laboratory and non-laboratory courses in biology, chemistry, earth science, environmental, physics, nutrition and oceanography.

NON-CREDIT
Non-academic course oriented to personal interest or continuing education needs of persons seeking non-credit bearing instruction.

PART-TIME (STUDENT)
Student enrolled for 11 or fewer credits in a semester.

PHI THETA KAPPA
A national honorary organization recognizing academic achievement by community/technical college students.

PLAN OF STUDY
A worksheet of courses required to earn a degree in a chosen area of study. Used as a roadmap for course selection. Used to conduct a final audit for graduation. Must be signed by the assigned academic advisor in order to register for the student's second semester.

PRACTICUM
See Field Work Experience.

PREREQUISITE
Skill or course required for entry into a course or program of study.

PROGRAM OF STUDY
(See Degree Program and Certificate Program)

RESIDENCE (CREDITS EARNED IN)
A minimum of 15 credit hours applicable to an associate degree (25% of a Technical Program or 17 credits) must be granted by Three Rivers as opposed to credits transferred in from another institution of higher education or earned through proficiency examination.

SEMESTER (TERM)
See Academic Term.

SOCIAL SCIENCES 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.

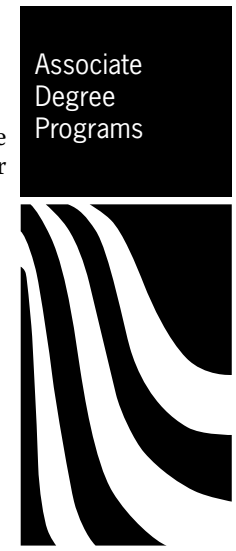
TRANSFER PROGRAM
A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

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.

Associate Degree Programs



Three Rivers Community College offers a variety of associate degree programs. The specific curricular patterns in the associate degree programs lead either to the degree of Associate in Arts (AA), the degree of Associate in Science (AS), or the degree of Associate in Applied Science (AAS). Career and transfer programs are noted where appropriate.

Accounting Career, AS

Accounting Transfer, AS

Architectural Design Technology, AS

Aviation Maintenance, AS

Banking, AS

Business Administration
Business Information Systems Option, AS

Business Administration Transfer, AS

Business Administration Management, AS

Business Office Technology:
Administrative Assistant, AS

Civil Engineering Technology
TAC/ABET Accredited, AS

College of Technology (COT)

- **Engineering Science, AS**
- **Technological Studies, AS**

  Electrical Option

  Photonics Option

  Wastewater Option

Computer Science Technology, AS

Criminal Justice, AS

- **Enforcement Option**
- **Treatment Option**

Early Childhood Education, AS

- **Early Childhood Educ Special Educ Option**
- **Early Childhood Educ Montessori Teacher Education**

Electrical Engineering Technology
TAC/ABET Accredited, AS

Environmental Engineering Technology
TAC/ABET Accredited, AS

Fire Technology and Administration, AS

General Engineering Technology, AAS

General Studies, AS

Hospitality Management, AS

- **Casino Management Option**
- **Hotel Management Option**
- **Restaurant Management Option**

Human Services, AS

Liberal Arts and Sciences, AA

Manufacturing Engineering Technology
TAC/ABET Accredited, AS

Marketing, AS

Marketing Transfer, AS

Mechanical Engineering Technology
TAC/ABET Accredited, AS

Nuclear Engineering Technology
TAC/ABET Accredited, AS

Nursing, AS*

Photonics Engineering Technology, AS

*Selective Admissions Program

Accounting

ACCOUNTING CAREER

ASSOCIATE IN SCIENCE

Program Coordinator: Matthew Hightower - 383-5275

This program is designed for people who intend to seek employment following graduation as junior accountants or accounting clerks. The accounting field is among the fastest growing occupations in Southeastern Connecticut. This career program prepares students for accounting positions in business and industry, government, and public accounting firms upon completion of the 61-62 credit curriculum.

ACCOUNTING CAREER CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
ACC* K125°	Accounting Computer Applications I	4
ACC* K233°	Principles of Cost Accounting	4
ACC* K241°	Federal Taxes I	3
ACC* K271°	Intermediate Accounting I	3
BBG* K231	Business Law I	3
BBG* K232°	Business Law II	3
BFN* K201°	Principles of Finance	3
BMG* K202	Principles of Management	3
BMK* K201	Principles of Marketing	3
CSA* K131A°	Spreadsheets I	1
CSA* K131B°	Spreadsheets II	1
CSA* K141A°	Database Applications I	1
ECN* K101°	Principles of Macroeconomics	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
_____	Natural Sciences Elective	3-4
_____	Math Elective (MAT* K137° or higher)	3
_____	Practicum°	
or	or	3
BFN* K110	Personal Finance	
_____	Social Sciences Elective	3
	GRAND TOTAL	**61-62**

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

Accounting Career, Associate in Science Degree 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.

ACCOUNTING TRANSFER

ASSOCIATE IN SCIENCE

Program Coordinator: Matthew Hightower - 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.

ACCOUNTING TRANSFER CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
ACC* K233°	Principles of Cost Accounting	4
ACC* K271°	Intermediate Accounting I	3
BBG* K231	Business Law I	3
BFN* K201°	Principles of Finance	3
BMG* K202	Principles of Management	3
BMK* K201	Principles of Marketing	3
CSA* K105	Introduction to Software Applications	3
ECN* K101°	Principles of Macroeconomics	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
	Liberal Arts & Sciences Elective: (humanities, mathematics, social sciences, natural sciences)	
_____	_____	3
	Creative Arts Elective: (Art, Music, Theatre)	
_____	_____	3
	Math Electives (MAT* K137 or higher):	
_____	_____	3
_____	_____	3
	Natural Sciences Elective (with Lab):	
_____	_____	4
	Social Sciences Elective: (one history (HIS) elective and one elective from either anthropology, economics, geography, international studies, political science, psychology, sociology, history, social sciences)	
_____	_____	3
HIS_____	_____	3
	GRAND TOTAL	**64**

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

Accounting Transfer, Associate in Science Degree
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. apply critical thinking skills acquired from the Liberal Arts and Sciences requirements of the program.
4. transfer to a 4 year college or university.

Architectural Design Technology

ARCHITECTURAL DESIGN TECHNOLOGY

ASSOCIATE IN SCIENCE

Program Coordinator: Mark Comeau - 885-2387

The Architectural Design Technology Associate Degree 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 studies at a university. The program exposes students to the fundamentals of traditional drafting and design 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 to a baccalaureate or professional degree program. Positions may include: design and production under the supervision of a registered architect, draftsperson for construction or development firms, architectural representative for vendor sales, and designer/draftsperson for facility planners.

ARCHITECTURAL DESIGN TECHNOLOGY CURRICULUM

(suggested two year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
ARC* K102	Architecture of the World	3
ARC* K131	Drafting I	1
ARC* K131L	Drafting I Lab	2
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
ENG* K101°	Composition	3
PHY* K114°	Mechanics	4
	TOTAL	**16**
SEMESTER II		
ARC* K108	Building Materials	3
ARC* K137°	Architectural Detailing	1
ARC* K137L°	Architectural Detailing Lab	2
CAD K2214°	Computer-Aided Drafting – Architectural	1
CAD K2215°	Computer-Aided Drafting Lab – Architectural	2
ENG K131°	Introduction to Speech Communication	3
MAT* K186°	Precalculus	4
MEC K1106°	Introduction to Structural Mechanics	3
	TOTAL	**19**
SEMESTER III		
ACC* K111 or BBG* K101 or BMG* K202	Principles of Accounting I or Introduction to Business or Principles of Management	3
ARC* K211°	Architectural Design I	1
ARC* K211L°	Architectural Design I Lab	2
ARC* K221	Contracts & Specifications	3
ARC* K280°	Professional Practice	3
	Humanities/Social Sciences Elective	3
	TOTAL	**15**
SEMESTER IV		
ARC* K213°	Architectural Design II	1
ARC* K213L°	Architectural Design II Lab	2
ARC* K227	Codes and Ordinances	3
ARC* K241°	Site Analysis	2
ARC* K241L°	Site Analysis Lab	1.5
	Humanities/Social Sciences Elective	3
	Open Elective	3
	TOTAL	**15.5**
	GRAND TOTAL	**65.5**

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

Architectural Design Technology, Associate in Science Degree Program Outcomes

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

1. demonstrate a mastery of the basic skills 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 design fields for those with previous experience in allied areas.
4. demonstrate competence in the specific traditional and computer drafting skills required in today's architectural industry consisting of conceptual, schematic, and developmental and construction detail drawing.
5. demonstrate and apply skills necessary for visual thinking and graphic problem solving.
6. work cooperatively and productively in collaborative and team settings.
7. attain an expanded awareness and a critical understanding of modern construction material products, their source, use, and design limitations.
8. become familiar and productive with industry standard software applications.
9. demonstrate sufficient depth of understanding of design and production components.
10. adopt life-long learning and intellectual growth as an integral part of a career in architectural design technology due to ever-evolving components and systems.

AVIATION MAINTENANCE TECHNOLOGY

ASSOCIATE IN SCIENCE

Program Coordinator: Anthony Benoit 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 granted. 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 towards a baccalaureate degree in the industrial or manufacturing field.

AVIATION MAINTENANCE TECHNOLOGY CURRICULUM

(suggested two year sequence)

Course ID	*Title of Course*	*Credits*
	FAA at Ellis R.V.T.H.S.**	22
	TOTAL	**22**
SEMESTER I		
ENG* K101°	Composition	3
MAT* K186°	Precalculus	4
MEC K1110°	Fundamentals of Engineering Graphics	1
MEC K1111°	Fundamentals of Engineering Graphics Lab	2
PHY* K114°	Mechanics	4
	TOTAL	**14**
SEMESTER II		
CHE* K111°	Concepts of Chemistry	4
ENG K131°	Introduction to Speech Communication	3
ENG* K202°	Technical Writing	3
MAT* K254°	Calculus I	3
PHY* K115°	Heat Sound Light	4
	TOTAL	**17**
SEMESTER III		
EET K2104°	Electrical and Power Systems Fundamentals	3
EET K2105°	Electrical and Power Systems Fundamentals Lab	1
MEC K2122°	Materials of Science	3
MEC K2123°	Materials of Science Lab	1
_____	Humanities/Social Sciences Elective	3
_____	Humanities/Social Sciences Elective	3
	TOTAL	**14**
	GRAND TOTAL	**67**

° Course has a prerequisite. Students should check course description.
**To obtain an FAA License you must complete 6 semesters (Fall, Spring) at Ellis Regional Vo-Tech High School.

Aviation Maintenance Technology, Associate in Science Degree Program Outcomes

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

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.

Aviation Maintenance Technology

Banking

BANKING

ASSOCIATE IN SCIENCE

Program Coordinator: Larry Flick - 383-5277

This 62-63 credit curriculum is offered as a career development program for employees currently working in all types of financial service organizations. It prepares employees in savings banks, commercial banks, savings and loan associations, and credit unions for supervisory and middle-management positions. Designed in cooperation with the American Institute of Banking (AIB), this program complements existing AIB course offerings and provides a degree path for AIB students and similar opportunities for other students.

BANKING CURRICULUM

Course ID	*Title of Course*	*Credits*
Freshman Year		
ACC* K111°	Principles of Accounting I	4
ACC* K118°	Managerial Accounting	4
BBG* K231	Business Law I	3
BFN* K1XX	Principles of Banking	3
BFN* K201	Principles of Finance	3
BMK* K201	Principles of Marketing	3
CSA* K105	Introduction to Software Applications	3
ENG* K101°	Composition	3
ENG* K102°	Literature & Composition	3
MAT* K163°	Statistics I	3
	TOTAL	**32**
Sophomore Year		
BBG* K232°	Business Law II	3
BMG* K202	Principles of Management	3
BOT* K2XX	Business Communications	3
ECN* K101°	Principles of Macroeconomics	
or		3
ECN* K102°	Principles of Microeconomics	
ECN* K2XX	Money and Banking	3
ENG K131°	Introduction to Speech Communication	3
_____	Humanities Elective	3
_____	Restricted Elective #	3
_____	Natural Sciences Elective	3-4
_____	Social Sciences Elective	3
_____	**TOTAL**	**30-31**
_____	**GRAND TOTAL**	**62-63**

° Course has a prerequisite. Students should check course description.
Selection of restricted elective should be made after consultation with the program advisor.

Banking, Associate in Science Degree
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.

BUSINESS ADMINISTRATION BUSINESS INFORMATION SYSTEMS OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Larry Flick - 383-5277

This program provides students with supplemental skills and knowledge that can be useful in a broad range of business management positions. In addition, the program prepares graduates for more specialized positions in business information systems and provides the background for transfer into bachelors degree programs in this area.

BUSINESS INFORMATION SYSTEMS OPTION

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
ACC* K118°	Managerial Accounting	4
BFN* K201°	Principles of Finance	3
BMG* K202	Principles of Management	3
BMG* K218°	Operations Management	3
BMK* K201	Principles of Marketing	3
CSA* K105	Introduction to Software Applications	3
CSA* K205	Advanced Applications	3
CSC* K108	Introduction to Programming	4
CSC* K207	Introduction to Visual Basic	4
ECN* K101°	Principles of Macroeconomics	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
ENG* K102	Literature & Composition	3
MAT* K137°	Intermediate Algebra	3
MAT* K163°	Statistics I	3
_____	Arts/Fine Arts Elective	3
_____	Natural Sciences Elective with lab	4
_____	Social Sciences Elective (one history (HIS) elective or one elective from either anthropology, history, sociology, social sciences - recommend HIS* K121 or HIS* K122 and SOC* K101 or PSY* K112)	3
	GRAND TOTAL	**66**

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

Business Information Systems Option, Associate in Science Degree Program Outcomes

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

1. facilitate a seamless transfer track to the Business Information Systems Bachelors Degree.
2. prepare students to go on to wide-ranging careers in business management as well as in specilized system jobs.
3. provide students with technical skills for utlizing business sytems, systems design and related technologies, including a well rounded understanding of business.

Business Administration

BUSINESS ADMINISTRATION TRANSFER

ASSOCIATE IN SCIENCE

Program Coordinator: Larry Flick- 383-5277

This program is designed primarily for those students who plan to transfer in business administration to a baccalaureate institution. Students are urged to investigate and select the institutions to which they will transfer as early as possible since each transfer situation must be planned carefully. A minimum of 60-61 credits is required for graduation.

BUSINESS ADMINISTRATION TRANSFER CURRICULUM

Course ID	*Title of Course*	*Credits*
SEMESTER I		
CSA* K105	Introduction to Software Applications	3
ECN* K101	Principles of Macroeconomics	3
ENG* K101	Composition	3
_____	Math Elective (MAT* K137° or higher)	3
_____	Social Sciences Elective: (anthropology, history, psychology, sociology, suggest HIS* K121 or HIS* K122)	3
SEMESTER II		
ACC* K111°	Principles of Accounting I	
ECN* K102	Principles of Microeconomics	
ENG* K102°	Literature & Composition	3
_____	Arts/Fine arts, social sciences, natural sciences, suggest SOC* K101	3
_____	Math Elective (suggest MAT* K163)	3
SEMESTER III		
ACC* K112°	Principles of Accounting II	4
BMK* K201	Principles of Marketing	3
BBG* K231	Business Law I	3
BMG* K202	Principles of Management	3
SEMESTER IV		
ACC* K118°	Managerial Accounting	4
BFN* K201	Principles of Finance	3
BMG* K218	Operations Management	3
_____	Natural Sciences Elective	3-4
_____	Social Sciences Elective: (anthropology, history, psychology, sociology, suggest HIS* K121 or HIS* K122)	3
	GRAND TOTAL	**60-61**

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

Business Administration Transfer, Associate in Science Degree Program Outcomes

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

1. explain the role of management and its inter-relationship 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, 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. apply critical thinking skills acquired from the Liberal Arts and Sciences requirements of the program.
7. transfer to a four-year college or university.

BUSINESS ADMINISTRATION MANAGEMENT

ASSOCIATE IN SCIENCE

Program Coordinator: Larry Flick- 383-5277

This Management career program prepares individuals for management positions in small businesses, corporations, government, and public and private agencies upon completion of a 63 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.

BUSINESS ADMINISTRATION MANAGEMENT CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
ACC* K118°	Managerial Accounting	4
BBG* K231	Business Law I	3
BFN* K201°	Principles of Finance	3
BMG* K202	Principles of Management	3
BMG* K218°	Operations Management	3
BMK* K201	Principles of Marketing	3
CSA* K105	Introduction to Software Applications	3
ECN* K101°	Principles of Macroeconomics	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	3
MAT* K163°	Statistics I	3
Please select 3 From the Following 6 courses		9
BBG* K101	Introduction to Business	
BBG* K232°	Business Law II	
BBG* K294°	Business Internship	
BES* K218°	Entrepreneurship	
BMG* K220	Human Resources Management	
BMG* K228	Labor Relations	
_____	Arts/Fine Arts Elective	3
_____	Social Sciences Elective (one history (HIS) elective or one elective from either anthropology, history, sociology, social sciences - recommend HIS* K121 or HIS* K122 and SOC* K101 or PSY* K112)	3
_____	Natural Sciences Elective	3-4
	GRAND TOTAL	**63-64**

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

Management, Associate in Science Degree Program Outcomes

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

1. explain the role of management and its inter-relationship 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, 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. apply critical thinking skills acquired from the Liberal Arts and Sciences requirements of the program.
7. obtain successful employment in the business field.

Business Office Technology

BUSINESS OFFICE TECHNOLOGY: ADMINISTRATIVE ASSISTANT

ASSOCIATE IN SCIENCE

Program Coordinator: Betti Gladue - 892-5768

The Business Office Technology Administrative Assistant degree prepares students for office positions in various settings from health and professional offices to high-tech industries and government agencies. Opportunities for immediate employment in this field are high in the New London/Norwich area as well as throughout the state and the nation. This program provides students with the skills and knowledge needed to gain career advancement in office administration.

BOT: ADMINISTRATIVE ASSISTANT CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
BBG* K101	Introduction to Business	3
BBG* K231	Business Law I	3
BMG* K202	Principles of Management	3
BOT* K111	Keyboarding for Information Processing I	3
BOT* K137°	Word Processing Applications I	3
BOT* K219°	Integrated Office	3
BOT* K251°	Administrative Procedures I	3
BOT* K295°	Administrative Practicum	3
CSA* K105	Introduction to Software Applications	3
CSA* K131B°	Spreadsheets II	1
CSA* K150°	Presentation Software	1
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
ENG K129°	Desktop Publishing I	3
ENG* K210°	Technical Writing	3
MAT* K121° or higher		
	Applications for Business & other Careers	3
_____	Natural Sciences Elective (or HLT K111 Personal Health or BIO* K111 Introduction to Nutrition)	3-4
_____	Open Elective	3
_____	Open Elective	3
	GRAND TOTAL	**60-61**

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

Business Office Technology: Administrative Assistant, Associate in Science Program Outcomes

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

1. read, understand, compose, and prepare standard types of business communications that are clear, concise, complete, and courteous..
2. possess appropriate skills in the following software applications: Operating system, word processing, spreadsheet, database management, presentation graphics, and integrated office applications.
3. use appropriate office procedures in the areas of public relations, records information mangement, telephone communications, incoming and outgoing mail, meetings and conferences, travel arrangement, and routine financial matters.

CIVIL ENGINEERING TECHNOLOGY - TAC/ABET ACCREDITED

ASSOCIATE IN SCIENCE

Program Coordinator: Diba Khan-Bureau - 885-2383

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.

CIVIL ENGINEERING TECHNOLOGY CURRICULUM-TAC/ABET ACCREDITED

(suggested two-year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
CIV K1100	Engineering Materials	3
CIV K1101	Engineering Materials Lab	1
CIV K1500°	Surveying I	3
CIV K1501°	Surveying I Lab	1.5
ENG* K101°	Composition	3
ENV* K105°	Elementary Computer Applications in Environmental Engineering Technology	2
MAT* K137	Intermediate Algebra	(3)#
PHY* K114	Mechanics	(4)#
	TOTAL	**13.5**
SEMESTER II		
CIV K2203°	Hydraulics	3
CIV K2510°	Surveying II	3
CIV K2511°	Surveying II Lab	1.5
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MEC K1106°	Introduction to Structural Mechanics	3
MEC K1107°	Introduction to Structural Mechanics Lab	1
	TOTAL	**18.5**
SEMESTER III		
CIV K2230/ENV* K245°	Water Resources Engineering	3
CIV K2231/ENV* K245L°	Water Resources Engineering Lab	1
ENG K131	Introduction to Speech Communication	3
ENV* K101	Environmental Studies	3
MAT* K254°	Calculus I	3
MEC K2120°	Strength of Materials	3
_____	Humanities/Social Sciences Elective	3
	TOTAL	**16**
SEMESTER IV		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
CIV K2200°	Soils	3
CIV K2201°	Soils Lab	1
CIV K2222°	Structural Design	3
CIV K2223°	Structural Design Lab	1
ENV* K110°	Environmental Regulations	3
_____	Civil/Environmental Engineering Technical Elective@	3
_____	Math/Science Elective	3
	TOTAL	**20**
	GRAND TOTAL	**68**

( )# Course is considered a prerequisite for this technology degree.
° Course has a prerequisite. Students should check course description.
@ Students may take any other CIV or ENV* course, BIO* K145, or CHE* K121.

Civil Engineering Technology

Civil Engineering Technology, Associate in Science Degree Program Outcomes

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

1. run a total station instrument to measure a traverse, analyze and correctly adjust the data.
2. design a road, both the vertical and horizontal alignment, and calculate the earthwork amounts needed to construct the road.
3. perform standard ASTM tests to determine soil properties in order to evaluate how the sample will act in the field.
4. explain basic soil mechanics with an emphasis on soil identification, consolidation, and basic foundation design.
5. apply Bernoulli's equation to a wide range of fluid mechanics problems.
6. use Manning's Equation to evaluate open channel flow conditions.
7. determine the rainfall runoff under a wide range of conditions, using TR-55 and the rational method and compare the results.
8. design a storm drain system for a small subdivision, including drawing the profile of the system and calculating pipe elevations and slopes.
9. utilize the library and the World Wide Web to obtain design standards, current data, and applications.
10. compare different materials and be able to select the proper one for use, based on its physical properties.
11. analyze various structures to determine their load bearing capabilities.

College of Technology

COLLEGE OF TECHNOLOGY

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 Technological Studies. After completing the Technological 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 will transfer to engineering and technology programs at many other public and private universities as well.

COLLEGE OF TECHNOLOGY: ENGINEERING SCIENCE

ASSOCIATE IN SCIENCE

Program Coordinator: Anthony Benoit - 885-2386

The "Engineering Science Pathway" consists primarily of coursework in engineering, mathematics, and the sciences. In addition to the 64-credit core of courses shown below, a grade average of "B" with no grade less than a "C" is required for continuation at UConn's School of Engineering, or University of New Haven.

The "Engineering Science Pathway" focuses upon building a foundation in the fields of mechanical, industrial, or civil engineering. Graduates will receive a background in mathematics, science and general education courses for transfer into a four-year program. Engineering Science also offers students currently employed in technical positions an opportunity to retrain and upgrade their technical skills. Differences in various areas of specialization in engineering allow students to choose electives with reference to their programs of study. Core courses in Engineering Science may be offered at other Connecticut Community Colleges in cooperation with Three Rivers.

COT: ENGINEERING SCIENCE CURRICULUM

Course ID	*Title of Course*	*Credits*
GENERAL EDUCATION:		
Arts/Humanities		
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
_____	Fine Arts Elective (art, music)	3
Science		
CHE ____	General Chemistry I & II w/Lab	8
PHY ____	Calculus-based Physics I & II w/Lab	8
Mathematics		
MAT ____	Calculus I & II	8
MAT ____	Multivariable Calculus	4
MAT* K285°	Differential Equations	3
Social/Behavioral Sciences		
_____	Western Culture	3
PHI _____	Philosophy & Ethical Analysis	3
_____	Social Sciences Elective	3
Options		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
_____	Statics	3
_____	Dynamics	3
_____	FORTRAN, Pascal or C Programming	3
	Technical Elective	3
	GRAND TOTAL	**64**

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

COT: Engineering Science, Associate in Science Degree 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.

COLLEGE OF TECHNOLOGY

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 Technological Studies. After completing the Technological 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 will transfer to engineering and technology programs at many other public and private universities as well.

COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES

ASSOCIATE IN SCIENCE

Program Coordinator: Anthony Benoit - 885-2386

This program is designed for entry into Central Connecticut State University's School of Technology or Charter Oak State College. The "Technological 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.

Course ID	*Title of Course*	*Credits*
General Education:		
Arts/Humanities		
ENG* K101°	Composition	3
ENG K131°	Introduction to Speech Communication	3
_____	Humanities Electives (art, history, foreign languages, literature, philosophy)	6
_____	Fine Arts Elective (art, music)	3
Science		
CHE* K111°	Concepts of Chemistry	4
PHY* K114°	Mechanics	4
Mathematics		
MAT* K137°	Intermediate Algebra	3
MAT* K163°	Statistics I	3
MAT* K186°	Precalculus	4
Social/Behavioral Sciences		
_____	Behavioral Sciences Elective (psychology, sociology)	3
_____	Social Sciences Elective (anthropology, economics, geography, government, history)	3
Specialized Core		
CSA* K105	Introduction to Software Applications	3
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
Options		
TC K1XX	Introduction to Energy Processing	3
MEC K2122/23°	Materials of Science w/Lab	4
_____	Technology and Society	3
_____	Technical Electives	6
_____	Directed Electives	6
	GRAND TOTAL	**67**

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

COT: Technological Studies, Associate in Science 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 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.

College of Technology

COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES

ELECTRICAL OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Anthony Benoit - 885-2386

The College of Technology - Electrical Option pathway offers a core of courses that will provide the foundation for the Bachelor of Science degree in Electrical Engineering Technology at Central Connecticut State University. Continuation requirements include a minimum grade of "C" and 67 credits as listed below.

Offered in conjunction with other Connecticut Community Colleges, this program provides an opportunity for individuals who have completed the apprenticeship training program available through the Independent Electrical Contractors of Connecticut to receive credit for their Electrical Contractors Certificate. Upon completion of the training program, students will receive 12 credits toward fulfillment of the 67 credits required for a degree in the Technological Studies Pathway Program. Upon graduation, students may choose to transfer to Central Connecticut State University, where their credits will be accepted into the Industrial Technology bachelor's degree program.

COT: ELECTRICAL OPTION CURRICULUM

Course ID	*Title of Course*	*Credits*
General Education:		
Arts/Humanities		
ENG* K101°	Composition	3
ENG K131°	Intro to Speech Communication	3
_____	Fine Arts Elective (art or music)	3
_____	Humanities Electives (art history, foreign languages, literature, philosophy)	6
Science		
CHE* K111°	Concepts of Chemistry	4
PHY* K114°	Mechanics	4
Mathematics		
MAT* K137°	Intermediate Algebra	3
MAT* K163°	Statistics I	3
MAT* K186°	Precalculus	4
Social/Behavioral Sciences		
_____	Behavioral Sciences Elective (psychology, sociology)	3
_____	Social Sciences Elective (anthropology, economics, geography, government, history)	3
SOS K2XX	Technology and Society	3
Specialized Core		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
CSA* K105	Introduction to Software Applications	3
MEC K2122°	Materials of Science	3
MEC K2123°	Materials of Science Lab	1
MEC K2162	Thermodynamics	3
_____	Certification: Independent Electrical Contractors	12
	GRAND TOTAL	**67**

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

COT: Technological Studies, Electrical Option, Associate in Science Degree 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 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.

COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES

PHOTONICS OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Anthony Benoit - 885-2386

Three Rivers Community College offers the following option to provide a focus for students who desire to concentrate their attention on Photonics. Through distance learning via the Internet, the option is also available to students at all of Connecticut's Community Colleges. Students completing the directed electives plus MAT* K137 may also apply for the Photonics Technology Certificate.

Aspiring and current employees of photonics and fiber optics companies are provided an opportunity to qualify for employment and advancement. Students who complete the Photonics Option for the Technological Studies Pathway Degree program may also choose to transfer to Central Connecticut State University or to Charter Oak State College, where their credits will be accepted into the Industrial Technology bachelor's degree program. Please check current course schedule for details.

At Three Rivers, the following courses will be required:

COT: PHOTONICS OPTION CURRICULUM

Course ID	*Title of Course*	*Credits*
General Education:		
Arts/Humanities		
ENG* K101°	Composition	3
ENG K131°	Intro to Speech Communication	3
_____	Fine Arts Elective (art or music)	3
_____	Elective (literature)	3
_____	Humanities Electives (art history, foreign languages, literature, philosophy)	6
Science		
CHE* K111°	Concepts of Chemistry	4
PHY* K114°	Mechanics	4
Mathematics		
MAT* K137°	Intermediate Algebra	3
MAT* K163°	Statistics I	3
MAT* K186°	Precalculus	4
Social/Behavioral Sciences		
_____	Elective (history)	3
_____	Elective (economics)	3
_____	Elective (psychology or sociology)	3
Specialized Core		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
CSA* K105	Introduction to Software Applications	3
MEC K2162	Thermodynamics	3
Options/Directed Electives:		
PHO* K101°	Introduction to Photonics	4
PHO* K105	Laser Safety	.5
PHO* K121°	Introduction to Fiber Optics Technology	4
PHO* K124°	Introduction to Telecommunications	3
	GRAND TOTAL	**65.5**

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

College of Technology

COT: Technological Studies, Photonics Option, Associate in Science Program Outcomes

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

1. demonstrate optical fiber handling skills, such as connectorization, and mechanical and
2. fusion splicing.
3. make and interpret test measurements for loss in a fiber system using test sets
4. and an OTDR.
5. understand basic components and devices used in fiber optic systems and explain which devices are used in various applications.
6. demonstrate skill in making calculations with engineering units.
7. interpret specifications for optical fiber from vendor data sheets.
8. understand the place of optical fiber in the larger telecommunications network.
9. survey the workplace and recognize laser safety accomodations.
10. explain the use and function of lenses, prisms, filters and polarizing optics.
11. explain the operating principles of gratings, interferometers, and filters.

College of Technology

COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES

WASTEWATER OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Anthony Benoit - 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 Technological 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.

At Three Rivers, the following courses will be required:

COT: WASTEWATER OPTION CURRICULUM

Course ID	*Title of Course*	*Credits*
General Education:		
Arts/Humanities		
ENG* K101°	Composition	3
ENG K131°	Introduction to Speech Communication	3
_____	Fine Arts Elective (art or music)	3
_____	Elective (literature)	3
_____	Humanities Electives (art history, foreign languages, literature, philosophy)	6
Science		
CHE* K111°	Concepts of Chemistry	4
PHY* K114°	Mechanics	4
Mathematics		
MAT* K137°	Intermediate Algebra	3
MAT* K186°	Precalculus	4
Social/Behavioral Sciences		
_____	Elective (history)	3
_____	Elective (economics)	3
_____	Elective (psychology or sociology)	3
Specialized Core		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
TC K1XX	Introduction to Energy	3
CSA* K105	Introduction to Software Applications	3
MAT* K163°	Statistics I	3
Option/Directed Electives		
MEC K2122/23°	Materials of Science w/Lab	4
WWT* K110	Wastewater I	3
WWT* K112	Wastewater II	3
WWT* K114°	Wastewater III	3
WWT* K116°	Wastewater IV	3
	GRAND TOTAL	**70**

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

COT: Technological Studies, Wastewater Option, Associate in Science 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 I, II, III, and 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.

COMPUTER SCIENCE TECHNOLOGY

ASSOCIATE IN SCIENCE

Program Coordinator: Joyce Parker - 885-2395

This 67 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.

COMPUTER SCIENCE TECHNOLOGY CURRICULUM

Course ID	*Title of Course*	*Credits*
SEMESTER I		
CSC* K108°	Introduction to Programming	4
ENG* K101°	Composition	3
ENG K131°	Introduction to Speech Communication	3
MAT* K137°	Intermediate Algebra	3
_____	Technical Elective	3
	TOTAL	**16**
SEMESTER II		
CSC* K207°	Introduction to Visual Basic	4
CST* K232°	Communications & Networking	4
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
_____	Technical Elective	3
	TOTAL	**18**
SEMESTER III		
CSC* K216°	Intermediate C++ Programming	4
CSC* K233°	Database Development I	4
_____	Lit., Hist., Poli Sci. Elective	3
_____	Technical Elective	3
_____	Technical Elective	3
	TOTAL	**17**
SEMESTER IV		
CSC* K223°	JAVA Programming I	4
_____	Psych., Soc., Econ. Elective	3
_____	Technical Elective	3
_____	Technical Elective	3
_____	Open Elective	3
	TOTAL	**16**
	GRAND TOTAL	**67**

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

Computer Science Technical Electives: ACC* K111, ACC* K112°, CSA* K105, CSA* K205°, CSC* K203°, CSC* K204°, CSC* K218°, CSC* K221°, CSC* K222°, CSC* K234°, CSC* K241°, CSC K283°, CSC* K295°, CST* K153°, CST* K252°, CSC K2242, CSC K2234, CSC K2237, CSC K1215, CST* K141, CST* K176, CST* K177, CST* K241, EET K1130/31, EET K2110/11°, EET K2120/21°,MAT* K163, MAT* K254°, MAT* K256°, MAT* K285°, PHY* K114 or PHY* K115°

* Suggested electives for students planning to transfer to ECSU in Computer Science

For the 3 Humanities, Social Sciences & Open electives, transfer students should *select from the following (only 1 from each group)*
HIS K121 or HIS* K122 or PSY* K111 or SOC* K101*
ENG K102*
ECN K101 or GEO* K101 or POL* K111*
ART K100 or MUS* K101*

Computer Science Technology, Associate in Science Degree Program Outcomes

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

1. analyze and solve problems.
2. troubleshoot common programming problems and test solutions.
3. demonstrate sufficient understanding of information technology for entry-level employment and for advancement in the field.
4. use software tools for program development.
5. demonstrate familiarity with terminology and structure of various programming languages.
6. demonstrate entry-level programming ability in structured, unstructured, and object-oriented programming languages.
7. design and implement a database.
8. retrieve information from a database.
9. maintain a database.
10. explain network technology protocols, including structure, communication, architecture, and standards.
11. perform basic functional operations on the World Wide Web including browsing and searching the Web, using email and advanced communications tools, and FTP (file transfer protocol).
12. explain the role of the Internet, Intranets, and Internet tools in business and how these technologies are applied in business to improve efficiency and maximize profits.
13. demonstrate a level of mathematical skill appropriate for student's area of concentration.
14. read and prepare standard types of business communications.
15. exhibit good oral and written communication skills.
16. plan the use of time to accomplish assigned work schedules.
17. apply critical thinking skills acquired from the Liberal Arts and Sciences requirements of the program.
18. demonstrate appropriate interpersonal, human relations skills.
19. transfer to a 4-year college or university or obtain employment in an information technology field.

Criminal Justice

CRIMINAL JUSTICE - ENFORCEMENT OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Patricia Anziano - 892-5721

This 63 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.

CRIMINAL JUSTICE ENFORCEMENT CURRICULUM

Course ID	*Title of Course*	*Credits*
ANT* K105	"Cultures": An Introduction to Cultural Anthropology	
or	or	3
PSY* K245°	Abnormal Psychology	
CJS* K101°	Introduction to Criminal Justice	3
CJS* K124	Spanish for Criminal Justice Professionals	3
CJS* K201	Criminology	
or	or	3
CJS* K202	Juvenile Delinquency	
CJS* K211°	Criminal Law I	3
CJS* K213°	Evidence and Criminal Procedures	3
CJS* K220°	Criminal Investigation	3
CJS* K225°	Forensic Science	3
CJS* K250°	Police Organization and Administration	3
CJS* K253°	Interpersonal Dynamics for Criminal Justice Professionals	3
CJS* K291°	Criminal Justice Practicum	
or	or	3
CJS* K294°	Contemporary Issues in Criminal Justice	
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
ENG K131°	Introduction to Speech Communication	3
HIS* K122	World Civilization II	3
MAT* K137°	Intermediate Algebra	3
PHL* K111°	Ethics	3
PSY* K111	General Psychology I	3
SOC* K101	Principles of Sociology	3
_____	Natural Science Elective	3
_____	Liberal Arts and Sciences Elective	3
	GRAND TOTAL	**63**

° Course has a prerequisite. Students should check course description.
Students wishing to transfer should check MATH/SCIENCE requirements at transfer institution.
Students wishing to transfer should determine whether PSY* K245 or ANT* K105 has more relevance to their anticipated major.

Criminal Justice Enforcement, Associate in Science Degree 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 course work.
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.

CRIMINAL JUSTICE TREATMENT OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Patricia Anziano - 892-5721

This 63 credit program provides a broad overview of the field of criminal justice as well as specialized emphasis on career opportunities, knowledge, and skills in areas of treatment. This program is designed for students interested in pursuing careers in a treatment-oriented nucleus and who plan to transfer to a four year college.

CRIMINAL JUSTICE CURRICULUM

Course ID	*Title of Course*	*Credits*
ANT* K105	Introduction to Cultural Anthropology	
or	or	3
PSY* K245°	Abnormal Psychology	
CJS* K101°	Introduction to Criminal Justice	3
CJS* K102°	Introduction to Corrections	3
CJS* K124	Spanish for Criminal Justice Professionals	3
CJS* K201°	Criminology	
or	or	3
CJS* K202°	Juvenile Delinquency	
HSE* K183	Substance Abuse	3
CJS* K210°	Constitutional Law	3
CJS* K241°	Correctional Counseling I	3
CJS* K244°	Community Based Corrections	3
CJS* K253°	Interpersonal Dynamics for Criminal Justice Professionals	3
CJS* K291°	Criminal Justice Practicum	
	or	
CJS* K294°	Contemporary Issues in Criminal Justice	3
	or	
HSE* KXXX	Human Services Elective	
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
ENG K131°	Speech Communication	3
HIS* K122	World Civilization II	3
HSE* K181	Understanding Sexual Abuse	3
MAT* K137°	Intermediate Algebra or higher	3
PHL* K111°	Ethics	3
PSY* K111	General Psychology I	3
SOC* K101	Principles of Sociology	3
_____	Arts Elective	3
_____	Natural Science Elective	3
	GRAND TOTAL	**66**

° Course has a prerequisite. Students should check course description.
Students wishing to transfer should check MATH/SCIENCE requirements at transfer institution.
Students wishing to transfer should determine whether PSY* K245 or ANT* K105 has more relevance to their anticipated major.

Criminal Justice Treatment, Associate in Science Degree 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 course work.
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

EARLY CHILDHOOD EDUCATION

ASSOCIATE IN SCIENCE

Program Coordinator: 383-5252

This 61-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 and/or as a two-year educational foundation for students wishing to transfer to a four/five-year teaching certification program. This program prepares students to work in early care and education settings including child care, public school paraprofessionals (K-2) and related human service agencies. Our courses also address the needs of individuals already employed in the area of early education to enhance their professional competence and depth of knowlege. Due to our agreements with Eastern Connecticut State University, Sacred Heart University, University of Connecticut and other universities in the state, the completed program allows students to transfer credits towards higher degrees.

NOTE: To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MAT* K136 or higher; History must be HIS* K201; Open: Computer Science course recommended. Transfer students must have a 2.7 GPA and pass the state-mandated skills examination (PRAXIS I) or have an SAT score of 1000, with neither the subtest below 400 points from any test administration on or prior to March 31, 1995, or 1100 or more with no less than 450 on either the verbal or the mathematics subtests from test administrations on or after April 1, 1995 or higher before they can be admitted into a university education program. Special Education degree students must take ECE* K101 and ECE* K222 to meet transfer requirements.

EARLY CHILDHOOD EDUCATION CURRICULUM

Course ID	*Title of Course*	*Credits*
Please select one of the following three courses:		
BIO* K115°	Human Biology	4
or	or	
EAS* K102	Earth Science	
or	or	
SCI* K250°	Processes and Inquiry of Natural Science	
ECE* K101	Introduction to Childhood Education	3
ECE* K103°	Creative Experiences/ Children	3
ECE* K106°	Music and Movement for Children	3
ECE* K109°	Science & Math for Children	3
Please select one of the following three courses:		
ECE* K182	Child Development	
or	or	
PSY* 200°	Child Psychology	3
or	or	
PSY* 201°	Life Span Development	
Please select one of the following three courses:		
ECE* K176°	Health Safety and Nutrition	
or	or	
ECE* K210°	Observation Participation & Seminar	
or	or	
ECE* K225°	Anti-Bias Issues in Early Childhood Education	3
or	or	
PHL* K111°	Ethics	
or	or	
SOS K210°	World Issues	
ECE* K215°	The Exceptional Learner	3
ECE* K231°	Early Language & Literacy Development	3
ECE* K290°	Student Teaching I	3
ECE* K291°	Student Teaching II	3
ENG* K101°	Composition	3
HLT K111	Personal Health	3
MAT* K137°	Intermediate Algebra or higher	3
Liberal Arts and Sciences Electives		
Choose track:		9
	General Education Track: PSY* K111 *and* SOC* K101 *and* one 200 level course in SOC* *or* PSY* *or* PHL* K111 OR PSY* Major Track: PSY* K111 *and* PSY* K112 *and* PSY* K2xx OR SOC* Major Track: SOC* K101 *and* SOC* Kxxx *and* SOC* K2xx	
Recommended Electives		
_____	Elective	3
_____	Elective	3
_____	Elective	3
	GRAND TOTAL	**61**

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

RECOMMENDED ELECTIVES should be chosen from the following:
Any ECE* course; SGN* K101 - Sign Language I; HSE* K181 - Understanding Sexual Abuse; PSY* K201° - Life Span Development; SOC* K103 - Social Problems; SOC* K220° - Race & Ethnic Diversity; ENG K131° - Speech Communication; MTI* K240 Montessori Philosophy & Methods; PHL* K111° Ethics; BEST CHOICE for transfer: MAT* K146° Math for the Liberal Arts; HIS* K201 U. S. History I or HIS* K202 U.S. History II; ENG* K102 Literature and Composition; PSY* K201° Life Span Development; SOS K210° World Issues

Early Childhood Education, Associate in Science Degree Program Outcomes

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

1. promote child development and learning by knowing young children's needs and understanding the multiple influences on development and learning.
2. demonstrate an understanding of a variety of current and historical, philosophical and theoretical approaches to early childhood education.
3. build participation of families and communities in the learning and development of children.
4. understand the goals, benefits and uses of observing, documenting, and assessing to support young children and families.
5. know, understand and use supportive interactions to focus on the children's characteristics, needs and interests and to build effective environments and routines for children.
6. understand the central concepts of content knowledge in early education and academic disciplines.
7. build meaningful curriculum using own knowledge and resources to design and implement problem-solving, creative thinking, academic and social competence.
8. identify and involve oneself with the professional early childhood field by upholding ethical standards and engaging in informed advocacy for children and the profession.

Early Childhood Education

EARLY CHILDHOOD EDUCATION
MONTESSORI TEACHER EDUCATION

ASSOCIATE IN SCIENCE

Program Coordinator: 383-5252

The Montessori Teacher Institute (MTI*) is a path for students to obtain an Associates Degree in Science, as well as a Montessori Certification from the American Montessori Society (AMS) and Montessori Accreditation Council for Teacher Education (MACTE).

The Montessori program educates students to work with children from 2 1/2 to 6 years old in the methods of Dr. Maria Montessori.

At the Montessori Teachers Institute we believe the task of the adult is to prepare the environment, to guide the child to it, and assist in the unfolding of the child's being. Our students learn the skills to help children develop personality and positive self-esteem.

MTI I Montessori Philosophy & Methods is open to all students. Access to the MTI program is through application to the Early Childhood Education program. Personal interviews and application process are required to be accepted into the program.

EARLY CHILDHOOD EDUCATION– MONTESSORI TEACHER EDUCATION OPTION

Course ID	*Title of Course*	*Credits*
ECE* K101°	Introduction to Early Childhood Education	3
ECE* K106°	Music & Movement for Children	3
ECE* K182°	Child Development	3
ECE* K210°	Observation Participation and Seminar	3
ECE* K215°	The Exceptional Learner	3
ECE* K290°	Student Teaching I	3
ECE* K291°	Student Teaching II	3
ENG* K101°	Composition	3
HLT K111	Personal Health	3
MAT* K137°	Intermediate Algebra or higher	3
MTI* K240 or higher	MTI 1 Philosophy & Methods	3
MTI* K241	MTI 2 Practical Life & Sensorial	4
MTI* K242	MTI 3 Math/Culture/Science	3
MTI* K243°	MTI 4 Language/Culture/Social Studies	3
PSY* K111°	General Psychology	3
SOC* K101°	Principles of Sociology	3
_____	Creative Arts Elective	3
_____	Open Elective	3
_____	200 Level Course in SOC* or PSY*	3
Natural Science Elective		4
Please select one of the following three courses		
BIO* K115°	Human Biology	
EAS* K102°	Earth Science	
SCI* K250°	Processes and Inquiry of Natural Science	
	GRAND TOTAL	**62**

° Course has a prerequisite. Students should check course descriptions.

Montessori Teacher Institute Program Outcomes

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

1. demonstrate knowledge of human development and education.
2. demonstrate knowledge, application, and analysis of the theoretical/philosophical base upon which early childhood education programs have been and are being developed.
3. plan programs that meet the individual needs and interests of children appropriate to their development, sociocultural background, and experience level.
4. evaluate objectives, children's individual growth, learning and programs.
5. design and evaluate curriculum materials and resources appropriate to children with varying abilities and backgrounds.
6. demonstrate interest and involvement in the community served.
7. manage a Montessori program in various public and private settings.
8. demonstrate program leadership.

EARLY CHILDHOOD EDUCATION SPECIAL EDUCATION OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: 383-5252

This 61-credit program is designed to prepare students for educational assistant or other paraprofessional positions in the field of special education, provide advancement opportunities for those already employed in the field and lay the foundation for further education at the baccalaureate level. The program also enables students to work as aides in the public school system. Due to our agreements with Eastern Connecticut State University and other universities in the state, the completed program supports the transfer-oriented student.

EARLY CHILDHOOD EDUCATION SPECIAL EDUCATION OPTION CURRICULUM

Course ID	*Title of Course*	*Credits*
BIO* K115	Human Biology	
or	or	4
EAS* K102	Earth Science	
ECE* K101	Introduction to Early Childhood Education	3
ECE* K103°	Creative Experiences/Children	3
ECE* K106°	Music and Movement for Children	3
ECE* K109	Science & Math for Children	3
ECE* K150°	Introduction to Special Education	3
ECE* K182	Child Development	
or	or	3
PSY* K201°	Life Span Development	
ECE* K210	Observation Participation & Seminar	3
ECE* K215°	The Exceptional Learner	3
ECE* K216°	Methods & Teaching in Special Education	3
ECE* K231°	Early Language & Literacy Development	3
ECE* K290°+	Student Teaching I	3
ECE* K291°+	Student Teaching II	3
ENG* K101°	Composition	3
HLT K111	Personal Health	3
MAT* K137°	Intermediate Algebra or higher	3
PSY* K111	General Psychology I	3
SOC* K101	Principles of Sociology	3
SOC* K210°	Sociology of the Family	3
_____	Elective	3

Elective must be chosen from the following:

ECE* K176	Health Safety & Nutrition	
ENG* K102°	Literature and Composition	
HIS* K201	U.S. History I	
HIS* K202	U.S. History II	
HSE* K181	Understanding Sexual Abuse	
MTI* K240	MTI Philosophy & Methods	
PSY* K104	Psychology of Adjustment	
PSY* K112	General Psychology II	
PSY* K201°	Life Span Development	
SGN* K101	Sign Language I	
SOC* K103	Social Problems	
SOC* K220°	Race & Ethnic Diversity	
	GRAND TOTAL	**61**

° Course has a prerequisite. Students should check course description.
+ Student must fulfill specific health requirements mandated by CT State Licensing, including fingerprinting. Expenses must be assumed by the student.

Early Childhood Education, Special Education Option, Associate in Science Degree Program Outcomes

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

1. promote child development and learning by knowing young children's individual needs and understanding the multiple influences on development and learning for both regular and special education students.
2. demonstrate an understanding of a variety of current and historical, philosophical and theoretical approaches to educating the exceptional learner.
3. build family, community and professional relationships by involving families, communities and professionals in the development of a child's individual education plan.
4. understand the goals, benefits and uses of observing, documenting, and assessing related services essential to supporting the exceptional learner and their families.
5. know, understand and use Special Education laws (IDEA) to determine and support the individual needs of the exceptional learner.
6. understand the wide range of definitions, services, and environments (LRE) associated with educating the special needs learner.
7. design and implement appropriate curriculum, methods and strategies, while taking into consideration the students culture, prior knowledge, learning environment, individual needs, and related services.
8. identify and involve oneself with the Special Education profession by upholding Special Education law, ethical standards and engaging in informed advocacy for the special needs child.
9. identify specific disabilities and their related characteristics and describe specific implications necessary for appropriate development and learning.
10. develop lesson plans and deliver presentations from information obtained during various site visits including methods for identifying, planning, and working with the exceptional learner in the least restrictive environment.

Electrical Engineering Technology

ELECTRICAL ENGINEERING TECHNOLOGY TAC/ABET ACCREDITED

ASSOCIATE IN SCIENCE

Program Coordinator: Randy Seebeck - 885-2399

For over 30 years, the Electrical Engineering Technology program has been supplying 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.

ELECTRICAL ENGINEERING TECHNOLOGY CURRICULUM - TAC/ABET ACCREDITED

(suggested two-year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
EET K1100°	Electric Circuits I	4
EET K1101°	Electric Circuits I Lab	1
EET K1103	Electrical Graphics Lab	1.5
ENG* K101°	College Composition	3
MAT* K186°	Precalculus	(4)#
PHY* K114°	Mechanics	(4)#
	TOTAL	**9.5**
SEMESTER II		
EET K1110°	Electric Circuits II	3
EET K1111°	Electric Circuits II Lab	1
EET K1120°	Electronics I	3
EET K1121°	Electronics I Lab	1
ENG K131°	Introduction to Speech Communication	3
ENG* K202°	Technical Writing	3
MAT* K254°	Calculus I	4
PHY* K115°	Heat Sound Light	4
	TOTAL	**22**
SEMESTER III		
EET K2100°	Electronics II	3
EET K2101°	Electronics II Lab	1.5
EET K2110°	Digital Electronics I	3
EET K2111°	Digital Electronics I Lab	1.5
EET K2130°	Controls I	3
EET K2131°	Controls I Lab	1.5
MAT* K256°	Calculus II	4
_____	Humanities/Social Sciences Elective	3
	TOTAL	**20.5**
SEMESTER IV		
EET K2120°	Microprocessors	3
EET K2121°	Microprocessors Lab	1.5
EET K2138°	Robotic Control Systems	3
EET K2139°	Robotic Control Systems Lab	1.5
_____	Humanities/Social Sciences Elective	3
_____	Technical Elective	3
	TOTAL	**15**
	GRAND TOTAL	**67**

( )# Course is considered a prerequisite for this technology degree.
° Course has a prerequisite. Students should check course description.

Electrical Engineering Technology, Associate in Science Degree
Associate in Science Degree Program Outcomes

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

1. utilize the Library and the World Wide Web to obtain device specifications and applications.
2. explain terms, symbols, units and concepts related to DC and AC circuit steady state and transient response.
3. read schematic diagrams and make appropriate analyses of voltage, current, power, and energy for DC and AC networks by use of techniques based on Ohm's Law, Kirchoff's Laws, Superposition, Nodal and Thevenin equivalent circuits.
4. correctly apply voltmeters, ammeters, ohmmeters and the oscilloscope to obtain circuit measurements and to apply appropriate troubleshooting techniques to find malfunctions in common electronic equipment found in industry.
5. explain the fundamental characteristics of semiconductor diodes, bipolar junction transistors (BJT), and field effect transistors (FET), and of the different types of BJT and FET amplifiers and applications of each.
6. design multistage amplifiers and digital logic circuits using medium scale integrated circuits and evaluate memory circuits that utilize RAMs, ROMs, EPROMs, EEPROMs, and Programmable Logic Devices.
7. analyze the system math model for electromechanical systems to determine system stability, steady state error, and transient response.
8. relate to control systems that utilize the microprocessor or the programmable logic controller (PLC) for system intelligence and to program the PLC to control discrete and analog processes.

ENVIRONMENTAL ENGINEERING TECHNOLOGY - TAC/ABET ACCREDITED

ASSOCIATE IN SCIENCE

Program Coordinator: Diba Khan-Bureau - 885-2383

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.

Visit the program on the Web at www.trcc.commnet.edu/environmentalet

ENVIRONMENTAL ENGINEERING TECHNOLOGY CURRICULUM

(suggested two-year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
CHE* K111°	Concepts of Chemistry	4
or	or	
CHE* K121°	General Chemistry I	
ENG* K101°	College Composition	3
ENV* K101	Environmental Studies	3
ENV* K105°	Elementary Computer Applications in Environmental Engineering Technology	2
ENV* K220°	Hazardous Materials	(3)@
MAT* K137°	Intermediate Algebra	
or	or	3-4
MAT* K186°	Precalculus	
	TOTAL	**15-16**
SEMESTER II		
CHE* Elective##	Chemistry Elective	4
CIV K2203°	Hydraulics	3
ENG* K202°	Technical Writing	3
ENV* K110°	Environmental Regulations	3
ENV* K161°	Environmental Measurements Lab	2
Please choose one of the following courses:		
MAT* K186°	Precalculus	3-4
or	or	
MAT* K253°	Calculus I for Technologies	
or	or	
MAT* K254°	Calculus I	
	TOTAL	**18-19**
SEMESTER III		
BIO* K121°	General Biology I	4
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
ENV* K230°	Environmental Control Processes	3
ENV* K245/CIV K2230°		
Water Resources Engineering		3
ENV* K245L/ CIV K2231°		
Water Resources Engineering Lab		1
MAT* K163°	Statistics	3
	TOTAL	**17**
SEMESTER IV		
BIO* K122°	General Biology II	
or	or	
BIO* K235°	Microbiology	4
BMG* K202	Principles of Management	
or	or	3
ECN* K101°	Principles of Macroeconomics	
CIV K2200°	Soils	3
CIV K2201°	Soils Lab	1
ENV* K238°	Air Quality	3
_____**	Civil/Env Engineering Technical Elective	3
	TOTAL	**17**
	GRAND TOTAL:	**67-69**

@ 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 K1106.
Acceptable courses include CHE* 122, CHE* 210, and ENV 1105.

Environmental Engineering Technology

Environmental Engineering Technology
Associate in Science Degree Program Outcomes

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

1. calculate a variety of unit conversions and apply the ideal gas law to gas concentrations.
2. use Microsoft Excel to perform engineering calculations and use Microsoft Word to prepare technical reports.
3. balance chemical equations, use equations to calculate stoichiometric relationships, calculate chemical equilibria, and describe properties of common inorganic and organic chemicals.
4. describe proper hazardous material handling procedures and plan a spill response.
5. apply a knowledge of environmental, health, and safety regulations.
6. establish calibration curves for analytical procedures and document the quality of analytical measurements.
7. use mass balance models to calculate operating parameters for reactors such as wastewater and water treatment plants.
8. apply Bernoulli's equation and the general energy equation to a wide range of fluid mechanical problems and use Manning's Equation to evaluate open channel flow conditions.
9. use meters to measure pH, specific ions, conductivity, turbidity, and other parameters.
10. utilize the library, CD-ROM databases, and the Internet to obtain current regulations, design standards, environmental data and applications.
11. use exponential functions and logarithms to calculate growth, decay, and other processes.
12. describe the structure of the atmosphere and basic weather processes as related to air pollution.
13. describe the classification of living things, the structure and function of the cell, and the role of microbes in the environment.
14. describe ecological relationships, natural cycles, and the effects of human activities on the environment.
15. prepare and deliver spoken presentations.
16. perform standard ASTM tests to determine soil properties in order to evaluate how the sample will act in the field and explain basic soil mechanics with an emphasis on soil identification, consolidation, and basic foundation design.
17. determine the rainfall runoff under a wide range of conditions, using TR-55 and the rational method and compare the results.
18. apply other skills and knowledge as described in specific course outcomes.

FIRE TECHNOLOGY AND ADMINISTRATION

ASSOCIATE IN SCIENCE

Program Coordinator: Academic Division - 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 Marshal's Training Council

FIRE TECHNOLOGY AND ADMINISTRATION CURRICULUM

Course ID	*Title of Course*	*Credits*
SEMESTER I		
ENG* K101°	Composition	3
FTA* K112	Introduction to Fire Technology	3
PHY* K114°	Mechanics	4
	TOTAL	**10**
SEMESTER II		
ENG K131°	Introduction to Speech Communication	3
ENG* K202°	Technical Writing	3
FTA* K116°	Building Construction	3
MAT* K163°	Statistics I	
or	or	3-4
MAT* K186°	Precalculus	
PHY* K115°	Heat Sound Light	4
_____	Technical Elective	3
	TOTAL	**19-20**
SEMESTER III		
CHE* K111°	Concepts of Chemistry	
FTA* K118°	Fire Prevention & Inspection	3
FTA* K210°	Water Supply & Hydraulics	3
FTA* K213	Codes and Standards	3
_____	Humanities/Social Sciences Elective	3
_____	Technical Elective	3
	TOTAL	**19**
SEMESTER IV		
FTA* K216°	Municipal Fire Administration	3
FTA* K218°	Sprinklers & Fixed Extinguishing Systems	3
FTA* K219°	Fire Investigation	3
_____	Humanities/Social Sciences Elective	3
_____	Open Elective**	3
_____	Technical Elective**	3
	TOTAL	**18**
	GRAND TOTAL	**66-67**

° Course has a prerequisite. Students should check course description.
** Elective credits may be granted for Connecticut certification as an Emergency Medical Technician, Firefighter III, Fire Instructor II, and Fire Marshal/Fire Inspector and for some National Fire Academy courses. Appropriate transfer credits may also be accepted from other accredited colleges.

Fire Technology and Administration, Associate in Science Degree Program Outcomes

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

1. apply appropriate principles of fire technology and administration in a variety of situations.
2. analyze fire technology problems and solve them logically and holistically.
3. demonstrate proficiency in computer use in fire service.
4. communicate effectively with municipal officials.
5. demonstrate empathy regarding the crisis nature of fire technology.
6. demonstrate respect for diversity in the workplace.
7. explain the importance of physical wellness and its relationship to effective fire technology.
8. demonstrate sound ethical, philosophical, and moral professional characteristics.
9. adopt a commitment to professional growth by attending meeting, seminars, and continuing education programs.

General Engineering Technology

GENERAL ENGINEERING TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

Program Coordinator: Robert Lantz - 885-2385

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 credit.

GENERAL ENGINEERING TECHNOLOGY CURRICULUM

(suggested two-year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
CHE* K111°	Concepts of Chemistry	4
CSA* K105	Introduction to Software Applications	3
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	3
MFG K1100	Manufacturing Processes	3
MFG K1101	Manufacturing Processes Lab	1
	TOTAL	**17**
SEMESTER I		
ENG K131°	Introduction to Speech Communication	3
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MEC K1110°	Fundamentals of Engineering Graphics	1
MEC K1111°	Fundamentals of Engineering Graphics Lab	2
PHY* K114°	Mechanics	4
	TOTAL	**17**
SEMESTER III		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
PHY* K115°	Heat Sound Light	4
_____	Humanities/Social Sciences Elective	3
_____	Open Elective	3
_____	Technical Elective	3
_____	Technical Elective Lab	1
	TOTAL	**17**
SEMESTER IV		
EET K2104°+	Electrical and Power Systems Fundamentals	3
EET K2105°+	Electrical and Power Systems Fundamentals Lab	1
_____	Humanities/Social Sciences Elective	3
_____	Open Elective	3
_____	Technical Elective	3
_____	Technical Elective Lab	1
_____	Technical Elective	3
	TOTAL	**17**
	GRAND TOTAL	**68**

° Course has a prerequisite. Students should check course description.
+ May substitute EET K1100/01 Electric Circuits I/Lab

ELECTIVES FOR OPTION IN PHOTONICS (OPTICS):

PHO* K101	Introduction to Photonics	4 credits
PHO* K105	Laser Safety	.5 credits
PHO* K121	Introduction to Fiber Optics Technology	4 credits
PHO* K124	Introduction to Telecommunications	3 credits
PHO* K240	Introduction to Lasers	4 credits
Open: suggested		
PHO* K290 or PHO* K295	Advanced Laser Topics or Photonics Co-Op	3 credits

General Engineering Technology, Associate in Applied Science Program Outcomes

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

1. prepare technical and 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.

GENERAL STUDIES

ASSOCIATE IN SCIENCE

Program Leader: Susan Topping-Zander - 892-5763

The General Studies Associate in Science degree 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.

GENERAL STUDIES CURRICULUM

Course ID	*Title of Course*	*Credits*
IDS K105	First Year Experience	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
ENG K131++	Intro to Speech Communication	
or	or	1-3
ENG K133	Speech Practice	
MAT* K135°	Topics in Contemporary Math	
or	or	3
HIGHER MAT	_____	

Creative Arts/Fine Arts Elective (Any course in art, music, theatre, creative writing;
also, ARC* K102 Architecture of the World)

_____ _____ 3

Social Sciences Electives: (One course must be history. The other two may be chosen from: anthropology, economics, geography, history, international studies, political science, psychology, sociology, social sciences, the following law courses: CJS* K101, K102, K107, K121, K201, K202, K210, K211, K213, K217, K241, K242, K244, K250, K253, K294; ECE* K182, K215, K225; all human services courses except HSE* K281 Practicum.

HIS_____ _____ 3
_____ _____ 3
_____ _____ 3

Natural Sciences Elective: (Courses in astronomy, biology, chemistry, earth science, ecology, BIO* K180 Principles of Environmental Science, geology, marine science, nutrition, oceanography, physics, and SCI* K250. Does NOT include HLT K111 Personal Health).

_____ _____ 3-4

Advanced Liberal Arts & Sciences Electives: (Any 200 course in literature, philosophy, art, music, theatre, natural sciences, social sciences (except HIS* K201 and HIS* K202), math, CJS*K201, K202, K210, K211, K213, K217, K241, K242, K244, K250, K253, K294; ECE* K215, K225).

_____ _____ 3
_____ _____ 3

Open Electives:

_____ _____ 3
_____ _____ 3
_____ _____ 3
_____ _____ 3
_____ _____ 3
_____ _____ 3
_____ _____ 3
_____ _____ 3

GRAND TOTAL **60-61**

° Course has a prerequisite. Students should check course description.
+ Students should complete IDS K105 during their first or second semester at the college.
++ It is important to note that no fewer than 60 credits are needed to complete the degree. If the one credit speech option is selected, students must be careful to take two four-credit courses somewhere in the program or take an extra course.

OTHER REQUIREMENTS:
In selecting courses, each student must fulfill the following requirements:

Computer Literacy Requirement
For a complete description of options to meet the computer literacy requirement, see complete listing in the Academic Standards section of the catalog.

International/Intercultural Requirement
All degree-seeking students must complete one course which emphasizes a global, cross-cultural or multi-cultural perspective and encourages students to think beyond the boundaries of traditional Western European cultural perspectives.

Courses which satisfy this requirement are:

ANT* K105	Cultures: Introduction to Cultural Anthropology
ANT* K116	The Puerto Rican Experience
ANT* K242	Native Peoples of North America
BIO* K180	Principles of Environmental Science
ECE* K225	Anti-Bias Issues in Early Childhood Education
ENG* K240	Studies in World Literature
ENG* K250	Studies in Ethnic Literature
ENG* K261	Women Writers Across Cultures
GEO* K101	Intro to Geography
GEO* K111	World Regional Geography
HIS* K108	History of Latin America
HIS* K121	World Civilizations I
HIS* K122	World Civilizations II
HIS* K218	African-American History
HIS* K271	Modern Asian
HIS* K285	The Middle East
PHL* K151	World Religions
POL* K103	Introduction to International Relations
SOC* K103	Social Problems
SOC* K220	Race and Ethnicity Diversity
SOS K210	World Issues
SPA* K211	Intermediate Spanish I
SPA* K212	Intermediate Spanish II

General Studies

Oral Communication Requirement
All degree-seeking students must complete one course to develop competency in oral communication; the courses which meet this requirement are:
ENG K133 Speech Practice 1 credit
ENG K131 Intro to Speech Communication 3 credits

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 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 necessary 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.

HOSPITALITY MANAGEMENT CASINO MANAGEMENT OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Peter Edmondson - 383-5259

The Hospitality Management program prepares students for career opportunities in the growing hospitality industry in Southeastern Connecticut. Students completing the Hospitality Management degree program are well-prepared for a wide 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.

CASINO MANAGEMENT OPTION

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
ENG* K101°	Composition	3
ENG K129°	Desktop Publishing	3
ENG* K202°	Technical Writing	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K108	Sanitation & Safety	3
HSP* K111°	Basic Food Preparation	4
HSP* K134	Hospitality Customer Relations	3
BMG* K202	Principles of Management	3
BMG* K220	Human Resources Management	3
BMK* K201	Principles of Marketing	3
HSP* K117	Beverage Management	3
HSP* K152°	Introduction to Casino Management	4
HSP* K243°	Hotel Operations	
or	or	4
HSP* K245°	Hospitality Sales & Marketing	
HSP* K296°	Cooperative Education	3
_____	Arts/Fine Arts Elective	3
MAT* K135°	Topics in Contemporary Math	3
_____	Natural or Physical Science Elective	3-4
PSY* K112	General Psychology II	3
	GRAND TOTAL	**61-62**

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

Hospitality Management Casino Management Option, Associate in Science Program Outcomes

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

1. explain and apply the laws of hospitality safety and the laws of safe food handling practices, resulting in Certification.
2. demonstrate a working knowledge of food preparation techniques and quality standards.
3. demonstrate appropriate problem solving techniques in addressing hospitality financial issues.
4. summarize management techniques and human resource management in the hospitality industry.
5. exhibit a knowledge of the concepts and principles of the hospitality industry and be conversant in current trends.
6. obtain successful employment in the hospitality industry or continue for a higher degree.
7. demonstrate and apply effective customer service skills.
8. apply critical thinking skills acquired from the Liberal Arts and Sciences requirements of the program.

Hospitality Management

HOSPITALITY MANAGEMENT
HOTEL MANAGEMENT OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Peter Edmondson - 383-5259

The Hospitality Management program prepares students for career opportunities in the growing hospitality industry in Southeastern Connecticut. Students completing the Hospitality Management degree program are well-prepared for a wide 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.

HOTEL MANAGEMENT OPTION

Course ID	*Course Title*	*Credits*
ACC* K111°	Principles of Accounting I	4
ENG* K101°	Composition	3
ENG K129°	Desktop Publishing	3
ENG* K202°	Technical Writing	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K108	Sanitation & Safety	3
HSP* K111°	Basic Food Preparation	4
HSP* K134	Hospitality Customer Relations	3
BMG* K202	Principles of Management	3
BMG* K220	Human Resources Management	3
BMK* K201	Principles of Marketing	3
HSP* K117	Beverage Management	3
HSP* K243°	Hotel Operations	4
HSP* K245°	Hospitality Sales & Marketing	4
HSP* K296°	Cooperative Education	3
MAT* K135°	Topics in Contemporary Math	3
PSY* K112	General Psychology II	3
_____	Arts/Fine Arts Elective	3
_____	Natural or Physical Science Elective	3-4
	GRAND TOTAL	**61-62**

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

Hospitality Management Hotel Management Option, Associate in Science Program Outcomes

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

1. explain and apply the laws of hospitality safety and the laws of safe food handling practices, resulting in Certification.
2. demonstrate a working knowledge of food preparation techniques and quality standards.
3. demonstrate appropriate problem solving techniques in addressing hospitality financial issues.
4. summarize management techniques and human resource management in the hospitality industry.
5. exhibit a knowledge of the concepts and principles of the hospitality industry and be conversant in current trends.
6. obtain successful employment in the hospitality industry or continue for a higher degree.
7. demonstrate and apply effective customer service skills.
8. apply critical thinking skills acquired from the Liberal Arts and Sciences requirements of the program.

HOSPITALITY MANAGEMENT RESTAURANT MANAGEMENT OPTION

ASSOCIATE IN SCIENCE

Program Coordinator: Peter Edmondson - 383-5259

The Hospitality Management program prepares students for career opportunities in the growing hospitality industry in Southeastern Connecticut. Students completing the Hospitality Management degree program are well-prepared for a wide 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.

RESTAURANT MANAGEMENT OPTION

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
BMG* K202	Principles of Management	3
BMG* K220	Human Resources Management	3
BMK* K201	Principles of Marketing	3
ENG* K101°	Composition	3
ENG K129°	Desktop Publishing	3
ENG* K202°	Technical Writing	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K108	Sanitation & Safety	3
HSP* K111°	Basic Food Preparation	4
HSP* K112°	Advanced Food Preparation	4
HSP* K117	Beverage Management	3
HSP* K134	Hospitality Customer Relations	3
HSP* K245	Hospitality Sales & Marketing	4
HSP* K296°	Cooperative Education	3
MAT* K135°	Topics in Contemporary Math	3
PSY* K112	General Psychology II	3
_____	Arts/Fine Arts Elective	3
_____	Natural or Physical Science Elective	3-4
	GRAND TOTAL	**61-62**

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

Hospitality Management Restaurant Management Option, Associate in Science Program Outcomes

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

1. explain and apply the laws of hospitality safety and the laws of safe food handling practices, resulting in Certification.
2. demonstrate a working knowledge of food preparation techniques and quality standards.
3. demonstrate appropriate problem solving techniques in addressing hospitality financial issues.
4. summarize management techniques and human resource management in the hospitality industry.
5. exhibit a knowledge of the concepts and principles of the hospitality industry and be conversant in current trends.
6. obtain successful employment in the hospitality industry or continue for a higher degree.
7. demonstrate and apply effective customer service skills.
8. apply critical thinking skills acquired from the Liberal Arts and Sciences requirements of the program.

Human Services

HUMAN SERVICES

ASSOCIATE IN SCIENCE

Program Coordinator: Joyce Martin - 892-5701

The Human Services Associate of Science program responds both 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 HLT K111. 2) completing MAT* K137 or higher. 3) completing two semesters of Spanish or French instead of Human Services electives or Sign Language. 4) completing ANT* K105 (Introduction to Cultural Anthropology) as satisfaction of one of the open elective requirements.

HUMAN SERVICES CURRICULUM

Course ID	*Title of Course*	*Credits*
CSA* K105	Introduction to Software Applications	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
Please select one of the following three courses:		3-4
HLT K111	Personal Health	
or	or	
BIO* K121	Human Biology	
or	or	
BIO* K121	General Biology I	
HSE* K101	Introduction to Human Services	3
HSE* K210	Group & Interpersonal Relations	3
HSE* K241°	Human Services Agencies & Organizations	3
HSE* K251	Work with Individuals and Families	3
HSE* K281**	Human Services Field Work I	3
MAT* K135***	Topics in Contemporary Math or higher	3
POL* K111	American Government	3
PSY* K111	General Psychology I	3
PSY* K201°	Life Span Development	3
SOC* K101	Principles of Sociology	3
SOC* K103	Social Problems	3
	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.)	6-8
_____	_____	
_____	_____	
	Creative Arts/Fine Arts: (any art, music, theatre, creative writing; also, ARC* K102 Architecture of the World)	3
_____	_____	
Open Electives***		6
_____	_____	
_____	_____	
	GRAND TOTAL	**60 - 63**

° Course has a prerequisite. Students should check course description.
** Practicum - Requires the consent of the instructor.
*** See Program Coordinator for recommendations.

Human Services, Associate in Science 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.

LIBERAL ARTS AND SCIENCES

ASSOCIATE IN ARTS

Program Leader: Susan Topping-Zander - 892-5763

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.

LIBERAL ARTS AND SCIENCES CURRICULUM

Course ID	*Title of Course*	*Credits*
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
ENG K131++	Intro to Speech Communication	
or	or	1-3
ENG K133	Speech Practice	
IDS K105	First Year Experience	3
MAT* K146°	Math for the Liberal Arts	
or	or	3
HIGHER MAT	_____	

Creative Arts/Fine Arts Elective:
(Any course in art, music, theatre, creative writing)

_____ _____ 3

Foreign Language Electives:
(Two semesters of the same foreign language are required. 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.)

_____ _____ 3-4

_____ _____ 3-4

Social Sciences Electives:
(One course must be in history. Others may be chosen from anthropology, economics, history, political science, psychology, sociology).

HIS_____ _____ 3
_____ _____ 3
_____ _____ 3

Natural Sciences Electives:
(Courses may be chosen from biology (except nutrition), chemistry, earth science, physics, physical science, science 250; one course must include a lab).

_____ _____ 3-4
_____ _____ 4

Liberal Arts and Sciences Electives:
(Courses may be chosen from anthropology, art, biology, chemistry, creative writing, earth science, economics, foreign languages, history, literature, math (higher than 146), music, philosophy, physical science, science 250, physics, political science, psychology, sociology, theatre).

_____ _____ 3
_____ _____ 3

Advanced Liberal Arts and Sciences Electives:
(Any 200 level course in anthropology, art, biology, chemistry, creative writing, economics, foreign languages, history (except HIS* K201 and HIS* K202), literature, math, music, philosophy, physical science and science 250; physics, political science, psychology, sociology, and theatre.

_____ _____ 3
_____ _____ 3

Open Electives:

_____ _____ 3
_____ _____ 3
_____ _____ 3

GRAND TOTAL 61-64

° Course has a prerequisite. Students should check course description.
+ Students should complete IDS K105 during their first or second semester at the College.
++ It is important to note that no fewer than 60 credits are needed to complete the degree. If the one credit speech option is selected, students must be careful to take two four-credit courses somewhere in the program or take an extra course.

OTHER REQUIREMENTS:

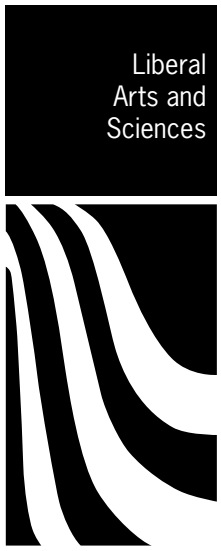
In selecting courses, each student must fulfill the following requirements:

Computer Literacy Requirement

For a complete description of options to meet the computer literacy requirement, see complete listing in the Academic Standards section of the catalog.

International/Intercultural Requirement

All degree-seeking students must complete one course which emphasizes a global, cross-cultural, or multi- cultural perspective and encourages students to think beyond the boundaries of traditional Western European cultural perspectives.



Courses which satisfy this requirement are:

ANT* K116	Puerto Rican Experience
ANT* K105	Introduction to Cultural Anthropology
ANT* K242	Native Peoples of North America
BIO* K180	Principles of Environmental Science
ECE* K225	Anti-Bias Issues in Early Childhood Education
ENG* K240	Studies in World Literature
ENG* K250	Studies in Ethnic Literature
ENG* K261	Women Writers Across Cultures
GEO* K101	Intro to Geography
GEO* K111	World Regional Geography
HIS* K108	History of Latin America
HIS* K121	World Civilization I
HIS* K122	World Civilization II
HIS* K218	African American History
HIS* K271	Modern Asia
HIS* K285	The Middle East
PHL* K151	World Religions
POL* K103	Introduction to International Relations
SOC* K103	Social Problems
SOC* K220	Racial & Ethnic Diversity
SOS K210	World Issues
SPA* K211/K212	Intermediate Spanish

Oral Communication Requirement
All degree-seeking students must complete one course to develop competency in oral communication; the courses which meet this requirement are:

ENG K133	Speech Practice 1 credit
ENG K131	Intro to Speech Communication 3 credits

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.

Liberal Arts and Sciences, 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, and the humanities, the Liberal Arts and Sciences Degree program gives students the ability to adapt to the changing needs of the workplace and the foundation necessary for lifelong learning and personal growth.

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 career 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 - TAC/ABET ACCREDITED

ASSOCIATE IN SCIENCE

Program Coordinator: Robert Lantz - 885-2385

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.

MANUFACTURING ENGINEERING TECHNOLOGY CURRICULUM - TAC/ABET ACCREDITED

(suggested two-year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
CSA* K105	Introduction to Software Applications	(3)#
ENG* K101°	Composition	3
MAT* K137°	Internediate Algebra	(3)#
MEC K1110°	Fundamentals of Engineering Graphics	1
MEC K1111°	Fundamentals of Engineering Graphics Lab	2
MFG K1100	Manufacturing Processes	3
MFG K1101	Manufacturing Processes Lab	1
PHY* K114°	Mechanics	(4)#
	TOTAL	**10**
SEMESTER II		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
EET K2104°+	Electrical and Power Systems Fundamentals	3
EET K2105°+	Electrical and Power Systems Fundamentals Lab	1
ENG K131°	Introduction to Speech Communication	(3)#
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MFG K1104°	CAD CAM I	3
MFG K1105°	CAD CAM I Lab	1
	TOTAL	**18**
SEMESTER III		
MAT* K163°	Statistics I	3
MEC K1106°	Introduction to Structural Mechanics	3
MEC K1107°	Introduction to Structural Mechanics Lab	1
MEC K2122°	Materials Science	3
MEC K2123°	Materials Science Lab	1
MFG K2130	Industrial Robots	3
MFG K2131	Industrial Robots Lab	1
_____	Open Elective	3
_____	Physics Elective	4
	TOTAL	**22**
SEMESTER IV		
MFG K2124°	Tool Design	3
MFG K2126°	Tool Design Lab	1
MFG K2206°	Automated Systems	3
MFG K2207°	Automated Systems Lab	1
MFG K2232	Prod. Plan. and Stat. Process Control	3
MFG K2233	Prod. Plan. and Stat. Process Control Lab	1
_____	Humanities/Social Sciences Elective	3
_____	Technical Elective	3
	TOTAL	**18**
	GRAND TOTAL	**68**

° Course has a prerequisite. Students should check course description.
+May substitute EET K1100/01 Electric Circuits I/Lab

Manufacturing Engineering Technology

Manufacturing Engineering Technology, Associate in Science Degree Program Outcomes

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

1. prepare technical and 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 the nature, structure and properties of metallic, plastic, ceramic and composite engineering materials.
4. draw the Free Body Diagram of a two dimensional body and then write and solve equations of equilibrium.
5. explain orthographic projection as it relates to standard board drafting and CAD.
6. apply concepts of Centroids, Moment of Inertia, and Centers of Mass.
7. 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.
8. explain various sand and permanent mold casting processes.
9. explain specifics in manual programming such as format, model, sequence numbers, preparatory functions, coordinates, and miscellaneous functions.
10. explain the differences, purposes, and similarities between DNC, CNC, NC and adaptive control.
11. explain the concepts of location and clamping use with jigs and fixtures.
12. identify robotic joints, configurations, work volume, body and arm assembly, wrist assembly, and degrees of freedom.
13. explain the elements of the working cell and flexible manufacturing system.

MARKETING

ASSOCIATE IN SCIENCE

Program Coordinator: Irene Clampet - 383-5231

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.

MARKETING CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
ACC* K118°	Managerial Accounting	4
BBG* K101	Introduction to Business	3
BBG* K231	Business Law I	3
BBG* K232°	Business Law II	3
BMG* K202	Principles of Management	3
BMK* K201	Principles of Marketing	3
ECN* K101°	Principles of Macroeconomics	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
ENG K129°	Desktop Publishing	3
ENG* K202°	Technical Writing	3
Select 3 Courses From the Following 5 Courses:		**9**
BMK* K103	Principles of Retailing	
BMK* K106	Principles of Selling	
BMK* K123	Principles of Customer Service	
BMK* K235°	Public Relations	
BMK* K241	Principles of Advertising	
_____	Natural Sciences Elective (or HLT K111)	3
_____	Math Elective (MAT* K137° or higher)	3
_____	Practicum° or Open Elective	3
	GRAND TOTAL	**63**

Marketing, Associate in Science Degree
Program Outcomes

Students who complete the requirements in the Marketing program will:

1. identify the elements of marketing and their creative application in profit-making as well as not-for-profit organizations in order to satifsy the needs and wants of society.
2. demonstrate skills in leadership, decision-making and teamwork including the ability to work with diverse groups.
3. demonstrate competency in all areas of business communication: oral, written and technological.
4. obtain employment in the field of marketing.

Marketing

MARKETING TRANSFER

ASSOCIATE IN SCIENCE

Program Coordinator: Irene Clampet - 383-5231

The Marketing Transfer program is designed primarily for those students who plan to transfer to a four-year college program after graduation. It provides a foundation in the area of marketing strategy. It also prepares students for managerial positions in both profit and not-for-profit businesses or as entrepreneurs. Students who plan to transfer to a four-year college 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 transfer requirements.

MARKETING TRANSFER CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
ACC* K118°	Managerial Accounting	4
BBG* K231	Business Law I	3
BFN* K201	Principles of Finance	3
BMG* K202	Principles of Management	3
BMK* K106	Principles of Selling	
or		
BMK* K241	Principles of Advertising	3
or		
BMK* K201	Principles of Marketing	3
CSA* K105**	Introduction to Software Applications	3
ECN* K101°	Principles of Macroeconomics	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
	Humanities Electives: (English, art, music, languages, philosophy, reading, theatre, humanities)	
_____	_____	3
_____	_____	3
Math Electives:		
(MAT K137° or higher):		
_____	_____	3
_____	_____	3
_____	Open Elective	3
_____	Natural Sciences Elective	3-4
_____	Social Sciences Elective: (anthropology, economics, geography, international studies, political science, psychology, sociology, history, PSY* K112 strongly suggested)	3
	GRAND TOTAL	**63-64**

° Course has a prerequisite. Students should check course description.
** Computer literacy requirement. The Program Coordinator must approve substitute course requests.

Marketing Transfer, Associate in Science Degree Program Outcomes

Students who complete the requirements in the Marketing Transfer program will:

1. understand the role of marketing and its interrelationship with other functional areas in order to achieve organizational goals.
2. 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.
3. demonstrate successful transfer to bachelor degree programs.

MECHANICAL ENGINEERING TECHNOLOGY - TAC/ABET ACCREDITED

ASSOCIATE IN SCIENCE

Program Coordinator: Robert Lantz - 885-2385

The Mechanical Engineering Technology program involves a broad range of subjects related to the design, manufacture, testing, and development of various products, machines, and systems.

The Mechanical program provides a learning experience in state-of-the-art laboratories on the most sophisticated equipment available. It is geared toward a practical hands-on experience that makes the Mechanical graduate a highly respected and marketable individual for many different types of industries.

Graduates of the Mechanical program can start immediately by working alongside of engineers in research, sales or manufacturing industries. Typical types of starting positions include CAD operators, quality control specialists, robotic technicians, sales representatives, design technicians, testing technicians, etc. Building on a foundation of math, physics, humanities, and social sciences, the program trains and educates the student toward statics, machine design, fluid dynamics, and thermodynamics with emphasis upon the computer as a special tool to perform the task at hand.

The Mechanical Engineering Technology program also has a co-op option that allows the student to work while substituting the work experience for a technical elective. Many local industries are actively seeking and obtaining the Mechanical co-op student.

The job market for Mechanical graduates is very favorable. 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 Mechanical Engineering Technology 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 Mechanical Engineering Technology 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.

MECHANICAL ENGINEERING TECHNOLOGY -TAC/ABET ACCREDITED CURRICULUM

(suggested two-year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	(3)#
MEC K1110°	Fundamentals of Engineering Graphics	1
MEC K1111°	Fundamentals of Engineering Graphics Lab	2
MFG K1100	Manufacturing Processes	3
MFG K1101	Manufacturing Processes Lab	1
PHY* K114°	Mechanics	(4)#
	TOTAL	**10**
SEMESTER II		
CSA* K105	Introduction to Software Applications	(3)#
ENG K131°	Introduction to Speech Communication	3
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MEC K1106°	Introduction to Structural Mechanics	3
MEC K1107°	Introduction to Structural Mechanics Lab	1
PHY* K115°	Heat, Sound, Light	4
	TOTAL	**18**
SEMESTER III		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
EET K2104°+	Electrical and Power Systems Fundamentals	3
EET K2105°+	Electrical and Power Systems Fundamentals Lab	1
MAT* K253°	Calculus I for Technologies or	3-4
MAT* K254°	Calculus I	
MEC K2120°	Strength of Materials	3
MEC K2122°	Materials Science	3
MEC K2123°	Materials Science Lab	1
MEC K2166°	Computer-Aided Engineering	1
MEC K2167°	Computer-Aided Engineering Lab	2
	TOTAL	**20-21**
SEMESTER IV		
MEC K2124°	Fluid Mechanics	3
MEC K2130°	Machine Design	3
MEC K2131°	Machine Design Lab	2
MEC K2142°	Thermal Sciences Lab	1
MEC K2162°	Thermodynamics	3
_____	Humanities/Social Sciences Elective	3
_____**	Technical Elective	2-3
_____	Technical Elective Lab	1
	TOTAL	**18-19**
	GRAND TOTAL	**66-68**

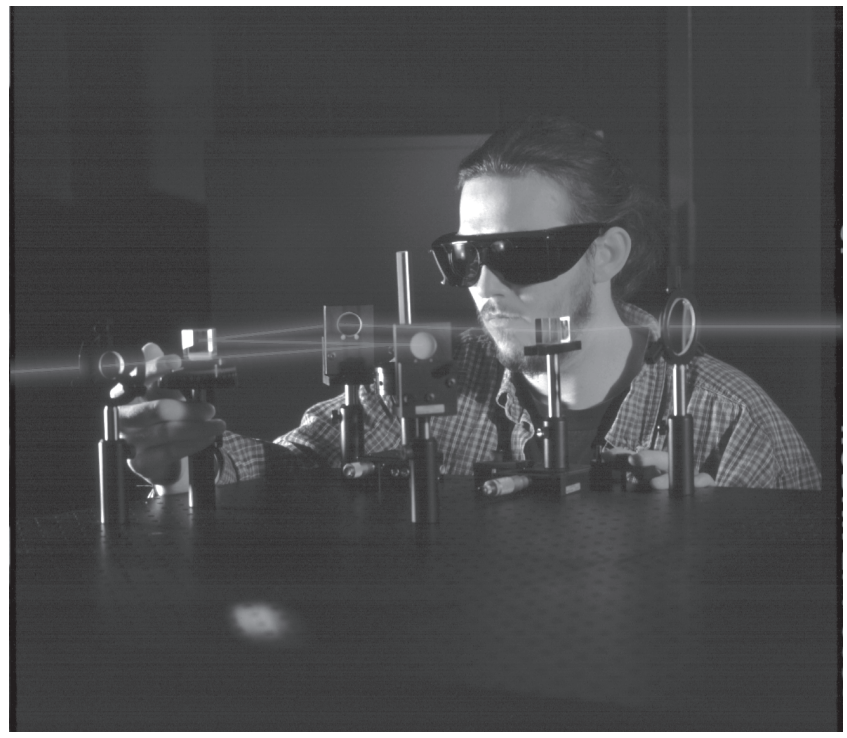
° Course has a prerequisite. Students should check course description.
** The technical elective may include additional CAD courses or specialized courses such as Welding Engineering Applications (with approval of Program Coordinator).
+ May substitute EET K1100/01 Electric Circuits I/Lab.

Mechanical Engineering Technology

Mechanical Engineering Technology, Associate in Science Degree Program Outcomes

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

1. prepare technical and 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 the nature, structure and properties of metallic, plastic, ceramic and composite engineering materials.
4. draw the Free Body Diagram of a two dimensional body, and then write and solve equations of equilibrium.
5. calculate the deformation and thermal stress on a metal object caused by temperature changes.
6. apply stress analysis in the design of beams, shafts, and springs.
7. measure various physical parameters such as length, temperature, pressure, flow, voltage, and current, using appropriate laboratory instruments.
8. calculate pipe head loss due to friction, analyze engine cycles that involve pressure, temperature, volume or entropy, and explain and apply the Perfect Gas Law.
9. calculate pipe head loss due to friction, analyze engine cycles that involve pressure, temperature, volume or entropy, and explain and apply the Perfect Gas Law.
10. apply Excel, Autocad, TI Graph Link, TI calculators, Mark Mentat 2000 finite element programs and Microsoft Windows.
11. explain orthographic projection as it relates to standard board drafting and CAD.
12. apply concepts of Centroids, Moment of Inertia, and centers of Mass.
13. apply the general Energy Equation and the Continuity Equation in relation to fluid flow and explain fluid statics.



NUCLEAR ENGINEERING TECHNOLOGY - TAC/ABET ACCREDITED

ASSOCIATE IN SCIENCE

Program Coordinator: James Sherrard - 885-2393

The Nuclear Engineering Technology program operates in cooperation with Millstone Station to produce entry-level technicians primarily for the commercial nuclear power industry. Millstone Station offers full scholarships through the college for up to 15 full-time freshmen enrolling in the Nuclear Engineering Technology program. However, the program is open to all qualified students, with or without scholarship aid.

Using classroom, laboratory, and simulator instruction, students are educated in the theories underlying the actual safe operation of nuclear power generating stations. Additional "hands-on" experience may be gained through 12 weeks of summer co-op employment at Millstone Station's nuclear power plants.

Potential job areas upon graduation include health physics, nuclear chemistry, reactor engineering and power plant operation/maintenance. The program also provides academic preparation for a career as a reactor operator. This career path involves further training by the utility and successful completion of a license examination administered by the Nuclear Regulatory Commission. For many students, the Associate Degree in Nuclear Engineering Technology is but one step in their academic career as they move on to pursue higher degrees upon graduating from Three Rivers.

The Nuclear Engineering Technology program is accredited by TAC/ABET (Technology Accreditation Commission of the Accreditation Board for Engineering and Technology).

NUCLEAR ENGINEERING TECHNOLOGY - TAC/ABET ACCREDITED CURRICULUM

(suggested two-year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
CHE* K121°	General Chemistry I	4
CSC* K108	Introduction to Programming	4
ENG* K101°	Composition	3
MAT* K186°	Precalculus	(4)#
NUC* K100	Introduction to Nuclear Systems	3
PHY* K114°	Mechanics	(4)#
	TOTAL	**14**
SEMESTER II		
ENG K131°	Introduction to Speech Communications	(3)#
ENG* K202°	Technical Writing	3
MAT* K254°	Calculus I	4
NUC* K110°	Radiation, Health, Safety	2
NUC* K111°	Radiation, Health, Safety Lab	1
NUC* K117°	Atomic and Reactor Physics	4
NUC* K118°	Nuclear Chemistry	1
PHY* K115°	Heat, Sound, Light	4
	TOTAL	**19**
SEMESTER III		
EET K2104°	Electrical & Power Systems Fundamentals	3
EET K2105°	Electrical & Power Systems Fundamentals Lab	1
MAT* K256°	Calculus II	4
MEC K2126°	Fluid Mechanics/Thermodynamics	4
NUC* K250°	Reactor Theory	4
NUC* K260°	Nuclear Materials Science	2
NUC* K261°	Nuclear Materials Science Lab	1
	TOTAL	**19**
SEMESTER IV		
MEC K2140°	Heat Transfer	2
MEC K2142°	Thermal Sciences Lab	1
NUC* K210°+	Nuclear Instruments and Control	2
NUC* K211°+	Nuclear Instruments and Control Lab	1
NUC* K220°	Nuclear Simulator	1
NUC* K221°	Nuclear Simulator Lab	1
NUC* K230°	Nuclear Topics	2
_____	Humanities/Social Sciences/ Creative Arts Elective	3
_____	Humanities/Social Sciences/ Creative Arts Elective	3
	TOTAL	**16**
	GRAND TOTAL	**68-70**

° Course has a prerequisite. Students should check course description.
+ Students may select another 3 credit Technology Elective to replace NUC* K210°/*K211° to better meet their employment/future education goals with the approval of the Program Coordinator.
( )# Course is considered a prerequisite for this technology program.

Nuclear Engineering Technology

Nuclear Engineering Technology, Associate in Science
Program Outcomes

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

1. demonstrate a working knowledge of boiling and pressurized water commercial reactor operation.
2. explain the type, distribution, and hazards of both naturally occurring and man-made radiation.
3. exhibit good oral and written communication skills.
4. work with others as an effective team member.
5. demonstrate a working knowledge of basic nuclear instrumentation and control devices.
6. use libraries, the Internet, and other sources to compile reference information.
7. perform basic chemical calculations and understand the nature of chemical interactions.
8. record, analyze, and interpret scientific data.
9. use a scientific plotting calculator.
10. explain the concept of time, distance, and shielding in minimizing radiation exposure.
11. appreciate the impact of ionizing radiation on living organisms including man.
12. use a computer language and exercise basic programming skills.
13. explain the selection of moderators and fuels in designing reactors of different shapes.
14. appreciate the performance and limitations of materials in a neutron flux environment.
15. scientifically analyze and evaluate local/regional/global nuclear-related problems in terms of applying nuclear technology principles.
16. use personal computers to do word processing, data tabulation, graphical analysis, and report preparation.
17. explain basic electrical and mechanical system operational fundamentals.
18. explain the operation and impact of reactor safety subsystems in minimizing impacts to the environment.
19. transfer to a four-year nuclear engineering or health physics degree program.

NURSING

ASSOCIATE IN SCIENCE

Linda Perfetto, MSN, APRN, BC
Director of Nursing and Allied Health - 383-5241

The Associate Degree in Nursing program is approved by the Connecticut State Board of Examiners for Nursing and is accredited by the National League for Nursing Accrediting Commission. Admission to this program is selective. Not all qualified students will be admitted due to the limited number of seats.

The program is designed to prepare students to enter the profession as Registered Nurses. The curriculum is built upon an understanding of pertinent social and biological sciences. It includes the opportunity for individual enrichment through the inclusion of liberal arts and sciences studies. Nursing courses, forming the core of the curriculum, include classroom, college laboratory, and clinical laboratory experiences.

Upon successful completion of the Associate of Science degree with a major in Nursing, the graduate applies to take the National Licensing Examination (NCLEX-RN). Permission to take the NCLEX-RN examination is established by law and granted by the Connecticut Department of Public Health, State Board of Examiners of Nursing. The Board has special requirements for taking this exam that include the identification of felony convictions. Please contact the State Board of Nurse Examiners for additional requirements.

After obtaining RN licensure, graduates of this program are qualified to seek entry level staff positions in general or specialty hospitals, extended care facilities, doctors' offices, clinics or other health care settings.

The Nursing Department at Three Rivers participates fully in the Connecticut Articulation Model for Nurse Educational Mobility which provides separate mechanisms for advanced placement of LPN students. LPN students interested in this option should call Ms. Brenda Hodge, Associate Professor of Nursing and LPN advisor at 892-5739. Students wishing to earn a baccalaureate degree in nursing must consult with the college or university that offers such a degree to assist with determining which credits may be transferable.

Program Requirements
Nursing courses are planned as a progression of increasing complexity and, therefore, must be taken in sequence. A minimum grade of "C" (2.0) is required in each nursing course and a minimum grade of "C" (2.0) in each co-requisite course in order to progress. Pass/Fail is not an option. A cumulative grade point average of "C" (2.0) is required for graduation.

Before being allowed into any clinical areas, all students must have on file a complete health physical examination completed by a nurse practitioner or M.D., (a non-family member), documenting fitness to participate in the clinical area. This is to be documented on the Nursing Department Health Assessment Form (available on the College Website on the Nursing Resources Page), and it must be current within a year of the time the student is in the clinical area. In addition, all students must demonstrate proof of current (within the year) CPR Certification as a Healthcare Provider through American Heart Association or the American Red Cross. Clinical laboratory 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 have the following expenses: 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 platform that requires computer access and several specific software programs. If you have questions regarding computer requirements, please call the Nursing Division office at (860) 383-5241.

Admission Requirements
See the section on Selective Admissions for explanation of criteria and admission process.

NURSING CURRICULUM

Course ID	*Title of Course*	*Credits*
FIRST YEAR		
Fall - First Semester		
BIO* K211°#	Anatomy and Physiology I	4
ENG* K101°#	Composition	3
NSG* K115**	Introduction to Nursing	8
PSY* K111#	General Psychology I	3
	TOTAL	**18**
Spring - Second Semester		
BIO* K212°#	Anatomy and Physiology II	4
BIO* K235°#	Microbiology	4
NSG* K116°+	Care of Clients and Families with Intermediate Health Care Needs	8
PSY* K201°#	Life Span Development	3
	TOTAL	**19**
SECOND YEAR		
Fall - Third Semester		
NSG* K226°	Care of Clients with Acute Health Care Needs	9
SOC* K101#	Principles of Sociology	3
_____#	English Elective	3
	TOTAL	**15**
Spring - Fourth Semester		
NSG* K227°	Care of Clients/Families with Complex, Long Term Health Care Needs	9
NSG* K228°	Trends and Issues in Nursing	2
_____#	Open Elective	3
	TOTAL	**14**
	GRAND TOTAL	**66**

Students must be enrolled in the Nursing program in order to enroll in nursing courses.
Co-requisite courses must be taken for a grade. Pass/Fail is not an option.

#Applicants may enroll in these courses prior to being admitted to the Nursing program.

° Course has a prerequisite. Students should check course description in the catalog or semester class schedule.

** An advanced placement/transfer option for NSG* K115 is available for a limited number of students with specifically defined previous education and experience in nursing. Written requests to pursue the advanced placement option must be submitted to the Department of Allied Health and Nursing at least six months prior to the start of NSG* K116°.

+ An advanced placement option for NSG* K116° is available for LPN graduates from Connecticut through the Connecticut Articulation Model. Written requests to pursue this option must be submitted to the Department of Allied Health and Nursing at least six months prior to the start of NSG* K226°.

Nursing, Associate in Science Degree Program Outcomes

1. As a PROVIDER OF CARE, the graduate will be able to:
   a. Summarize principles of social, physical, and biological sciences in the holistic care of individuals, families, and groups of individuals at any point along the wellness-illness continuum.
   b. Evaluate implementation of the nursing process as a method of assisting individuals, families, and groups to achieve their optimal functional level along the wellness-illness continuum.
   c. Interpret concepts and principles of stress, coping, and adaptation in the holistic care of individuals, families, and groups to promote maximum adaptation.
2. As a MANAGER OF CARE, the graduate will be able to:
   a. Integrate principles of leadership and management in organizing and prioritizing holistic care for individuals, families, and groups of individuals.
   b. Interpret roles of members of the multidisciplinary team as they relate to collaborative care of individuals, families, and groups.
3. As a MEMBER WITHIN THE DISCIPLINE OF NURSING, the graduate will be able to:
   a. Accept responsibility for personal and professional growth to support the advancement of the discipline of nursing.
   b. Interpret the roles of nursing within the health care delivery system.
   c. Evaluate professional, legal, and ethical issues pertinent to the health care delivery system.

Articulation Options for Licensed Practical Nurses (LPNs)

The goal of advanced placement/bridge articulation at Three Rivers is to facilitate career mobility of the individual, Connecticut Licensed Practical Nurse to the Associate Degree through one of two admissions options.

Option 1: Connecticut Articulation Plan for Educational Mobility from LPN to RN via the LPN Transition Bridge Course

Option 2: Three Rivers Advanced Placement Option for those LPNs with an educational need or desire for information taught in the first year.

Option I – New Connecticut Articulation Plan for Nurse Educational Mobility

The Connecticut Articulation Plan requires LPN's articulating to a participating RN program to take a 10 week, 3-credit Web-based Transition Bridge Course and a 1-credit clinical school-based transition course to orient and prepare the student clinically. Computer literacy is a requirement for participation in this course. This option awards credits for the first and second semester nursing course as well as admission into the third semester of the nursing program to candidates who satisfy the following eligibility and admission requirements:

1. hold a current Connecticut license as a Licensed Practical Nurse.
2. meet Three Rivers Nursing Program admission requirements.
3. complete the required general education courses of the first year of the program with grades C or better.
4. successfully complete the three-credit web-based nursing transition course currently offered by Charter Oak State College (website: cosc.edu) and follow the links to LPN Bridge Course.
5. take the specified nursing aptitude test for TRCC nursing admission.
6. successfully complete NSG* K122 at Three Rivers, a one-credit school-based transition course offering school specific orientation, a clinical medical-surgical experience, and selected theoretical content.

Upon successful completion of the above criteria, LPN's will receive credit from Three Rivers Community College for the first year nursing courses: NSG* K115 and NSG* K116°. Students are then placed into NSG* K226°, the third semester of the program.

Candidates for admission should apply by May 25th of the academic or calendar year prior to taking NSG* K121 and NSG* K122. Applications received after the May 25th deadline will be considered on a space available basis (Option I only).

Option II – Advanced Placement is a Three Rivers based articulation option for admission into the second semester of the nursing program. This is available to LPN's who, for a variety of reasons, want or need information taught in the first year of the program. These Advanced Placement candidates must satisfy the following eligibility and admission criteria. The candidate must:

1. meet Three Rivers Nursing Program admission requirements.
2. present documentation of graduation from an accredited LPN program and current Connecticut licensure as an LPN, or transcripts/records from Diploma and or Regents programs.
3. provide documentation of a minimum of one full year of employment or an approved equivalent as an LPN in a health care facility. (LPN candidates only).
4. be currently enrolled in, or have completed with a grade of C or better the co-requisite courses for the first semester of the nursing program.

5. have obtained a score of 45 or better on the Excelsior College Fundamentals of Nursing Test #403 taken within the last THREE years. Registration for this exam may be obtained by calling 1-888-RCexams or contacting www.Excelsior.edu.
6. successfully complete a skills assessment in the College laboratory supervised and evaluated by nursing faculty.
7. complete a satisfactory nursing care plan and process recording.
8. meet the NSG* K115 Metrology requirement.

Specific objectives, reading assignments and a bibliography will be provided to the applicant prior to the College skills evaluation. The College laboratory will be available to practice these skills components.

Once the applicant has satisfactorily completed all criteria, he/she will be eligible for consideration for enrollment in NSG* K116°, the second semester nursing course offered in January.

Candidates for admission should apply by May 25th of the year prior to NSG* K116°.

Admission to the Nursing program through the articulation options, like admission for all students entering the Nursing program, will be through a selective process (Please see the Admissions section of the catalog). Advanced placement seats will be offered based on those qualified candidates who present the strongest academic qualifications as documented by the applicants' overall grade point averages, standardized test scores, earned grades in prerequisite courses and recommendation forms. All qualified candidates may not be given seats due to the limited number of seats in the program.

LPNs who are previous Three Rivers nursing students must, in addition, satisfy the requirements of the readmission policy. Please note: In contrast to the deadlines for generic readmission students (April 1st deadline for fall semester and November 1st deadline for spring semester), applications must be submitted between November 1st and February 1st to adequately consider your application.

Special application packets for LPNs are available at any time from the Admissions Office on the Mohegan campus.

Contact Brenda Hodge, R.N., M.S.N. Articulation Liaison: 892-5739.

LPN candidates who do not wish to pursue advanced placement options will be considered for admission to the first semester nursing course through the standard admission process.

Readmission Students

Nursing readmission applicants are required to follow the readmission process outlined in the Nursing Readmission Policy. Students receive a current copy of this policy at the time of their exit interview with the program Director. Submit written request for consideration by April 1st for the fall semester and November 1st for the spring semester. Students who are readmitted to the program must achieve a final grade of "C+" or better in the nursing course to which they would be repeating. After approval for readmission, seats are offered on a "space available" basis.

Transfer Students

Submit written request for consideration to the Director of Nursing and Allied Health no later than May 15th for fall semester courses and November 1st for spring semester courses. Admission of transfer students is based on Nursing Transfer Policy, individual review of each transfer student's official records, and availability of seats.

Photonics Engineering Technology

PHOTONICS ENGINEERING TECHNOLOGY

ASSOCIATE IN SCIENCE

Program Coordinator: Judith Donnelly - 885-2353

The Photonics Engineering Technology program was created to meet the critical need for photonics (laser electro-optic) technicians in Connecticut, which has the third highest concentration of photonics firms in the nation.

The program has a solid core of electronics courses, including electric 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 photonics field.

PHOTONICS ENGINEERING TECHNOLOGY CURRICULUM

(suggested two-year sequence)

Course ID	*Title of Course*	*Credits*
SEMESTER I		
EET K1100°	Electric Circuits I	4
EET K1101°	Electric Circuits I Lab	1
ENG* K101°	Composition	3
MAT* K186°	Precalculus	4
PHO* K105	Laser Safety	.5
PHY* K140°	Introduction to Optics	4
	TOTAL	**16.5**
SEMESTER II		
EET K1110°	Electric Circuits II	3
EET K1111°	Electric Circuits II Lab	1
EET K1120°	Electronics I	3
EET K1121°	Electronics I Lab	1
MAT* K253°	Calculus I for Technologies	
	or	3-4
MAT* K254°	Calculus I	
PHY* K141°	Applied Optics	4
	TOTAL	**15-16**
SEMESTER III		
ENG* K202°	Technical Writing	3
PHO* K230°	Laser Electronics	4
PHO* K240°	Introduction to Lasers	4
_____	Math/Science Elective	3
_____	Social Science Elective	3
	TOTAL	**17**
SEMESTER IV		
EET K2140°	Telecommunications I	3
EET K2141°	Telecommunications I Lab	1.5
PHO* K250°	Fiber and Integrated Optics	4
PHO* K290°	Advanced Laser Topics	3
_____	Humanities Elective	3
_____	Technical Elective	3
	TOTAL	**17.5**
	GRAND TOTAL	**66-67**

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

Photonics Engineering Technology, Associate in Science Program Outcomes

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

1. be proficient in the use of general electronic and optical test instrumentation, and familiar with the use of advanced instrumentation such as optical spectrum analyzers, laser beam analyzers and erbium doped amplifiers..
2. explain the functions of basic optical components and component mounts.
3. specify, mount, align and operate lenses, mirrors, reflectors, gratings, filters and polarizing optics.
4. specify, install, align and operate support and positioning equipment.
5. demonstrate fiber optic handling techniques, including connectorization and mechanical and fusion splicing.
6. test fiber optic links with optical sources and meters and with an OTDR.
7. survey a laser work scene, citing unsafe conditions present.
8. set up and explain common laser optical systems such as collimators, spatial filters and various forms of interferometer.
9. set up and explain a fiber optic communications system employing external modulators.
10. gather, analyze, and report data using applicable software.
11. work cooperatively with team members in a lab setting.
12. read and interpret vendor catalogs and instruction manuals.
13. present technical information in both written and oral forms.
14. use the internet for technical research.
15. be familiar with electronic techniques for biasing and modulating semiconductor sources.
16. be familiar with other electronic circuits such as operational amplifiers, power supplies, and oscillators.
17. interpret specifications for a variety of communication systems.
18. explain the important parameters of laser/material interaction and how these affect laser materisl processing.

Certificate Programs

Three Rivers Community College offers a variety of certificate programs in specific fields intended for occupational preparation, upgrading or retraining as described in the following pages. Credits earned as part of certificate programs may be applied to related associate degree programs at a future time.

Accounting

Advertising/Public Relations

Architectural Drafting Technology

Business Administration

Business Office Technology

- **Word Processing**

College of Technology: Technological Studies

- **Wastewater**
- **Advanced Wastewater**

Computer-Aided Drafting (CAD)

Computer Applications

Construction Management

Criminal Justice

- **Criminal Justice**
- **Security Loss and Prevention**

Early Childhood Education

- **Early Childhood Education**
- **Special Education**

Environmental Health and Safety Management

General Studies

Graphic and Communication Arts

Hospitality Management

- **Casino Management Option**
- **Hotel Management Option**
- **Restaurant Management Option**

Human Services

- **Case Management**
- **Community Health Outreach Worker**

Library Technology

Marketing

Networking Technology

Photonics Technology

Retail Management

Web Design and Development

ACCOUNTING

CERTIFICATE PROGRAM

Program Coordinator: Matthew Hightower - 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: _____

ACCOUNTING CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
ACC* K125°	Accounting Computer Applications I	3
ACC* K233°	Principles of Cost Accounting	4
ACC* K241	Federal Taxes I	
or		3
BFN* K201°	Principles of Finance	
ACC* K271°	Intermediate Accounting	3
BBG* K231	Business Law I	3
BFN* K110	Personal Finance	
or	or	3
ECN* K102°	Principles of Microeconomics	
CSA* K131A°	Spreadsheet I	1
CSA* K131B°	Spreadsheet II	1
CSA* K141A°	Database Applications I	1
	GRAND TOTAL	**30**

° Course has a prerequisite. Students should check course description.
The English Competency Requirement is met by placement score into ENG* K101, or transfer credit, or successful completion of ENG* K100.

Accounting, Certificate 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

CERTIFICATE PROGRAM

Program Coordinator: Irene Clampet - 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.

ADVERTISING/PUBLIC RELATIONS CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
BMK* K106	Principles of Selling	3
BMK* K201	Principles of Marketing	3
BMK* K235°	Public Relations	3
BMK* K241	Principles of Advertising	3
ENG* K101°	Composition	3
ENG* K102°	Literature & Composition	3
ENG K126°	Journalism	3
ENG K129°	Desktop Publishing	3
ENG K130°	Advertising from the Desktop	3
_____	Practicum°	3
	GRAND TOTAL	**30**

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

Advertising/Public Relations, Certificate 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

CERTIFICATE PROGRAM

Program Coordinator: Mark Comeau - 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, draftsperson for construction or development firms, architectural representative for vendor sales, and draftsperson for facility planners.

Students may complete this certificate by completing the courses that are listed below.

ARCHITECTURAL DRAFTING TECHNOLOGY CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
SEMESTER I		
ARC* K131	Drafting I	1
ARC* K131L	Drafting I Lab	2
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
ENG* K101	Composition	3
PHY* K114	Mechanics	4
	TOTAL	**13**
SEMESTER II		
ARC* K137°	Architectural Detailing	1
ARC* K137L°	Architectural Detailing Lab	2
CAD K2214°	Computer-Aided Drafting - Architectural	1
CAD K2215°	Computer-Aided Drafting - Architectural Lab	2
ENG K131°	Intro to Speech Communication	3
_____	Open Elective	3
	TOTAL	**12**
	GRAND TOTAL	**25**

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

Architectural Drafting Technology, Certificate 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 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.

BUSINESS ADMINISTRATION

CERTIFICATE PROGRAM

Program Coordinator: Larry Flick - 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.

BUSINESS ADMINISTRATION CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
BMG* K202	Principles of Management	3
BMK* K201	Principles of Marketing	3
ACC* K111°	Principles of Accounting I	4
ACC* K118°	Managerial Accounting	4
CSA* K105	Introduction to Software Applications	3
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
Select Two Courses From the Following Six Courses		6
BBG* K101	Introduction to Business	
BES* K218°	Entrepreneurship	
BMG* K218°	Operations Management	
BMG* K220	Human Resources Management	
BMG* K228	Labor Relations	
ECN* K102°	Principles of Microeconomics	
	GRAND TOTAL	**29**

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

Certificate Programs

Business Administration, Certificate 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.

BUSINESS OFFICE TECHNOLOGY:WORD PROCESSING

CERTIFICATE PROGRAM

Program Coordinator: Betti Gladue - 892-5768

This 28-credit certificate is specifically designed for students who wish to combine their knowledge of clerical and administrative office skills with computer software applications. Completed certificate program courses will transfer to the Business Office Technology Administrative Assistant program.

BOT: WORD PROCESSING CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
BBG* K101	Introduction to Business	3
BOT* K111	Keyboarding for Information Processing	3
BOT* K137°	Word Processing Applications I	3
BOT* K219°	Integrated Office	3
BOT* K251°	Administrative Procedures I	3
CSA* K105	Introduction to Software Applications	3
CSA* K150°	Presentation Graphics	1
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
MAT* K135° or higher		
Topics in Contemporary Math		3
	GRAND TOTAL	**28**

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

BOT: Word Processing, Certificate Program Outcomes

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

1. read, understand, compose, and prepare standard types of business communications that are clear, concise, complete, and courteous.
2. possess appropriate skills in the following software applications: operating system, word processing, spreadsheet, database management, presentation graphics, and integrated office applications.
3. use appropriate office procedures in the areas of public relations, records information management, telephone communications, incoming and outgoing mail, meetings and conferences, travel arrangements, and routine financial matters.

COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES

WASTEWATER CERTIFICATE PROGRAM

Program Coordinator: Robert Lantz - 885-2385

Wastewater treatment plant employees are prepared for the Wastewater Operator I and Wastewater Operator II certification examinations. All credits earned in this certificate are applicable towards the Technological Studies Associate degree.

WASTEWATER CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
General Education:		
Arts/Humanities		
ENG* K101°	Composition	3
Science		
BIO* K121°	General Biology I	4
CHE* K111°	Concepts of Chemistry	4
Mathematics		
MAT* K137°	Intermediate Algebra	3
Specialized Core		
CSA* K105	Intro to Software Applications	3
Options		
WWT* K110#	Wastewater I	3
WWT* K112#	Wastewater II	3
WWT* K114#°	Wastewater III	3
WWT* K116#°	Wastewater IV	3
	GRAND TOTAL	**29**

° Course has a prerequisite. Students should check course description.
Courses for this consortium-based program will be offered at various Connecticut Community Colleges.

College of Technology: Wastewater Option, Certificate 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 I and Class II 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.

COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES

ADVANCED WASTEWATER CERTIFICATE PROGRAM

Program Coordinator: Robert Lantz - 885-2385

Wastewater treatment plant employees are prepared for advanced Wastewater Operator III and Wastewater Operator IV certification examinations. All credits earned in this certificate are applicable towards the Technological Studies Associate degree.

#English Competency Requirement met by: _____

ADVANCED WASTEWATER CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
General Education:		
Mathematics		
MAT* K186°	Precalculus	4
Social/Behavioral Sciences		
PSY* K111	General Psychology I	3
Specialized Core		
_____+	Fundamentals of Electricity	4
Options		
_____+	Sanitary Engineering	3
or	or	
_____+	Environmental Engineering	
or	or	
_____@	Technology Elective	
_____+	Environmental Law	3
_____+	Advanced Wastewater I	3
_____+	Advanced Wastewater II	3
_____@	Directed Elective	3
_____@	Directed Elective	3
	GRAND TOTAL	**29**

° Course has a prerequisite. Students should check course description.
+ Courses for this consortium-based program will be offered at various Connecticut Community Colleges.
@ To be chosen with consent of faculty advisor.
# The English Competency Requirement is met by placement score into ENG* K101, or transfer credit, or successful completion of ENG* K100.

College of Technology: Advanced Wastewater Certificate 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, including safety, housekeeping, and laboratory procedures.
4. become certified Wastewater Class III and Class IV Operators.
5. use computers to acquire, analyze, and report data.
6. communicate effectively in speech and in writing.
7. use mathematics to solve problems related to chemistry and wastewater treatment and to present numerical data in the form of charts and graphs.

Certificate Programs

COMPUTER-AIDED DRAFTING

CERTIFICATE PROGRAM

Program Coordinator: Ronald Greenier - 885-2380

This Computer-Aided Drafting (CAD) one-year certificate program prepares students with modern skills in drafting. There is a strong emphasis on computer applications 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 meaningful education for the students. Students may complete this certificate and go to work as draftspersons or they may enter into an associate degree program of their choice with no loss of credit.

COMPUTER-AIDED DRAFTING CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
SEMESTER I		
CAD K1200	Computer-Aided Drafting	1
CAD K1201	Computer-Aided Drafting Lab	2
CSA* K105	Intro to Software Applications	3
ENG* K101°	Composition	3
1 XXXX	(Drafting course from concentration)	3
1 XXXX	(Drafting lab from concentration)	1.5-2
2 XXXX	(Technical course from concentration)	1-3
2 XXXX	(Technical lab from concentration)	1-3
	TOTAL	**15.5-20**
SEMESTER II		
CAD K2222°	Advanced CAD Topics	1
CAD K2223°	Advanced CAD Topics Lab	2
ENG* K202°	Technical Writing	3
MAT* K137°	Intermediate Algebra	3
3 XXXX	(CAD course from concentration)	1-3
3 XXXX	(CAD lab from concentration)	1-3
4 XXXX@	(Tech elective from concentration)	3
4 XXXX@	(Tech elective lab from concentration)	1-3
	TOTAL	**15-19**
	GRAND TOTAL	**30.5-39**

CONCENTRATIONS:

INDUSTRIAL

(Manufacturing/Mechanical)

1-MEC K1110/11°	Fund. of Eng. Graphics/Lab
2-MFG K1100/01	Manufacturing Processes/Lab
3-CAD K2210/11°	CAD - Industrial/Lab or
CAD K2230/31°	CAD Designer Fund./Lab
4-MFG K1104/05°	CAD CAM I/Lab or
MEC K2166/67°	Computer-Aided Engineering/Lab

ELECTRICAL

1-MEC K1110/11°	Fund. of Eng. Graphics/Lab
2-EET K1103	Electrical Graphics Lab
3-CAD K2216/17	CAD - Electrical/Lab
4-EET K1130/31°	Fund. of Elec. & Motors/Lab

ARCHITECTURAL

1-ARC* K131/131L	Drafting I/Lab
2-ARC* K108	Building Materials
3-CAD K2214/15°	CAD - Architectural/Lab
4-ARC* K227	Codes & Ordinances

CIVIL

1-CIV K1500/01°	Surveying I/Lab
2-CAD K2218/19°	CAD - Civil/Lab
3-ARC* K221	Contracts and Specifications

° Course has a prerequisite. Students should check course description.
@ Course must be approved by program advisor.

Computer Aided Drafting, Certificate 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. 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.

COMPUTER APPLICATIONS

CERTIFICATE PROGRAM

Program Coordinator: Joyce Parker - 885-2395

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 operation to a web page for a small company.

Students may complete this certificate by completing the courses that are listed below.

COMPUTER APPLICATIONS CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
CSA* K105	Introduction to Software Applications	3
CSA* K205°	Advanced Applications	3
CST* K153°	Web Development & Design I	4
CST* K232°	Communications & Networking	4
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
MAT* K135°	Topics in Contemporary Math	
or	or	3
HIGHER		
_____	_____	
	Open Elective	3
	GRAND TOTAL	**30**

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

Computer Applications, Certificate Program Outcomes

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

1. read and prepare standard types of business communications.
2. demonstrate a high level of skill in the use of word processing 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 documents.
7. plan, design, develop, and maintain professional Web sites using HTML and Web page development software, and create and optimize images and animation.
8. demonstrate understanding of network technology protocols, including structure, communication, architecture, and standards.
9. demonstrate appropriate interpersonal, human relations skills.

CONSTRUCTION MANAGEMENT

CERTIFICATE PROGRAM

Program Coordinator: Mark Comeau - 885-2387

The objective of the Construction 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 principle concepts of accounting and management.

Additionally, 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.

Students may complete this certificate by completing the courses that are listed below.

CONSTRUCTION MANAGEMENT CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
ARC* K131/K131L	Drafting I/Lab	
or	or	3
CIV K1104/K1105	Civil Drafting/Lab	
ARC* K108	Building Materials	3
ARC* K221	Contracts and Specifications	3
ARC* K227	Building Codes and Ordinances	3
CAD K1200	Computer Aided Drafting I	1
CAD K1201	Computer Aided Drafting I Lab	2
ENG* K101°	Composition	3
Open Elective	Choose one of the following:	
	CIV K1100/01°, CIV K2227, CAD K2214/15°,	
	ENV* K101, ENV* K110°, or ENV* K105 -	
	recommend CIV K2227	3-4
TECH XXXX	Technical Elective (ARC* K102 or ARC* K137L°	
	or ARC* K241L°	3
	TOTAL	**24-25**

Choose one of the following:		
ACC* K111°	Principles of Accounting I	
or	or	3-4
BMG* K202	Principles of Management	
	TOTAL	**6-7**
	GRAND TOTAL	**27-29**

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

Construction Management, Certificate Program Outcomes

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

1. attain mastery of the basic skill sets 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.

CRIMINAL JUSTICE

CERTIFICATE PROGRAM

Program Coordinator: Patricia Anziano - 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.

CRIMINAL JUSTICE CURRICULUM

Course ID	*Title of Course*	*Credits*
Prerequisite Requirements:		
IDS K105	The First Year Experience	
ENG* K100#	Reading/Writing Connection	
ENG* K101°	Composition	3
ENG K131°	Introduction to Speech Communication	3
CJS* K101°	Introduction to Criminal Justice	3
CJS* K201	Criminology	3
CJS* K210°	Constitutional Law	3
CJS* K211°	Criminal Law I	3
CJS* K213°	Evidence and Criminal Procedure	3
CJS* K220°	Criminal Investigation	3
CJS* K225°	Forensic Science	3
CJS* K250°	Police Organization & Administration	3
	GRAND TOTAL	**30**

° Course has a prerequisite. Students should check course description.
May be exempted through placement score.

CRIMINAL JUSTICE: SECURITY and LOSS PREVENTION

CERTIFICATE PROGRAM

Program Coordinator: Patricia Anziano - 892-5721

This 27 credit certificate program prepares individuals for courses in security and loss prevention. Opportunities for employment in southeastern Connecticut include work in industrial, corporate, business, retail and nuclear-based firms. Persons already employed in the field may pursue this program to upgrade their knowledge and skills while enhancing their career mobility.

SECURITY AND LOSS PREVENTION CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
Prerequisite Requirements:		
IDS K105	The First Year Experience	
ENG* K100#	Reading/Writing Connection	
ENG* K101°	Composition	3
CJS* K101°	Introduction to Criminal Justice	3
CJS* K103	Introduction to Security	3
CJS* K211°	Criminal Law I	3
CJS* K213°	Evidence & Criminal Procedure	3
CJS* K220°	Criminal Investigation	3
CJS* K230°	Security Management	3
CJS* K231°	Security Procedures	3
CJS* K291°	Criminal Justice Practicum	
or	or	3
_____	Elective	
	GRAND TOTAL	**27**

The following courses should be taken prior to all others: ENG* K101, CJS* K101, CJS* K103.
The following courses should be taken after CJS* K101 in the precise order: CJS* K230, CJS* K231,
CJS* K211, CJS* K220, CJS* K213, CJS* K291.

° Course has a prerequisite. Students should check course description.
May be exempted through placement score.

Criminal Justice, Certificates Program Outcomes

Upon successful completion of any Criminal Justice Certificate program, 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.

EARLY CHILDHOOD EDUCATION

CERTIFICATE PROGRAM

Program Coordinator: 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.

EARLY CHILDHOOD EDUCATION CURRICULUM

Course ID	*Title of Course*	*Credits*
ECE* K103°#	Creative Experiences/Children	
or	or	3
ECE* K109#	Science & Math for Children	
ECE* K101	Introduction to Early Childhood Education	3
ECE* K182	Child Development	3
ECE* K210	Observation, Participation & Seminar	3
ECE* K215°	The Exceptional Learner	3
ECE* K290°	Student Teaching I	3
ENG* K101°	Composition	3
HLT K111	Personal Health	3
PSY* K111	General Psychology I	3
SOC* K101	Principles of Sociology	3
	GRAND TOTAL	**30**

° Course has a prerequisite. Students should check course description.
Students should choose either ECE* K103 or ECE* K109.

Early Childhood Education, Certificate Program Outcomes

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

1. explain, at a basic level, the development of the child from conception to early adolescence in all areas, such as physical, social-emotional, and cognitive.
2. explain, at a basic level, the theory, curriculum, and organization of childcare programs, including accreditation, licensing, and funding legislation.
3. plan a curriculum for the learning development of the child from two of the following areas: math, reading, science, art, and music.
4. recognize the special needs of some children, identify them sufficiently to make referrals, plan a curriculum as needed, and patiently work with these children.
5. explain the importance of good health, nutrition, and safe practices in early childhood programs.

EARLY CHILDHOOD EDUCATION
SPECIAL EDUCATION OPTION

CERTIFICATE PROGRAM

Program Coordinator: 383-5252

This certificate program provides basic career skills for paraprofessionals in special education as well as retraining opportunities for those already employed in an educational setting. It also provides entry-level opportunities as well as flexibility for those who wish to move laterally within education.

EARLY CHILDHOOD SPECIAL EDUCATION CURRICULUM

Course ID	*Title of Course*	*Credits*
ECE* K101	Introduction to Early Childhood Education	3
ECE* K103°#	Creative Experiences/Children	
or	or	3
ECE* K109#	Science & Math for Children	
ECE* K182	Child Development	3
ECE* K210	Observation, Participation & Seminar	3
ECE* K215°	The Exceptional Learner	3
ECE* K216°	Methods & Teaching in Special Education	3
ECE* K290°+	Student Teaching I	3
ECS* K112°	Introduction to Early Childhood Special Education	3
ENG* K101°	Composition	3
HLT K111	Personal Health	3
	GRAND TOTAL	**30**

° Course has a prerequisite. Students should check course description.
Students need to choose either ECE* K103 or ECE* K109.
+ Student must fulfill specific health requirements mandated by CT State Licensing, including fingerprinting. Expenses must be assumed by the student.

Early Childhood Education, Special Education Option, Certificate Program Outcomes

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

1. explain, at a basic level, the development of the child from conception to early adolescent in all areas, such as physical, social-emotional, and cognitive.
2. explain, at a basic level, the theory, curriculum, and organization of childcare programs, including accreditation, licensing, and funding legislation.

3. plan a curriculum for the learning development of the child from two of the following areas: math, reading, science, art, and music.
4. recognize the special needs of some children, identify them sufficiently to make referrals, plan a curriculum as needed, and patiently work with these children.
5. recognize the importance of good health, nutrition, and safe practices in early childhood programs.
6. explain the laws, regulations and ethical codes, and the roles of the teacher and instructional professionals in special education settings.
7. implement some areas of curriculum, use classroom management techniques, and support instructional methods in special education settings.

ENVIRONMENTAL SAFETY AND HEALTH MANAGEMENT

CERTIFICATE PROGRAM

Program Coordinator: Diba Khan-Bureau - 885-2383

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. The 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 of science degree in environmental or civil engineering technology.

ENVIRONMENTAL SAFETY AND HEALTH MANAGEMENT CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
BMG* K202	Principles of Management	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
ENV* K101	Environmental Studies	3
ENV* K110°	Environmental Regulations	3
ENV* K130	Occupational Safety & Health	3
ENV* K295°	Environmental Issues Seminar	2
	GRAND TOTAL	**20**

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

Environmental Safety and Health Management, Certificate 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 EHS 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 EHS 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.

GENERAL STUDIES

CERTIFICATE PROGRAM

Program Coordinator: Academic Dean - 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.

GENERAL STUDIES CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
ENG* K101°	Composition	3
IDS K105	The First Year Experience	3
_____	Open Electives	24
	GRAND TOTAL	**30**

General Studies, Certificate Program Outcomes

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

1. read basic college level texts and be able to understand them.
2. write a basic essay stating a clear thesis and supporting it with specifics.
3. develop and articulate personal educational goals.

GRAPHIC AND COMMUNICATION ARTS

CERTIFICATE PROGRAM

Program Advisor: Linda Crootof - 383-5242

This certificate program is designed to allow students to take advantage of the tremendous demand for the media in southeastern 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.

GRAPHIC AND COMMUNICATION ARTS CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
BMK* K241	Principles of Advertising	3
ENG* K101°	Composition	3
ENG K126°	Journalism	3
ENG K129°	Desktop Publishing I	3
ENG K130°	Advertising from the Desktop	3
ENG K229°	Desktop Publishing II (all Photoshop)	3
ENG K245°	Web Design I	3
ENG K250°	Publications Practice I	3
ENG K253°	Graphic Arts Practicum	
or	or	3
_____	Open Elective	
_____	Open Elective	3
	GRAND TOTAL	**30**

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

Graphic and Communication Arts, Certificate 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 Adobe PageMaker, 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 Pagemaker, Photoshop, and Multi-Ad Creator to design and produce advertisements for print and the web.

Hospitality Management Certificates

This program prepares students for careers in the hospitality industry, including casinos, hotels, restaurants, and tourism.

Students earn this 30 credit certificate by completing the following courses in their chosen hospitality option.

Certificate Programs

HOSPITALITY MANAGEMENT

CASINO MANAGEMENT OPTION

CERTIFICATE PROGRAM

Program Coordinator: Peter Edmondson - 383-5259

CASINO MANAGEMENT OPTION CURRICULUM

Course ID	*Title of Course*	*Credits*
ENG* K101°	Composition	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K108	Sanitation & Safety	3
HSP* K111°	Basic Food Preparation	4
HSP* K134	Hospitality Customer Relations	3
HSP* K152°	Introduction to Casino Management	4
HSP* K245°	Hospitality Sales & Marketing	4
HSP* K296°	Cooperative Education	3
MAT* K135°	Topics in Contemporary Math	3
	GRAND TOTAL	**30**

° Course has a prerequisite or co-requisite. Students should check course description.

Certificate Programs

HOSPITALITY MANAGEMENT

HOTEL MANAGEMENT OPTION

CERTIFICATE PROGRAM

Program Coordinator: Peter Edmondson - 383-5259

HOTEL MANAGEMENT OPTION CURRICULUM

Course ID	*Title of Course*	*Credits*
ENG* K101°	Composition	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K108	Sanitation & Safety	3
HSP* K111°	Basic Food Preparation	4
HSP* K134	Hospitality Customer Relations	3
HSP* K243°	Hotel Operations	4
HSP* K245°	Hospitality Sales & Marketing	4
HSP* K296°	Cooperative Education	3
MAT* K135°	Topics in Contemporary Math	3
	GRAND TOTAL	**30**

° Course has a prerequisite or co-requisite. Students should check course description.

HOSPITALITY MANAGEMENT

RESTAURANT MANAGEMENT OPTION

CERTIFICATE PROGRAM

Program Coordinator: Peter Edmondson - 383-5259

RESTAURANT MANAGEMENT OPTION CURRICULUM

Course ID	*Title of Course*	*Credits*
ENG* K101°	Composition	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K108	Sanitation & Safety	3
HSP* K111°	Basic Food Preparation	4
HSP* K134	Hospitality Customer Relations	3
HSP* K201°	International Foods	4
HSP* K245°	Hospitality Sales & Marketing	4
HSP* K296°	Cooperative Education	3
MAT* K135°	Topics in Contemporary Math	3
	GRAND TOTAL	**30**

° Course has a prerequisite or co-requisite. Students should check course description.

HUMAN SERVICES CASE MANAGEMENT

CERTIFICATE PROGRAM

Program Coordinator: Joyce Martin - 892-5701

This 24 credit program is designed to prepare students for entry-level case management positions in social service agencies. 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 informal social support systems, monitoring, reassessment and outcome evaluation discharge). This program curriculum will help students to conduct in-person assessments in order to develop individual treatment plans for effective interventions with vulnerable 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 of direct practice, e.g., child welfare, gerontology, substance abuse, mental health, housing, and income maintenance.

HUMAN SERVICES CASE MANAGEMENT CERTIFICATE PROGRAM

Course ID	*Title of Course*	*Credits*
CSA* K105	Introduction to Software Applications	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
HLT K111	Personal Health	3
HSE* K101	Introduction to Human Services	3
HSE* K241°	Human Services Agencies & Organizations	3
HSE* K251	Work with Individuals & Families	3
HSE* K281°	Human Services Field Work I	3
	GRAND TOTAL	**24**

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

Human Services Case Management, Certificate 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.

HUMAN SERVICES

COMMUNITY HEALTH OUTREACH WORKER

CERTIFICATE PROGRAM

Program Coordinator: Joyce Martin - 892-5701

This 24 credit program is designed to prepare individuals for positions on community-oriented health and social service teams. The Community Health Worker provides health education, information and referrals, and client advocacy in both clinic and outreach settings. The program emphasizes health education and promotion, as well as competencies for work in underserved and/or linguistically isolated communities.

COMMUNITY HEALTH OUTREACH WORKER CERTIFICATE PROGRAM

Course ID	*Title of Course*	*Credits*
BIO* K111	Introduction to Nutrition	3
CSA* K105	Introduction to Software Applications	3
ENG* K101°	Composition	3
ENG K131	Introduction to Speech Communication	3
HLT K111	Personal Health	3
HSE* K105	Core Competencies in Community Health Work	3
HSE* K271°	Field Experience for Community Health Work	3
SOC* K103	Social Problems	3
	GRAND TOTAL	**24**

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

Community Health Outreach Worker, Certificate Program Outcomes

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

1. explain principal components of health and human service systems, including access, reimbursement, issues of compliance, and regulatory guidelines to assist the underserved and communities in need.
2. describe concepts of health promotion and disease prevention using the public health model and resources.
3. utilize interpersonal skills as a peer to meet people "where they are" and build a trusting relationship within a professional context.
4. exhibit communication skills that will enable the worker to interact meaningfully with those being served and the health or human service agencies.

LIBRARY TECHNOLOGY

Certificate Programs

CERTIFICATE PROGRAM

Program Coordinator: Hali Keeler - 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.

LIBRARY TECHNOLOGY CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
CSA* K105	Introduction to Software Applications	3
ENG* K101°	Composition	3
LIB* K101	Introduction to Library Public Services	3
LIB* K104°	Introduction to Reference Services	3
LIB* K116°	Cataloging and Classification	3
LIB* K123	Introduction to Library Technical Services	3
LIB* K201°	Electronic Resources in Libraries	3
_____	Computer Science Elective (or a course contingent on advisor approval)	3
LIBRARY TECHNOLOGY ELECTIVES:		
_____	_____	3
_____	_____	3

Library Technology elective courses available:

LIB* K120	Literature for Children
LIB* K121	Literature for Young Adults
LIB* K125	Media in Library Applications
LIB* K127	Management Strategies
LIB* K202°#	Supervised Field Placement
GRAND TOTAL	**30**

° Course has a prerequisite. Students should check course description.
LIB* K202° is required for students with no practical library experience.

Library Technology, Certificate 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 good customer service and communication skills.
3. recognize and explain common library terminology.
4. apply knowledge of basic technology skills (including online computer automation systems; word processing, email, Internet and other productivity software; and Internet and database searching techniques) to assist patrons in a rapidly changing technological environment.
5. explain basic reference and information resources and referral procedures.
6. explain basic library classification systems and use them to catalog and retrieve materials.
7. demonstrate appropriate methods and techniques for material processing, storage, and preservation.

MARKETING

CERTIFICATE PROGRAM

Program Coordinator: Irene Clampet - 383-5231

This 28 credit certificate program is designed to prepare students 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.

MARKETING CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
BMG* K202	Principles of Management	3
BMK* K201	Principles of Marketing	3
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
_____	Business Elective (accounting, business, CSC, management, marketing, practicum)	3
Select 3 Courses From the Following 5 Courses:		9
BMK* K103	Principles of Retailing	
BMK* K106	Principles of Selling	
BMK* K123	Principles of Customer Service	
BMK* K235°	Public Relations	
BMK* K241	Principles of Advertising	
	GRAND TOTAL	**28**

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

Marketing, Certificate 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 in not-for-profit organizations in order to satisfy the needs and wants of society.
2. apply the practical use of marketing theories, tools, and strategies 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 communication: 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

CERTIFICATE PROGRAM

Program Coordinator: Joyce Parker - 885-2395

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 develop knowledge and skills in networking technologies. After completing the Networking Technology Certificate Program, students will be eligible to take the CompTIA Network+, i-Net+, Server+, and Security+ Certification exams.

NETWORKING TECHNOLOGY CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
Fall Semester		
CST* K175°	Networking Administration Support	4
CST* K176°**	Internet Technologies	4
ENG* K101°	College Composition	3
MAT* K135° or HIGHER	Topics in Contemporary Math or _____	3
Spring Semester		
CST* K177°**	Server Technologies	4
CST* K275°**	Information Security	4
ENG* K202°	Technical Writing	3
	GRAND TOTAL	**25**

° Course has a prerequisite. Students should check course description.
** Technical Elective in the Computer Science Technology Associate degree

Networking Technology, Certificate 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, 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 terminology, components, and applications.

PHOTONICS TECHNOLOGY

CERTIFICATE PROGRAM

Program Coordinator: Judy Donnelly - 885-2353

The Photonics Technology Certificate will prepare students for entry-level positions in the growing optics/photonics industry and related fields. The courses are especially appropriate for mechanical, manufacturing, and electronic technicians who seek knowledge of optics/photonics principles for current or future employment. The certificate courses are delivered by distance learning over the Internet using home lab experiments or intensive on-site 3-day lab experiences when hands-on work is appropriate. The courses in the certificate comprise the Photonics Option in the CT College of Technology Technological Studies A.S. degree, and it may also be used to fulfill electives in the A.A.S. in General Engineering Technology.

PHOTONICS TECHNOLOGY CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
CSA* K105	Intro to Software Applications	
or	or	3
MAT Elective°	Math 135° or higher	
PHO* K105	Laser Safety	.5
PHO* K121°	Introduction to Fiber Optic Technology	4
PHO* K124	Introduction to Telecommunications	3
PHY* K140	Introduction to Optics	4
	GRAND TOTAL	**14.5**

° Course has a prerequisite. Students should check course description.
The English Competency Requirement is met by placement score into ENG* K101, or transfer credit, or successful completion of ENG* K100.

Photonics Technology, Certificate Program Outcomes

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

1. employ fiber handling skills, such as connectorization and mechanical and fusion splicing.
2. make and interpret test measurements for loss in a fiber system.
3. understand basic components and devices used in fiber optic systems and explain which devices are used in various applications.
4. demonstrate skill in making calculations with engineering units.
5. interpret specifications for optical fiber from vendor data sheets.
6. understand the place of optical fiber in the larger telecommunications network.
7. explain qualitatively the origin of light and the differences between light spectra from different sources.
8. explain the use and function of lenses, prisms, filters, and polarizing optics.
9. explain the operating principles of gratings, interferometers, and filters.
10. provide a qualitative explanation of the operating principles of lasers.
11. recognize unsafe practices in the laser workplace.

RETAIL MANAGEMENT

CERTIFICATE PROGRAM

Program Coordinator: Irene Clampet - 383-5231

This 28 credit certificate program is designed to provide students with an opportunity 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.

RETAIL MANAGEMENT CERTIFICATE CURRICULUM

Course ID	*Title of Course*	*Credits*
ACC* K111°	Principles of Accounting I	4
BMG* K202	Principles of Management	3
BMK* K103	Principles of Retailing	3
BMK* K106	Principles of Selling	3
BMK* K201	Principles of Marketing	3
BMK* K241	Principles of Advertising	3
ENG* K101°	Composition	3
ENG K129°	Desktop Publishing	3
MAT* K135°	Topics in Contemporary Math	3
	GRAND TOTAL	**28**

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

Retail Management, Certificate 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 professional career in retail management.
2. demonstrate skills in the elements of retail management,including merchandising, supervision, customer service, and promotional activities.
3. demonstrate skills in leadership, motivation, and teamwork, including the ability to work with diverse groups in a retail environment.
4. apply knowledge from other business disciplines to create effective retail strategies and solve retail business problems.
5. demonstrate competency in quantitative and qualitative decision-making using technology and research techniques.
6. explain the role of the consumer in retail management and strategy.

Certificate Programs

WEB DESIGN AND DEVELOPMENT

CERTIFICATE PROGRAM

Program Coordinator: Joyce Parker - 885-2395

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.

WEB DESIGN AND DEVELOPMENT CURRICULUM

Course ID	*Title of Course*	*Credits*
Summer Session		
CST* K153°	Web Development & Design I	4
Fall Semester		
CST* K252°	Web Development & Design II	4
CST* K253°	Web Design III	4
ENG* K101°	Composition	3
MAT* K135°	Topics in Contemporary Math	
or		3
HIGHER	_____	
Spring Semester		
CST* K251°	Web Graphics Design and Development	4
ENG* K202°	Technical Writing	3
	GRAND TOTAL	**25**

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

Web Design and Development, Certificate 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 web 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.

Credit Course Descriptions

Key to course/department prefixes:

ACC*	Accounting	GEO*	Geography
ANT*	Anthropology	GLG*	Geology
ARC*	Architectural Design Technology	GRA*	Graphic Design
ART*	Art	GTS	General Engineering Technology
AST*	Astronomy	HIS*	History
BBG*	Business	HLT	Health Science
BES*	Entrepreneurship	HSE*	Human Services
BFN*	Finance	HSP*	Hospitality Management
BIO*	Biology	IDS	Interdisciplinary Studies
BMG*	Management	LAS	Liberal Arts and Sciences
BMK*	Marketing	LIB*	Library Science Technology
BOT*	Business Office Technology	MAT*	Mathematics
CAD	Computer-Aided Drafting	MEC	Mechanical Engineering Technology
CHE*	Chemistry	MFG	Manufacturing Engineering Technology
CIV	Civil Engineering Technology	MTI*	Montessori Teacher Institute
CJS*	Criminal Justice	MUS*	Music
COM*	Communication/Speech	NSG*	Nursing
COU	Counseling	NUC*	Nuclear Engineering Technology
CSA*	Computer Applications	OCE*	Physical Science
CSC*	Computer Science	PHL*	Philosophy
CST*	Computer Technology	PHO*	Photonics Engineering Technology
DFT	Drafting	PHY*	Physics
DNT*	Dental Hygiene	POL*	Political Science
EAS*	Earth Science	PSY*	Psychology
ECE*	Early Childhood Education	SCI*	Science
ECN*	Economics	SGN*	Sign Language
EET	Electrical Engineering Technology	SOC*	Sociology
ENG*	English	SOS	Social Science
ENV*	Environmental Engineering Technology	SPA*	Spanish
FRE*	French	THR*	Theatre
FTA*	Fire Technology & Administration	WWT*	Wastewater

* INDICATES COMMON COURSE NUMBERING

ACC* K100

3 CREDIT HOURS

BASIC ACCOUNTING I

The course is designed to cover the basic structure, 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 accounting cycle is examined along with such areas as sales, purchases, cash, receivables, and payroll. This course is not open to students who have completed ACC* K111 or higher.

ACC* K111 (formerly ACC K111)

4 CREDIT HOURS

PRINCIPLES OF ACCOUNTING I

Prerequisite: Placement score indicating placement in MAT K095 or successful completion of MAT* K075 with a "C#" grade or better and placement score indicating placement in ENG* K100 or successful completion of ENG* K094 with a "C#" grade or better.*

This course is designed to cover basic accounting theory and practice as applied to the complete accounting cycle, including the use of current accounting systems and procedures and the preparation of financial statements. Computer lab time may be required for this course.

ACC* K112 (formerly ACC K112)

4 CREDIT HOURS

PRINCIPLES OF ACCOUNTING II

Prerequisite: ACC K111.*

This course is a continuation of the study of accounting theory and practice. Introduction to partnerships, corporations, managerial accounting, and analysis of financial statements. Computer lab time may be required for this course.

ACC* K118 (formerly ACC K231)

4 CREDIT HOURS

MANAGERIAL ACCOUNTING

Prerequisite: ACC K111 with a "C" grade or better or successful completion of ACC* K112.*

This course is designed to cover the application of accounting principles and procedures to the cost control function of manufacturing business management. Emphasis is placed on managerial analysis and control, job order costing, process cost, standard cost, and variance analysis.

ACC* K125 (formerly ACC K150)

3 CREDIT HOURS

ACCOUNTING COMPUTER APPLICATIONS I

Prerequisite: ACC K111.*

This course is designed to teach accounting students about computerized integrated accounting and accounting spreadsheet applications using a standard Windows interface. Students will learn to operate the software by entering realistic accounting transactions for a variety of business applications and by generating financial statements, spreadsheets, and other management information reports. The techniques and terminology learned can be applied to other Window-based software packages.

ACC* K233

3 CREDIT HOURS

PRINCIPLES OF COST ACCOUNTING

Prerequisite: ACC K111 with a "C" grade or better or successful completion of ACC* K112.*

This course encompasses fundamental principles and procedures needed for planning, evaluating, and controlling the organization's internal activities. Students will be exposed to accounting systems that are designed to provide information for managers as they relate to decision making. Topics include: budgeting, relevant costing, absorption and direct costing models, production levels, and inventory evaluations. Students work with accounting information that includes job-order costing, process costing, and standard costs.

ACC* K241 (formerly ACC K233)

3 CREDIT HOURS

FEDERAL TAXES I

Prerequisite: Placement score indicating placement in MAT K095 or successful completion of MAT* K075 with a "C#" grade or better and placement score indicating placement in ENG* K100 or successful completion of ENG* K094 with a "C#" grade or better.*

This course examines federal income taxation as it relates to individuals. Emphasis is on tax law, researching tax questions, the determination of taxable income, deductions, and the preparation of tax returns.

ACC* K271 (formerly ACC K211)

3 CREDIT HOURS

INTERMEDIATE ACCOUNTING I

Prerequisite: ACC K112.*

In this course, students will engage in an intensive study of financial accounting theory, focusing on revenue and expense recognition and the valuation and disclosure of financial statement elements.

ANT* K101 (formerly ANT K121)

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 perspectives of the four anthropology subfields (cultural, physical, archaeology, linguistics). 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 life, such as marriage and family, art and religion, ecology and economy, and power and politics. Explanations for the existence of various kinds of human societies such as bands, tribes, and modern states will be addressed with a humanistic concern on how people view and experience life within them. Contemporary problems of cultural contact and change will be discussed with the objective of discovering ways and means of promoting intercultural understanding.

ANT* K116 (formerly ANT K116)

3 CREDIT HOURS

THE PUERTO RICAN EXPERIENCE

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*

The Puerto Rican Experience will offer a comprehensive culture-history of the Puerto Rican people. Topics include the indigenous Taino peoples, the Spanish colonial experience, and the U.S. domination in 1898. Emphasis will be placed on understanding the reasons for the migrations of Puerto Rican people to the U.S. mainland, including Connecticut. We will focus on cultural, political, and artistic dimensions of life as well as such controversial topics as bilingual education and multiculturalism.

ANT* K207 (formerly ANT K225)

3 CREDIT HOURS

TRADITIONS, ANTHROPOLOGY, FOLK CULTURE

Prerequisite: Any 100 level course in anthropology, history, or sociology, or permission of the instructor.

This course combines the methodologies of anthropology and folklore studies to introduce students to the meaning and function of various expressive elements of culture, including folklore, ceremony and ritual, visual and performing arts, community festivals, and vernacular landscapes. Students will be required to conduct original field research for public presentation as the central component of their coursework.

ANT* K242 (formerly ANT K215)

3 CREDIT HOURS

NATIVE PEOPLES OF NORTH AMERICA

Prerequisite: 100 level anthropology, or sociology, or permission of the instructor.

This course combines the anthropologic approaches of archaeology, ethnohistory and cultural anthropology to introduce students to the indigenous peoples and nations of North America, as they existed prior to the twentieth century. The course will cover prehistoric past, contact period, and the development of Native/Non-Native relationships, together with a view of the changing lives of modern Native Americans.

ANT* K296
(formerly ANT K298)

3 CREDIT HOURS
TEACHING ASSISTANTSHIP IN ANTHROPOLOGY

Prerequisite: At least two prior courses in anthropology and permission of the instructor.
In this assistantship, students will assist a faculty member in conducting an academic course offered in the field of anthropology. Students may lead discussion groups, work with individual students, organize field trips, make presentations, and/or other work (to be arranged).

ARC* K102
(formerly ARC K1100)

3 CREDIT HOURS
ARCHITECTURE OF THE WORLD

This course 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.

ARC* K108
(formerly ARC K1108)

3 CREDIT HOURS
BUILDING MATERIALS

This course introduces students to the source, use and limitations of materials used in building construction, while exploring methods of assembly and historic applications. Emphasis is placed on basic design concepts and the practical applications of building materials "in the field." Field observation is attained through site visits of projects under construction (as available).

ARC* K131
(formerly ARC K1120)

1 CREDIT HOUR
DRAFTING I

Co-requisite: ARC K131L.*
This course introduces the fundamental concepts of architectural drafting, emphasizing sheet layout, drawing construction, line weight, symbols and projection. Architectural drafting as a means to convey "design intent" to the construction industry is accomplished through the lab portion of this course through the execution of actual architectural drawings.

ARC* K131L
(formerly ARC K1121)

2 CREDIT HOURS
DRAFTING I LAB

Co-requisite: ARC K131.*
This course implements the principles of architectural drafting covered in the lecture portion of this course. Students will prepare a basic set of house plans which include plans, sections, elevations and details.

ARC* K137
(formerly ARC K1200)

1 CREDIT HOUR
ARCHITECTURAL DETAILING

Prerequisites: ARC K131/131L.*
Co-requisite: ARC K137L.*
This course introduces the methods and purpose of producing architectural drawing details that convey design intent to the construction industry while illustrating, with detail, the materials, assemblies and methods to be used in construction.

ARC* K137L
(formerly K1201)

2 CREDIT HOURS
ARCHITECTURAL DETAILING LAB

Prerequisites: ARC K131/131L.*
Co-requisite: ARC K1200.
This course implements the principles of architectural detailing covered in the lecture portion of this course, as students gain working knowledge through construction observation, detail observation, and a hands-on scaled detail building project.

ARC* K211
(formerly ARC K2100)

1 CREDIT HOUR
ARCHITECTURE DESIGN I

Prerequisites: ARC K137/137L.
Co-requisite: ARC K211L.*
This course introduces the student to the fundamental methodologies of a designer's decision making process. Students will work individually and in groups as they apply their studies to the solutions of small "vignette" architectural projects that explore the principles of form, space, and order in design.

ARC* K211L
(formerly ARC K2101)

2 CREDIT HOURS
ARCHITECTURE DESIGN I LAB

Prerequisites: ARC K137/137L.*
Co-requisite: ARC K211.*
This course implements the principles of architectural design covered in the lecture portion of this course. Emphasis in the Design I Lab is placed more upon the path of design and the decision making process than a "polished" design solution, through sketches, diagrams, and models.

ARC* K213
(formerly ARC K2210)

1 CREDIT HOUR
ARCHITECTURE DESIGN II

Prerequisites: ARC K211/211L.*
Co-requisites: ARC K213L.*
This course, along with Architectural Design I, forms the capstone of the Architectural program, as students continue implementing the principles of Design I. Students expand their design experience as they implement form, space, and order concepts in the design of building layouts, planning schemes, façade designs, and construction techniques.

ARC* K213L
(formerly ARC K2211)

2 CREDIT HOURS
ARCHITECTURE DESIGN II LAB

Prerequisites: ARC K211/211L.*
Co-requisites: ARC K213.*
This course implements the principles of architectural design covered in the lecture portion of this course. Students transition from designing small "vignette" projects in Design I to larger - holistic design problems, including urban in-fill, single buildings, and planning projects.

ARC* K221
(formerly ARC K1116)

3 CREDIT HOURS
CONTRACTS & SPECIFICATIONS

This course introduces students to construction industry documents, including working drawings and the project manual which contains bidding documents, contract documents, contract conditions, 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.

ARC* K227
(formerly ARC 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."

ARC* K241
(formerly ARC K2215)

2 CREDIT HOURS
SITE ANALYSIS

Prerequisites: ARC K131/131L.*
Co-requisite: ARC K241L.*
This course introduces students to an overview inventory of the systems and elements that are encountered in the analysis of site conditions. Students will explore how each element operates and what procedures are required to maintain or improve the quality of the site environment. Students will develop a value system, which fosters the concept of fitness to human purpose and specific site context through an ecological approach to design.

ARC* K241L
(formerly ARC K2216)

1.5 CREDIT HOURS
SITE ANALYSIS LAB

Prerequisites: ARC K131/131L.*
Co-requisite: ARC K241.*
This course implements the principles of site analysis covered in the lecture portion of this course, as students explore the relationship between land use and architectural design. Hands-on experience is gained through a final project that explores site selection, orientation, climatology, natural and cultural features, topography, and regulatory issues.

ARC* K280
(formerly ARC K2220)

3 CREDIT HOURS
PROFESSIONAL PRACTICE

This course introduces the student to the methodologies and philosophies of architectural office practice. Subjects covered include firm organization and management, client relations, marketing and attaining projects, 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 job files setup and execution of com-

mon AIA and other project management documents.

ARC* K296
(formerly ARC K2995)

3 CREDIT HOURS
CO-OP EDUCATION WORK EXPERIENCE

Prerequisite: Consent of Program Coordinator.
Co-requisite: Student must have completed all freshman 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. 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.

ART* K100
(formerly ART K111)

3 CREDIT HOURS
ART APPRECIATION

Prerequisite: ENG K101 eligibility.*
This course includes a brief description of the formal and expressive elements of art, followed by a survey of the history of 19th and 20th century art through contemporary developments.

ART* K111
(formerly ART K112)

3 CREDIT HOURS
DRAWING I

Instruction is given in the fundamental principles of drawing based on observation and imagination.

ART* K112
(formerly ART K113)

3 CREDIT HOURS
DRAWING II

Prerequisite: ART K111.*
This course is an exploration of drawing basics in various media, with an emphasis on composition and technique. Line, value, perspective and shape are explored in a series of drawing exercises from still life, landscapes, and the figure.

ART* K121
(formerly ART K101)

3 CREDIT HOURS
TWO-DIMENSIONAL DESIGN

This is a basic drawing course that concentrates on the aspects of two-dimensional design, including line, shape, space, color, and the creative imagination.

ART* K151
(formerly ART K115)

3 CREDIT HOURS
PAINTING I

Prerequisite: ART K111 or permission of the instructor.*
This studio course focuses on the fundamentals of painting from direct observation. Proper care and organization of materials will be covered, as well as exploration of a variety of techniques.

ART* K152
(formerly ART K201)

3 CREDIT HOURS
PAINTING II

Prerequisite: ART K151 or permission of the instructor.*
This course will explore the various techniques of the medium including color theory and the organization of two-dimensional forms. Students will be encouraged to experiment with a variety of styles and themes as well as to develop their own individual creativity.

ART* K161
(formerly ART K105)

3 CREDIT HOURS
CERAMIC I

This course is designed to introduce students to clay techniques. Basic hand-building methods will be covered as well as glazing and decorating techniques.

ART* K162
(formerly ART K106)

3 CREDIT HOURS
CERAMIC II

Prerequisite: ART K161 or permission of instructor.*
This course will give students the opportunity to continue developing technical skills in clay using hand-building techniques. Students will be expected to design, develop, and construct original forms, with a strong emphasis on quality and craftsmanship.

ART* K211

3 CREDIT HOURS
DRAWING III

Prerequisite: ART K112*
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 intensive group and individual critiques.

AST* K101
(formerly AST K101)

3 CREDIT HOURS
PRINCIPLES OF ASTRONOMY

Co-requisite: ENG K100 or higher.*
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.

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 application of how business works, how it contributes to quality of life, the rewards of entrepreneurship, 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 individual's everyday life in American society. Students required to take BBG* K101 should enroll in it prior to or in 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* 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 business 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* 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 (accounting, management, or marketing). 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. *A one-credit business practicum is required in the Public Administration and Business Certificate Programs, while a three-credit business practicum is required in the Business Administration Management Career and Business Administration Public Administration Option Associate Degree Programs.

BES* K218
(formerly BUS K211)

3 CREDIT HOURS
ENTREPRENEURSHIP

Prerequisite: BBG K101 or BMK* K201 or BMG* K202.*
The course is designed especially for those students who wish to start a business. A strong 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 instruction enable students to practice immediate application of content.

BFN* K110
(formerly ACC K110)

3 CREDIT HOURS
PERSONAL FINANCE

This course provides, in a non-technical presentation, a basic understanding of personal finance. The choices that consumers face in managing their finances are examined. The topics include personal income and budgeting, consumer

credit, investing, taxes, housing, insurance, retirement, and estate planning.

BFN* K201 (formerly BUS K235)

3 CREDIT HOURS
PRINCIPLES OF FINANCE
Prerequisite: MAT K137, CSA* K105 or CSA* K131A, and ACC* K112.*
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 covered are financial analysis and forecasting, operating and financial leverage, short and long term financing alternatives, capital budgeting, time value of money, mergers and acquisitions, and international financial management.

BIO* K111 (formerly BIO K127)

3 CREDIT HOURS
INTRODUCTION TO NUTRITION
Prerequisite: Placement test score indicating ENG K101 or successful completion of ENG* K100 with a "C" grade or better.*
This introductory course covers the principles of nutrition, nutrients, their sources, the interaction between those nutrients and the human body, and the selection of adequate diets for different age groups.

BIO* K115 (formerly BIO K115)

4 CREDIT HOURS
HUMAN BIOLOGY
Co-requisite: ENG K100 or higher*
This introductory course focuses on a presentation of human structure and function, including a survey of the body's system for students who want to be more knowledgeable 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 lecture; one three-hour laboratory period.

BIO* K121 (formerly BIO K111)

4 CREDIT HOURS
GENERAL BIOLOGY I
Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with "C" grade or better.*
Co-requisite: None required; CHE K111 or CHE* K121 highly recommended.*
This course introduces the major principles and concepts of modern biology. Topics to be covered include molecular and cellular biology, cell division, cellular transport systems, cellular metabolism, the specialization and differentiation of both plant and animal cells, and modern genetics. Three-hour lecture; one three-hour laboratory period.

BIO* K122 (formerly BIO K112)

4 CREDIT HOURS
GENERAL BIOLOGY II
Prerequisite: BIO K121 with a "C" grade or better or permission of the instructor*
Co-requisite: None required; CHE K122 is recommended.*
This course is a continuation of General Biology I. Topics to be covered include taxonomy, the diversity of life forms from the microbes to the animals, the structures and functions of both plant and animal systems, as well as ecology, ecosystems and evolution. (For transfer credit, student should take both BIO* K121 and K122.) Three-hour lecture; one three-hour laboratory period.

BIO* K145 (formerly BIO 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.*
Co-requisite: None required; CHE K121 or CHE* K111 is recommended.*
This course introduces the study of animals, including a phylogenetic survey of organisms from the protozoans to the chordates. Aspects of anatomy, physiology, reproduction, development and genetics of select groups will be covered. Three-hour lecture, one three-hour laboratory period.

BIO* K155 (formerly BIO 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.*
Co-requisite: None required; CHE K121 or CHE* K111 highly recommended.*
This course introduces the study of plant life, including a phylogenetic survey from algae to the flowering plants. Aspects of anatomy, physiology, genetics, and reproduction of select plant life will be covered. Three-hour lecture; one three-hour laboratory period.

BIO* K175 (formerly BIO K134)

3 CREDIT HOURS
INTRODUCTION TO MARINE SCIENCE
Co-requisite: ENG K100 or higher.*
This course is an introduction to marine science. Topics to be explored include general marine biology, intertidal ecology, plankton biology, marine communities, and the geomorphology of the New England coast. Some field work will be included.

BIO* K180 (formerly BIO K128)

3 CREDIT HOURS
PRINCIPLES OF ENV SCIENCE
Co-requisite: ENG K100 or higher.*
This is a basic course in environmental studies that introduces ecological principles and a global perspective on environmental problems such as deforestation, droughts, floods, soil erosion, overpopulation, food shortages and pollutants. Some field work will be included. This course is equivalent to ENV* K101 Environmental Studies.

BIO* K211 (formerly BIO K211)

4 CREDIT HOURS
ANATOMY & PHYSIOLOGY I
Prerequisite: BIO K121 with a "C" grade or better or permission of the instructor.*
This course is a comprehensive study of the gross anatomical structure and physiology of the human body pertaining to cells, tissues, membranes, organs, and the following systems: integumentary, skeletal, articular, muscular and nervous including special senses. Human Anatomy and Physiology is a two semester course. Students must enroll in both BIO* K211 and BIO* K212 for transfer credits to other institutions. BIO* K211 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
Prerequisite: BIO K211 with a "C" grade or better.*
A continuation of BIO* K211, Human Anatomy and Physiology I, this course covers the following systems: endocrine, circulatory, lymphatic, respiratory, digestive (nutrition), urinary (including fluids and electrolytes), and reproduction, as well as human development and genetics. Human Anatomy and Physiology is a two semester course. Students must enroll in both BIO* K211 and 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 K121 and CHE* K111 or CHE* K121 or permission of the instructor, all courses passed with a "C" grade or better. BIO* K122 is recommended.*
This course covers a comprehensive study of microorganisms. Topics covered will include the basic characteristics, morphology, physiology, growth, reproduction, and genetics of bacteria, as well as a brief taxonomical survey of the following microbial life forms: Archaea, Eubacteria (Cyanobacteria, Mycoplasms, Rickettsia, Chlamydia), Fungi, Algae, Protozoans, and Viruses. Emphasis will be on species that affect humans. Laboratory activities will include various techniques of staining, culturing, and isolating bacteria. The morphology and metabolic processes of select microbial groups will be studied. Students will learn to apply various modern bio-techniques that are used for controlling the growth of microbes, 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, all courses passed with a "C" grade or better.*
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, genetics 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 K121 & K112, MAT* K137 or higher, CHE* K111 or CHE* K121 & K112, or successful completion of BIO* K121, MAT* 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 & RNA and their role in protein synthesis, chromosomes, genes, recombinant DNA, and Mendelian and Human Genetics. Laboratory experience will incorporate the use of fruit flies to examine the ways in which traits are inherited, as well as gel electrophoresis and recombinant DNA procedures to explore modern concepts of cytogenetic technology.

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* K121 and BIO* K122, BIO* K155 or BIO* K145, all courses passed with a "C" grade or better.*

This course looks at a study of the relationship between plants and animals and their environment and is designed to cover ecological concepts and their applications to life in aquatic and terrestrial environments. Laboratory work will include travel to off campus field-study locations. Three-hour lecture; one three-hour laboratory period per week.

BIO* K272 (formerly BIO K232)

4 CREDIT HOURS

MARINE ECOLOGY

Prerequisites: ENG K101 and MAT* K137 or higher and CHE* K111 or higher and BIO* K121 or BIO* 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 environments that includes estuaries, tidal marshes, rocky shores, coral reefs, hydrothermal vents and the open ocean. The interaction of plants and animals with each other and their physical environment will be stressed. Lab fieldwork involves off campus sites to study local marine environments.

BMG* K202 (formerly MGT K111)

3 CREDIT HOURS

PRINCIPLES OF MANAGEMENT

Prerequisite: Placement score indicating ENG K101 or completion of ENG* K100 with a "C" grade or better.*

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.

BMG* K218 (formerly MGT K218)

3 CREDIT HOURS

OPERATIONS MANAGEMENT

Prerequisites: BMG K202, MAT* K163, ACC* K118 or ACC* K233.*

This course examines the planning and controlling of the operating processes and work flow activities in private and public organizations. Key topics include production/work planning, inventory and quality control, scheduling, distribution, plant location and maintenance management. Contemporary methods and analytical techniques such as forecasting, simulation, queuing, linear programming, network methodology and analytical model building are evaluated for their importance in the decision-making process.

BMG* K220 (formerly MGT K212)

3 CREDIT HOURS

HUMAN RESOURCES MANAGEMENT

Prerequisite: Placement score indicating ENG K101 or completion of ENG* K100 with a "C" grade or better.*

This course deals with the development and direction of human resources. Areas of discussion include affirmative action, recruitment, selection, placement, grievances, wages, discipline, instruction of employees and their evaluations, OSHA, ERISA, and time management and other topics (Previously called Personnel Management).

BMG* K228 (formerly MGT K213)

3 CREDIT HOURS

LABOR RELATIONS

Prerequisite: BMG K202.*

The major content of this course covers labor/management bargaining problems and techniques, union negotiations, grievance procedures, collective bargaining practices, federal and state legislation, and wage and job classifications will comprise the major content of this course.

BMK* K103 (formerly MRK K112)

3 CREDIT HOURS

PRINCIPLES OF RETAILING

Prerequisite: Placement score indicating ENG K100 level or completion of ENG* K094 with a "C#" grade or better.*

This course covers a practical introduction to the principles and practices of retailing in today's competitive environment. Elements of retail marketing and management are studied including merchandising, store organization and policies, buying, promotion, image creation, pricing, and customer service. Additional concepts such as trends in retailing, site selection, and personnel policies are also discussed. Students utilize case studies and examples drawn from actual, current retailing activities. They also create their own retail store business plan.

BMK* K106 (formerly MRK K114)

3 CREDIT HOURS

PRINCIPLES OF SELLING

Prerequisite: Placement score indicating ENG K101 or completion of ENG* K100 with a "C" grade or better.*

This course is designed to prepare students for professional selling of products, services, and ideas. It concentrates on the mutual satisfaction of both buyers and sellers and the role of the salesperson. Topics studied include the communication process, sales territory management, and the seven steps in the selling process: prospecting, approach, presentation, demonstration, handling of objections, closing and follow-up. Practical application of these concepts in industrial sales, consumer sales, public service selling, and political campaigns is also examined through case studies, role-playing, and student participation exercises.

BMK* K123 (formerly MRK K119)

3 CREDIT HOURS

PRINCIPLES OF CUSTOMER SERVICE

Prerequisite: Placement score indicating ENG K100 level or completion of ENG* K094 with a "C#" grade or better.*

This course is the study of the principles and practices involved in providing excellent customer service. Students learn effective verbal and nonverbal communication techniques, professional customer service behaviors, problem solving and the monitoring and measuring of customer service. Delivery of customer service by telephone, in person, by mail and via the Internet are studied.

BMK* K201 (formerly MRK K111)

3 CREDIT HOURS

PRINCIPLES OF MARKETING

Prerequisite: 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 marketing research and consumer behavior in the formulation of marketing strategies. Students study marketing principles and practices as they are applied to consumer and industrial products and services as well as in not-for-profit organizations. Additional topics include marketing in a global economy, ethics, and 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.

BMK* K235
(formerly MRK K118)

3 CREDIT HOURS
PUBLIC RELATIONS
Prerequisite: ENG K101.*
Co-requisite: 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 study a practical approach to the methods of establishing and maintaining a positive relationship between an organization and its stakeholders. These stakeholders or "publics" include customers, employees, competitors, stockholders, government, vendors, and society in general. Topics include special events planning, media relations planning, and corporate communications. Ethical and social responsibility and negative publicity are also discussed. Students apply their learning by providing public relations skills in a service learning community placement or by developing a public relations campaign as a capstone project.

BMK* K241
(formerly MRK K113)

3 CREDIT HOURS
PRINCIPLES OF ADVERTISING
Prerequisite: Placement score indicating ENG K101 or completion of ENG* K100 with a "C" grade or better.*
This course surveys the basic elements, 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 marketing, 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.

BMK* K292

3 CREDIT HOURS
PRACTICUM IN MARKETING
Prerequisite: permission of the instructor.
This course is based on 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* K101
(formerly BOT K100)

1 CREDIT HOUR
BASIC KEYBOARDING
This course is not open to Business Office Technology students. This course is designed for the new computer user or those who want to develop the correct techniques for efficient keying. Emphasis will be on correct fingering techniques of alphabetic keys with an introduction to standard document formats.

BOT* K111
(formerly BOT K111)

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* K137
(formerly BOT K131)

3 CREDIT HOURS
WORD PROCESSING APPLICATIONS I
Prerequisite: BOT K111 or permission of the instructor.*
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* K219
(formerly BOT K239)

3 CREDIT HOURS
INTEGRATED OFFICE
Prerequisites: BOT K137, CSA* K131A, CSA* K141A, and CSA* K150, or CSA* K105 and BOT* K137.*
This course provides students with further application and enhancement of their office skills. Topics include the role of administrative support services using an integrated software package (word processing, spreadsheet, database, and graphics) to complete business projects.

BOT*K251

3 CREDIT HOUR
ADMINSTRATIVE PROCEDURES 1
Prerequisites: ENG K101 or CSA* K105, and BOT* K111.*
Co-requisite: BOT K137.*
In this course students will learn and/or upgrade their skills and knowledge in the following areas: communications, computational math using electronic calculators, business records management/ filing, time management, decision making, mail delivery systems, office safety and design, human relations, and career exploration and planning.

CAD K1200

1 CREDIT HOUR
COMPUTER-AIDED DRAFTING
Co-requisite: CAD K1201.
This course exposes the student to the current means of generating graphic images with computers. Topics covered include CAD overview, computer terminology, hardware descriptions and requirements, file manipulation and management, 2D and 3D geometric construction, symbol library creation, dimensioning, scaling, sectioning, plotting, detail, and assembly drawings.

CAD K1201

2 CREDIT HOURS
COMPUTER-AIDED DRAFTING LAB
Co-requisite: CAD K1200.
This laboratory utilizes software in an IBM-PC environment. Topics given in the lecture will be learned through solving application problems on the computer.

CAD K1300

1 CREDIT HOUR
AUTOCAD LATEST RELEASE FUNDAMENTALS
Prerequisites: CAD K1200/01.
This course is designed to update AutoCAD skills and is for those who are familiar with the basic AutoCAD program. Topics addressed will be the new commands within the latest release. A series of drawing assignments designed to explore the new concepts will be completed. General topics will include the graphic screen layout including any new features and how they are used.

CAD K2210

1 CREDIT HOUR
COMPUTER-AIDED DRAFTING-INDUSTRIAL
Prerequisites: CAD K1200/01 and the latest CAD release working knowledge.
Co-requisite: CAD K2211.
This course allows students to continue to learn and practice industrial drafting concepts using a CAD system. Typical industrial topics such as threads, gears, cams, piping systems, structural, welding, jigs, fixtures, and assembly are given as problems for the student to solve.

CAD K2211

2 CREDIT HOURS
COMPUTER-AIDED DRAFTING-INDUSTRIAL LAB
Prerequisites: CAD K1200/01 and the latest CAD release working knowledge.
Co-requisite: CAD K2210.
There is a CAD station for each student to use to solve the application problems given. Typical problems will be preparing drawings utilizing the topics in lecture.

CAD K2214

1 CREDIT HOUR
COMPUTER-AIDED DRAFTING-ARCHITECTURAL
Prerequisites: CAD K1200/01 and the latest CAD release working knowledge.
Co-requisite: CAD K2215.
In this course students continue to learn and practice architectural drafting concepts using a CAD system. Students are given problems to solve that are connected to typical architectural topics such as structural and concrete detailing, elevations, topography and profile plot plans, and window and door scheduling. Creating and using symbol libraries will be introduced.

CAD K2215

2 CREDIT HOURS
COMPUTER-AIDED DRAFTING-ARCHITECTURAL LAB
Prerequisites: CAD K1200/01 and the latest CAD release working knowledge.
Co-requisite: CAD K2214.
There is a CAD station for each student to use to solve the problems given in the lecture. A typical proj-

ect will be preparing all drawings necessary for a two-story, 2300-square-foot structure.

CAD K2216

1 CREDIT HOUR
COMPUTER-AIDED DRAFTING-ELECTRICAL
Co-requisite: CAD K2217.
The student will learn the techniques of printed circuit board layout and design. Topics will include conductor spacing, conductor thickness and width, device architecture, and electrical noise considerations. A discussion of the features of popular PC board programs will be included.

CAD K2217

2 CREDIT HOURS
COMPUTER-AIDED DRAFTING-ELECTRICAL LAB
Co-requisite: CAD K2216.
Students will learn how to use CAD software to develop electronic symbol libraries and create schematic diagrams. Other computer programs will be used to generate lists, lay out components, and perform routing.

CAD K2218

1 CREDIT HOUR
COMPUTER-AIDED DRAFTING-CIVIL
Prerequisites: CIV K1500/01, CAD K1200/01 and the latest CAD release working knowledge.
Co-requisite: CAD K2219.
Students will learn the techniques of entering and reducing data from field work, generating an A2 survey, adding topography and site design considerations.

CAD K2219

2 CREDIT HOURS
COMPUTER-AIDED DRAFTING-CIVIL LAB
Prerequisites: CIV K1500/01, CAD K1200/01 and the latest CAD release working knowledge.
Co-requisite: CAD K2218.
This course covers CAD drawing assignments that include site design for a commercial application incorporating drainage, road design and final site topography.

CAD K2222

1 CREDIT HOUR
ADVANCED CAD TOPICS
Prerequisites: CAD K1200/01 and latest CAD release working knowledge.
Co-requisite: CAD K2223.
This course is designed to expose the student to advanced CAD techniques. Typical topics will include three dimensional drawing, solid modeling, rendering, and customizing AutoCAD.

CAD K2223

2 CREDIT HOURS
ADVANCED CAD TOPICS LAB
Prerequisites: CAD K1200/01 and latest CAD release working knowledge.
Co-requisite: CAD K2222.
This course covers rawing assignments that will include topics involved with applications revolving around three dimensional solids modeling.

CAD K2230

1 CREDIT HOUR
CAD 3-D PARAMETRIC MODELING
Prerequisites: CAD K1200/01 and latest CAD release working knowledge.
Co-requisite: CAD K2231.
This course will introduce the student to the concepts of a 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.

CAD K2231

2 CREDIT HOURS
CAD 3-D PARAMETRIC MODELING LAB
Prerequisites: CAD K1200/01 and latest CAD release working knowledge.
Co-requisite: CAD K2230.
Students will learn the techniques of developing a drawing in 3-D from the beginning facets of geometry development. The drawing assignments will include practical real world applications. Students will be developing visual skills necessary to design complex structures. The major emphasis of lab assignments will be 3-D assemblies.

CHE* K111 (formerly CHE K103)

4 CREDIT HOURS
CONCEPTS OF CHEMISTRY
Prerequisites: Placement test score indicating ENG K101 or successful completion of ENG* K100 with a "C" grade or better and MAT* K137 with a "C" grade or better (or permission of the instructor on math requirement).*
This course offers a brief and comprehensive survey of important chemical theories and some of the applications of chemistry. Topics covered will include measurements in chemistry, atomic structures and chemical bonding, chemical reactions, states of matter, stoichiometry, theories of solution, and basic organic and biochemical concepts. Course Design: CHE* K111 is meant for students with little or no background in chemistry who need the course in preparation for General Chemistry, or for students who need to meet a pre-admission requirement for nursing or other allied health programs, or those who need a lab science course.

CHE* K121 (formerly CHE K111)

4 CREDIT HOURS
GENERAL CHEMISTRY I
Prerequisites: Placement test score indicating ENG K101 or successful completion of ENG* K100 with a "C" grade or better and successful completion of MAT* K186 with a "C" grade or better (or instructor's or departmental chairperson's approval with completion of MAT* K137 with a "C" grade or better). High school chemistry or CHE* K111 required with a "C" grade or better.*
In this course, students will study the fundamental principles, theories, and laws of chemistry. Topics include atomic theory and the structure of the atom, the aggregated states of matter, kinetic molecular theory, chemical bonding, stoichiometry and periodicity, solutions, and colloids. Three-hour lecture; one three-hour laboratory period. OFFERED IN FALL SEMESTER ONLY.

CHE* K122 (formerly CHE K112)

4 CREDIT HOURS
GENERAL CHEMISTRY II
Prerequisites: CHE K121 with a "C" or better, MAT* K137 or MAT* K186 with "C" grade or better.*
This course includes further study of the principles, theories, and laws of chemistry. Topics include thermo-chemistry, kinetics, chemical equilibrium, oxidation reduction and electro-chemistry, introduction to organic and nuclear chemistry, and the chemistry of the elements and their compounds. Three-hour lecture; one three-hour laboratory period. Chemistry I and II are ordinarily both taken for transfer credit. OFFERED IN SPRING SEMESTER ONLY.

CHE* K210 (formerly CHE K205)

4 CREDIT HOURS
INTRODUCTION TO ORGANIC CHEMISTRY
Prerequisites: MAT K137 or higher & CHE* K111 or CHE* K121 & CHE* K122, all courses passed with a "C" grade or better.*
This course is a one semester introduction to organic chemistry designed for students that need a general knowledge of organic compounds in science and technology fields. Both theoretical and practical applications of carbon compounds will be studied. Topics include nomenclature; functional group of reaction mechanisms; the major groups of hydrocarbons and their derivatives; carbohydrates; lipids; proteins; nucleic acids; and modern laboratory techniques. (This course is not recommended for science and technology programs requiring two semesters of Organic Chemistry.)

CHE* K217 (formerly CHE K211)

4.5 CREDIT HOURS
FOUNDATIONS OF ORGANIC CHEM I
Prerequisites: CHE K121 and CHE* K122, courses passed with a "C" grade or better.*
This course is a comprehensive study of organic compounds. Topics covered will include bonding, formulation and molecular shapes of organic molecules, reaction mechanisms, and nomenclature. Reactions of alkanes, cyclolkanes, alkenes, alkynes, and aromatic hydrocarbons will be presented. The laboratory exercises will be integrated with the theory through preparations and reactions. Three-hour lecture; one three-hour lab period each week.

CHE* K218 (formerly CHE K212)

4.5 CREDIT HOURS
FOUNDATIONS OF ORGANIC CHEMISTRY II
Prerequisite: CHE K217 with a "C" grade or better.*
A continuation of CHE* K217 that covers organic compounds having key functional groups such as alcohols, organic halides, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, and amines. The classifications of compounds, classic named reactions and stereochemistry will be presented. Laboratory exercises will include preparation and reactions of alcohols, alky halides, ethers,

esters, aldehydes, ketones, carboxylic acids, and amines. Three-hour lecture; one three-hour lab each week.

CHE* K232 (formerly CHE K105)

4 CREDIT HOURS
INTRO TO ENVIRONMENTAL CHEM
Prerequisite: CHE K111 or higher, with a "C" grade or better.*
This course will present the natural cycles of the land, water, and air. It will identify and explain problems stemming from human or industrial impact. Common practices and proposed plans for dealing with environmental problems will be discussed. Laboratory will stress chemical investigation of water, soil, and air samples. Proper techniques for water and soil sampling in field work is included. Three-hour lecture; one three-hour lab each week.

CHE* K240 (formerly CHE K210)

4 CREDIT HOURS
ANALYTICAL CHEMISTRY
Prerequisites: CHE K121 and CHE* K122 and MAT* K186 or higher, all courses passed with a "C" grade or better.*
This course features the fundamental techniques and theoretical study in quantitative analysis of elements and compounds. Topics covered will include gravimetric, volumetric, oxidation-reduction and potentiometric methods of analysis. Specific laboratory experiments will be performed in the area of quantitative analysis. Three-hour lecture; one three-hour lab period each week.

CIV K1100

3 CREDIT HOURS
ENGINEERING MATERIALS
Prerequisite: MAT K137.*
Co-requisite: CIV K1101.
This course focuses on the properties and behavior of materials used in civil engineering with special emphasis on steel, aggregates, and concretes; both hydraulic cements and petroleum asphalts are studied. Certain ASTM and ASSHTO tests will be used as the basis for the laboratory experiments.

CIV K1101

1 CREDIT HOUR
ENGINEERING MATERIALS LAB
Co-requisite: CIV K1100.
In this lab, students will conduct experiments based on ASTM and ASSHTO standard tests to measure properties of certain materials and to observe the behavior of these materials when subjected to controlled loads. Three to four (dependent on availability) site visits to construction projects in the afternoons or on Saturdays will be required.

CIV K1104

1 CREDIT HOUR
CIVIL DRAFTING
Co-requisite: CIV K1105.
This course will present a working knowledge of the fundamental concepts of Civil Drafting. Topics include lettering, geometric construction, orthographic projection, descriptive geometry, plot layouts (site plans), profile drawings, topography, and subdivision drawings.

CIV K1105

2 CREDIT HOURS
CIVIL DRAFTING LAB
Co-requisite: CIV K1104.
In this lab, students will conduct laboratory exercises to achieve the goals of CIV K1104.

CIV K1500

3 CREDIT HOURS
SURVEYING I
Prerequisite: MAT K137.*
Co-requisite: CIV K1501.
This course introduces the student to the proper use and care of surveying equipment used in making linear and angular measurements, including tapes, transits, theodolites, levels and total stations. This leads to the development of the basic principles of traversing as it relates to boundary surveying.

CIV K1501

1.5 CREDIT HOURS
SURVEYING I LAB
Prerequisite: MAT K137.*
Co-requisite: CIV K1500.
This laboratory will familiarize the student with the proper use and care of the common instruments used by the surveying profession. The use of the equipment is then applied to a boundary traverse.

CIV K2200

3 CREDIT HOURS
SOILS
Prerequisites: MAT K186.*
Co-requisite: CIV K2201.
This course covers the physical properties of soils, and soil behavior when loaded, shear strength, and consolidation. Identification of soil types, movement of water through soils, and Darcy's Law are taught. Also, design of subsurface sewage disposal systems using the Connecticut Public Health Code is presented.

CIV K2201

1 CREDIT HOUR
SOILS LAB
Prerequisites: MAT K186.*
Co-requisite: CIV K2200.
This course explores the physical testing of soil, which includes determination of density, mechanical grain size analysis, hydrometer grain size analysis, liquid and plastic limits, moisture-density relationship, coefficient of permeability (constant and falling head), direct shear, and consolidation. Design of a septic system for a residential dwelling is taught.

CIV K2203

3 CREDIT HOURS
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 K2124.

CIV K2210

3 CREDIT HOURS
STORM WATER
Prerequisite: CIV K2203.
Co-requisite: CIV K2211.
This course focuses on the methodology used in determining storm water runoff for small urban areas is studied. The theory and logic of both the Rationale Method and the Soil Conservation Service TR-55 are studied in detail. The quantity computations are covered as well as the understanding of gutter analysis. As part of the lab the student will design a storm drain system including a cost estimate for the project.

CIV K2211

1 CREDIT HOUR
STORM WATER LAB
Prerequisite: CIV K2203.
Co-requisite: CIV K2210.
In this lab, the methodology used in determining storm water runoff for small urban areas is given. This lab is used as a practical exercise to develop the methods of CIV K2110 lecture to actual design of a storm water system, including a cost estimate.

CIV K2222

3 CREDIT HOURS
STRUCTURAL DESIGN
Prerequisite: MEC K1106.
Co-requisite: CIV K2223.
The following topics are covered in this course: principles in the design and detailing of steel beams, columns, tension and compression members and connections; fabrication drawings; concepts in design, detailing, and inspection of reinforced concrete structures.

CIV K2223

1 CREDIT HOUR
STRUCTURAL DESIGN LAB
Prerequisite: MEC K1106.
Co-requisite: CIV K2222.
In this lab, students will be assigned problem sets and projects based on the lecture topics covered in the Structural Design lecture.

CIV K2227

4 CREDIT HOURS
ESTIMATING
This course teaches the student how to create a complete cost estimate for a small commercial building and the components and submission of "bids" for the building.

CIV K2230

3 CREDIT HOURS
WATER RESOURCES ENGINEERING
Co-requisite: CIV K2231
This course studies the methodology used in determining storm water runoff for small urban areas. The theory and logic of both the Rationale Method and the Soil Conservation Services TR-55 are studied in detail. The quantity computations are covered as well as the understanding of gutter analysis. As part of the lab, the student will design a storm drain system, including a cost estimate for the project. This course is equivalent to ENV* K245.

CIV K2231

1 CREDIT HOUR
WATER RESOURCES ENGINEERING LAB
Co-requisite: CIV K2230.
This course gives the methodology used in determining storm water runoff for small urban areas. This lab is used as a practical exercise to develop the methods of Water Resources Engineering to actual design of a storm water system including a cost estimate. This course is equivalent to ENV* K245L.

CIV K2510

3 CREDIT HOURS
SURVEYING II
Prerequisites: CIV K1500/01.
Co-requisite: CIV K2511.
This course is a continuation of Surveying I and covers boundary location, curves and curved boundary lines, areas, topographic surveys and mapping, connecting traverses, horizontal and vertical alignment of roadways, cross sectioning, profile leveling, and construction staking.

CIV K2511

1.5 CREDIT HOURS
SURVEYING II LAB
Prerequisites: CIV K1500/01.
Co-requisite: CIV K2510.
This laboratory is a continuation of the laboratory work begun in Surveying I leading to the development of a boundary and topographic map of the site area. Further, a roadway in play, profile, and cross section is developed and located on the site.

CIV K2995

3 SEMESTERS HOURS
CIVIL CO-OP
Prerequisite: Consent of Program Coordinator.
Co-requisite: Student must have completed all freshman 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. 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.

CJS* K101 (formerly LAW K111)

3 CREDIT HOURS
INTRODUCTION TO CRIMINAL JUSTICE
Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C" grade or better.*
Co-requisite: ENG K101 is recommended.*
This course provides an overview 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 be challenged in both reading and writing.

CJS* K102 (formerly LAW K118)

3 CREDIT HOURS
INTRO TO CORRECTIONS
Prerequisite: CJS K101.*
Co-requisite: CJS K101.*
This course is designed to provide an introduction to the history and 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, work release and home arrest. CJS* K101 may be taken as a prerequisite or co-requisite to this course.

CJS* K107 (formerly LAW K108)

3 CREDIT HOURS
PERSPECTIVES OF CRIMINAL JUSTICE
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, or have completed career Introduction 101 level courses are not eligible.*
This course is designed to provide skill development while focusing on topics germane to the criminal justice system. Students will explore learning styles, enhance their reading skills, and develop college level writing abilities in an arena which concentrates on exposing them to historical perspectives and contemporary issues within the areas of law enforcement, the court system, and corrections. 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* K124 (formerly LAW K223)

3 CREDIT HOURS
SPANISH FOR CRIMINAL JUSTICE PROFESSIONAL
This course is designed to provide the student with an overview of Hispanic cultures and the roles they play in the criminal justice and corrections systems. Students will gain a basic understanding of the colloquial and idiomatic Spanish frequently encountered by criminal justice and corrections professionals.

CJS* K201 (formerly LAW K115)

3 CREDIT HOURS
CRIMINOLOGY
Co-requisite: ENG K101 and CJS* K101 or SOC* K101 recommended.*
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 criminology and review research methods and techniques for formal and informal social control.

CJS* K202 (formerly LAW K160)

3 CREDIT HOURS
JUVENILE DELINQUENCY
Co-requisite: ENG K101 and CJS* K101 or SOC* 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 philosophy and theoretical perspectives of juvenile justice and delinquency by presenting an overview of the social, psychological, and biological explanations of juvenile deviance.

CJS* K210 (formerly LAW K116)

3 CREDIT HOURS
CONSTITUTIONAL LAW
Prerequisite: CJS K101.*
This course covers the duality of powers, delegated and reserved, and its historical significance. Topics include the role of the 14th Amendment and Due Process of Law, the Federal Bill of Rights and state enforcement, the development of individual rights at the state level, law enforcement and freedom of speech and press, freedom of assembly and redress of wrongs, search and seizure, confession and self-incrimination, assistance of counsel, and case citations.

CJS* K211 (formerly LAW K211)

3 CREDIT HOURS
CRIMINAL LAW I
Prerequisite: CJS K101.*
This course involves comprehensive study of sources, distinctions, and limitations relating to criminal law; the development of criminal law in the United States; the principles of criminal liability; various crimes and their elements; and the criteria considered in determining capacity and defenses. Connecticut Penal Code is used to relate Model Penal Code and Common Law materials specifically to Connecticut. Case studies and briefs are used to emphasize the acts, the mental state, and the attendant circumstances that are necessary ingredients in proving crimes.

CJS* K213 (formerly LAW K214)

3 CREDIT HOURS
EVIDENCE & CRIMINAL PROCEDURE
Prerequisite: CJS K101.*
This course explores the historical background, kinds of evidence, and the development of the rules of evidence. Considered are the hearsay rule and its major exceptions, burden of proof, judicial notice, and presumptions. Students will examine the roles of the judge, jury, and prosecuting attorney. Other areas of study will include the grand jury, prosecution by indictment as well as other court procedures.

CJS* K217 (formerly LAW K112)

3 CREDIT HOURS
AMERICAN LEGAL SYSTEMS
This course will introduce the student to the judicial system in the United States. Each level of the system will be studied with emphasis placed on its history, purpose and legitimacy in contemporary society. Students will be exposed to the roles played by each individual in the court, e.g. judge, lawyer, stenographer, etc., and the importance of each role in the organization of the court.

CJS* K220
(formerly LAW K213)

3 CREDIT HOURS
CRIMINAL INVESTIGATION
Prerequisite: CJS K101, CJS* K213 or CJS* K210 recommended.*
Co-requisite CJS K213 or CJS* K210 recommended.*
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, identifying, preserving: and transportating it. They 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* K227
(formerly LAW K219)

3 CREDIT HOURS
FORENSIC PHOTOGRAPHY
Prerequisite: CJS K220, CJS* K213 is strongly recommended.*
This course is designed to introduce the student to the basic concepts and procedures of Forensic Photography. Emphasis is placed on the role of the "officer as first responder," crime scene documentation via photography, Rule of Evidence and admissibility, as well as courtroom presentation. Course work will be complemented with practical field exposure and interaction with crime scene photographers.

CJS* K241
(formerly LAW K215)

3 CREDIT HOURS
CORRECTIONAL COUNSELING I
Prerequisites: CJS K101, CJS* K102.*
This course covers the principal theoretical constructs and practices of correctional counseling and case management. Emphasis is placed on counseling functions served by all correctional staff in daily, routine communications. Field trips and guest speakers will provide students opportunities to understand and experience the communication issues confronting correctional professionals and clients in a multicultural environment. Included in the course is a 45 hour service learning experience in an approved correctional program which will provide opportunities to apply and practice a variety of interpersonal and counseling skills.

CJS* K244
(formerly LAW K231)

3 CREDIT HOURS
COMMUNITY BASED CORRECTIONS
Prerequisites: CJS K101, CJS* K102.*
This course examines the roles of probation, parole, intermediate sanctions, and alternatives to incarceration and institutions in the correctional system. An overview of institutional philosophy, design and administration will include a profile of the incarcerated offender and the institutional culture. The philosophy and management of alternatives to incarceration will also be covered. Emphasis will be placed upon working in a multicultural environment. Students will have opportunities to visit correctional institutions and community-based correctional programs and to interact with correctional professionals and clients.

CJS* K250
(formerly LAW K113)

3 CREDIT HOURS
POLICE ORGANIZATION & ADMINISTRATION
Prerequisite: CJS K101, ENG* K101.*
This course exposes the student to the complexities inherent in the administration of modern law enforcement organizations by presenting and analyzing a variety of management styles and administrative techniques used in such organizations. Students will examine many of the internal and external factors that impact contemporary law enforcement organizations (e.g., federal regulations, political structures, community needs, press, etc.). Students will be exposed to theoretical perspectives, practical applications and designs in an environment that encourages discussion, writing, and networking with local and state agencies.

CJS* K253
(formerly LAW K221)

3 CREDIT HOURS
INTERPERSONAL DYNAMICS FOR CRIMINAL JUSTICE PROFESSIONAL
Prerequisite: CJS K101.*
This course is designed to introduce the student to the major theories about interpersonal processes and their relevance to the problems within the criminal justice system. The course content flows from understanding the theories to techniques of interpersonal communication. Emphasis is placed on facilitating effective communication, sensitivity, decision-making and action planning in a multicultural society.

CJS* K291
(formerly LAW K218)

3 CREDIT HOURS
CRIMINAL JUSTICE PRACTICUM
Prerequisite: Permission of the instructor.
This practicum is a college-approved and supervised position related to the student's criminal justice program with public or private law enforcement or security occupations in which basic law enforcement, criminal investigation, probation, or corrections form a principal part of the work of the agency in which field work experience is undertaken. Students are evaluated by members of the college faculty and the staff of the cooperating agency.

CJS* K294
(formerly LAW K220)

3 CREDIT HOURS
CONTEMPORARY ISSUES IN CRIMINAL JUSTICE
Pre-requisite: Completion of LAW 100-level requirements or permission of the program coordinator.
This course is designed for students with a solid foundation of knowledge and exposure to practices in the field of Criminal Justice. The course provides students with opportunities to examine current issues in law enforcement, the judicial system and corrections through discussions with experts in the field. The focus and content of the course will change each year to reflect the changes in political and social thought and their impact on public policy.

COM* K109
(formerly ENG K133)

1 CREDIT HOUR
SPEECH PRACTICE
Students will learn to give a five-minute, organized, extemporaneously delivered oral presentation. Emphasis will be placed on overcoming speech anxiety, acquiring confidence, planning a brief presentation, and practicing speech delivery. This course is an option for completing the oral communication requirement in the General Studies and Liberal Arts and Science degree. It does not substitute for COM* K173 Public Speaking.

COM* K173
(formerly ENG K131)

3 CREDIT HOURS
PUBLIC SPEAKING
Prerequisite: ENG K100 eligibility.*
Students will learn the fundamentals of speech communication. They will listen to, deliver, discuss and respond to presentations of increasing complexity. Emphasis will be placed on organization, analysis and elements of speech delivery, including effective verbal and non-verbal aspects of communication.

COM* K291
(formerly ENG K250)

3 CREDIT HOURS
PUBLICATIONS PRACTICE I
Prerequisite: ENG K126 or GRA K140 or GRA* K155 or permission of the instructor.*
This course is designed to train students to produce *The Current*, the student magazine. This involves researching, interviewing, writing, editing, photography, and proofreading. It also includes all the pre-press work (including digital imaging), which is done on computers, primarily using the Adobe Graphic Studio. Advertising (sales and design) is also part of this course.

COM* K292
(formerly ENG K251)

3 CREDIT HOURS
PUBLICATIONS PRACTICE II
Prerequisite: COM K291.*
This is a continuation of Publications Practice I. Students will write the more advanced stories for the magazine, as well as edit the newer students' work. English K251 students will assume more responsibility for page layout and digital imaging, primarily using the Adobe Graphic Studio in this second course.

COU K024

3 CREDIT HOURS

THE COLLEGE JOURNEY

This course offers support and an orientation to college for individuals with academic deficiencies that interfere with successful completion of college-level work. Students learn about the expectations of college instructors and the requirements they must satisfy in various degree and certificate programs. They have the opportunity to explore non-collegiate options and to assess which path is right for them. They also receive instruction in note taking, time management, and study skills. Students cannot take COU K024 and ENG* K094 at the same time.

COU K101

1 CREDIT HOUR

LIFE/WORK PLANNING

This 5 week course is for all students making career choices. It is helpful for new students and returning "mature" students who are starting a first career, changing careers, or deciding on a college major. Topics covered will include personal interests and values, skills and abilities, decision making, career exploration, and goal setting.

COU K102

1 CREDIT HOUR

CAREER OPTIONS

The purpose of this 5 week course is to broaden students' awareness of career variety. Topics covered will include a brief history and sociology of work, career development theories, the role of education in career planning, the liberal arts and implications for career choice, job satisfaction and sources of alienation, occupational information, creative career alternatives, and new choices in balancing work, learning and leisure.

COU K103

1 CREDIT HOUR

JOB DEVELOPMENT

The purpose of this 5-week course is to focus on the practical knowledge necessary to land a job. Topics covered will be changes in American society and labor market trends, developing employment possibilities, resume writing, interviews and legal rights of applicants, and career development beyond the entry level.

COU K122

4 CREDIT HOURS

PORTFOLIO DEVELOPMENT

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C" grade or better.*

This course is designed for adults who have achieved college-level learning through direct life/work experience. Students will have the opportunity to explore past learning experiences and to plan future education goals. Through exercises in learning styles, problem-solving, goal clarification, career-planning, and life experience analysis, each student will develop a Portfolio of Prior Learning. The Portfolio will then be presented to an assessment committee which awards college credit for the learning demonstrated. (Students interested in registering for this course must attend an information session prior to registering. Call the Admissions Office for details.)

COU K130

3 CREDIT HOURS

CAREER CHOICES: WORK-LIFE PLANNING AND DECISION MAKING

Prerequisite: ENG K100 eligibility.*

This course is designed to help students maximize their college experience and promote self development, career awareness, and occupational decision making. Content includes educational success strategies; college resources, planning, and problem solving; career development theory; self assessment, personality, and career assessment inventories; and education and career planning techniques, resources, and decision making. The course format will be highly interactive and includes lectures, guest speakers, and individual projects.

COU K140

4 CREDIT HOURS

PEER MENTORING LECTURE & PRACTICUM

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C" grade or better.*

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.

CSA* K101 (formerly CSC K101)

1 CREDIT HOUR

WINDOW, 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 can not be taken if you have successfully completed CSA* K105.*

CSA* K105 (formerly CSC K1175)

3 CREDIT HOURS

INTRODUCTION TO SOFTWARE APPLICATIONS

This course introduces some popular software packages currently 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). *This course does not apply to the BOT degree or certificate program as an open elective.*

CSA* K121A (formerly CSC K102)

1 CREDIT HOUR

WORD PROCESSING I

Prerequisite: CSA K101 or permission of the instructor.*

This introductory course covers the basics of creating, editing, and printing a document. Topics include formatting paragraphs and text, using spell-check, AutoCorrect, Word wizards, footnotes, and enhancing documents. *This course can not be taken if you have successfully completed CSA* K105.*

CSA* K121B (formerly CSC K103)

1 CREDIT HOUR

WORD PROCESSING II

Prerequisite: CSA K121A or permission of the instructor.*

A continuation of Word Processing I. Topics include outlines, tables, styles, newsletters, long documents, and mail merge.

CSA* K131A (formerly CSC K104)

1 CREDIT HOUR

SPREADSHEETS I

Prerequisite: CSA K101, MAT* K095 or acceptable placement score.*

This course covers the basics of creating, editing, and formatting a spreadsheet, and creating charts. Topics include absolute and relative addressing, functions, and Object Linking and Embedding. *This course can not be taken if you have successfully completed CSA* K105.*

CSA* K131B (formerly CSC K105)

1 CREDIT HOUR

SPREADSHEETS II

Prerequisites: CSA K131A, or CSA* K105 or permission of the instructor.*

A continuation of Spreadsheets I. Topics include list management, linking workbooks, macros, and templates.

CSA* K141A (formerly CSC K107)

1 CREDIT HOUR

DATABASE APPLICATIONS I

Prerequisite: CSA K101 or permission of the instructor. Spreadsheet experience suggested.*

This course covers creating and maintaining a simple database, filters and sorting, forms, reports and queries.

CSA* K150 (formerly CSC K106)

1 CREDIT HOUR

PRESENTATION SOFTWARE

Prerequisite: CSA K101 or CSA* K105 or permission of the instructor. Spreadsheet experience suggested.*

This course is designed for students who want to develop the knowledge and skills to use a powerful presentation software package. This course teaches students how to use the software program, not how to write presentations.

CSA* K170 (formerly CSC K108)

1 CREDIT HOUR

BRIEF INTRODUCTION TO VISUAL BASIC

Prerequisite: CSA K121A or equivalent. Spreadsheet experience suggested.*

The student will create Visual Basic projects using a step-by-step approach. Not for credit for computer science majors.

CSA* K205
(formerly CSC K1176)

3 CREDIT HOURS
ADVANCED APPLICATIONS
Prerequisite: CSA K105 or permission of instructor or advisor.*
This course covers some popular software 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.

CSC* K108
(formerly CSC K1142)

4 CREDIT HOURS
INTRODUCTION TO PROGRAMMING
Prerequisite: Familiarity with Microsoft Windows operating system and basic word processing and MAT K095 or acceptable math placement score.*
This course provides a comprehensive introduction to a high level computer programming language. The language currently being used is C++. The student will learn to design, develop, and implement programs to solve various data processing problems. Topics covered include control structures, functions and parameter passing, one and two dimensional arrays, file I/O, structures, and an introduction to classes. In the lab, the student will use the computer to create and run programs to solve problems discussed in the lecture portion. Three lecture hours, one two-hour lab.

CSC* K203
(formerly CSC K2223)

4 CREDIT HOURS
INTRODUCTION TO COBOL
Prerequisite: CSC K108.*
An introduction to COBOL programming, emphasizing structured programming techniques. Topics include logic and control structures, data definition and movement, formatting, reports and table processing. Three lecture hours, one two-hour lab.

CSC* K204
(formerly CSC K2226)

4 CREDIT HOURS
ADVANCED COBOL
Prerequisite: CSC K203.*
This course is a continuation of CSC* K203 - COBOL I covering subprograms, file organizations, file I/O, database access and interactive processing. Three lecture hours, one two-hour lab.

CSC* K207
(formerly CSC K2278)

4 CREDIT HOURS
INTRODUCTION TO VISUAL BASIC
Prerequisite: CSC K108.*
This course is designed to provide the student with rapid application development technology using Microsoft Visual Basic software. Topics include GUI controls, event handling, control arrays, graphics, exception handling, file I/O, data base access, and an introduction to ASP.NET applications and XML web services. Three lecture hours, one two-hour lab.

CSC* K208
(formerly CSC K2288)

4 CREDIT HOURS
VISUAL BASIC II
Prerequisite: CSC K207.*
This course is designed to provide the student with object oriented programming using the language of Visual Basic.NET to create Windows applications, console applications, web applications, and web services. Topics include inheritance, polymorphism, graphics, exception handling, multithreading, file I/O, database access, ASP.NET, 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.*
This course is designed to provide the student with the fundamentals of object oriented programming using the language of C++. Topics include inheritance, polymorphism, operator overloading, pointers, class templates, function templates, and exception handling. Some of these topics will be applied to Windows GUI programming with the MFC library. Three lecture hours, one two-hour lab.

CSC* K218
(formerly CSC K2285)

4 CREDIT HOURS
C+ PROGRAMMING
Prerequisite: CSC K108.*
This course is 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 services, inheritance, polymorphism, event handling, graphics, delegates, multi-threading, exception handling, file I/O, and networking. Three lecture hours, one two-hour lab.

CSC* K221
(formerly CSC K2280)

3 CREDIT HOURS
ADVANCED JAVA PROGRAMMING I
Prerequisite: CSC K223.*
This course is a continuation of Java programming, featuring HTTP, Java Servlets and Java Server Pages. It focuses on the middle tier of the three tier model. A basic understanding of HTML is needed. JDBC, SQL and relational database structures will be covered at a lighter level. There will be programming projects using UML and software development process as part of the course standards.

CSC* K222
(formerly CSC K2282)

3 CREDIT HOURS
ADVANCED JAVA PROGRAMMING II
Prerequisite: CSC K221.*
This course is a further continuation of Java programming, featuring Enterprise Java Bean, CORBA and Distributed Processing. It focuses on the back-end tier of the three tier model. A basic understanding of Java Servlets and JSPs is needed, as these will be the middle tier. JDBC, SQL and relational database structures will be used at a lighter level. There will be programming projects using UML and software development process as part of the course standards.

CSC* K223
(formerly CSC K2276)

4 CREDIT HOURS
JAVA PROGRAMMING I
Prerequisite: CSC K108.*
This course is designed to provide the student with the fundamentals of object oriented programming using the language of JAVA. Topics include applets, applications, 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 I I
Prerequisite: CSC K223.*
This course is a continuation of Java Programming I featuring 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 Pages, JDBC, multi-threading, networking, applets with CGI, Java Network Launch Protocol, Java Beans, 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 technology. The course will cover the concepts behind the latest database technology - the relational database model. The course will attempt to solidify the concepts by exposing the student to a specific DATABASE 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 K2120)

4 CREDIT HOURS
DATABASE DEVELOPMENT II
Prerequisites: CSC K233.*
In this course students will learn to develop database driven, ASP.NET Web Applications using C+ and/or VB.NET as the scripting language(s). Server-side scripts will interface with a database (SQL Server Database and MS Access) via the ADO.NET collection of data access objects. Web applications will incorporate XML data and Web Services. OLAP (On-Line Analytical Processing) and Data Mining will also be explored. Three lecture hours, one two-hour lab. The lab is the hands-on component to Database II and will feature database application development with an emphasis on web site applications.

CSC* K241
(formerly CSC K2232)

4 CREDIT HOURS
DATA STRUCTURES & ALGORITHMS

Prerequisite: CSC K216.*
Students will acquire the facility to both design and implement computer programs using a procedure oriented language. The course will emphasize advanced programming techniques utilizing DATA STRUCTURES (stacks, linked, list, binary trees, etc.) and recursive algorithms. Three lecture hours, one two-hour lab.

CSC* K255
(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 analysis and design. Case studies and individualized student projects demonstrate and give students experience in systems analysis and design. The approach emphasizes attainment of project goals while taking into account constraints with respect to time, cost, personnel, equipment, etc.

CSC* K283
(formerly CSC K2238)

4 CREDIT HOURS
INTRODUCTION TO ASSEMBLER

Prerequisite: CSC K108.*
This course is designed to provide students with an introduction to machine organization and machine language by learning to program in assembly language. Topics include macros, external subroutines, parameter passing conventions, linking assembly language modules to C++ programs, machine instruction encoding, hardware port I/O, terminate and stay resident utilities, interrupt handlers, and the floating point unit. Three lecture hours, one two-hour lab.

CSC* K295
(formerly CSC K2995)

3 CREDIT HOURS
CO-OP ED/WORK EXPERIENCE

Prerequisite: Consent of Program Coordinator.
Co-requisites: Student must have completed all freshman 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. 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.

CST* 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 personal 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 will begin preparing the student for the CompTIA Core Hardware Examinations for the A+ certification.

CST* K153
(formerly CSC K1230)

4 CREDIT HOURS
WEB DEVELOPMENT & DESIGN I

Prerequisite: CSA K105 or equivalent or permission of the instructor.*
This course offers a preliminary treatment 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, XHTML, graphics, Web page authoring software, server-and client-side scripting, and an introduction to electronic commerce. Additionally, the course covers graphic formats, the appropriate use of graphics and text, and the choice of fonts, meta-tags, site navigation, and techniques to optimize sites.

CST* K175
(formerly CSC K1183)

4 CREDIT HOURS
NETWORK ADMINISTRATION AND SUPPORT

Prerequisite: CSA K105 or permission of the instructor.*
Students will be knowledgeable of basic internetworking concepts, including the use of internetworking software applications. Topics include routing/switching hardware, security, distributed client/server applications and architecture, intranets and intranet servers and browsers, networks and network servers, LANs/WANs, internetworking technologies, the OSI reference model for networking protocols, routing and routing algorithms, TCP/IP implementation, frame relay, FDDI, X-25, ISDN services, the Internet, and the World Wide Web. The course focuses on the Internet, the World Wide Web, and intranets and related software applications.

CST* K176
(formerly CSC K2283)

4 CREDIT HOURS
INTERNET TECHNOLOGIES

Prerequisite: CSA K105 or equivalent or permission of the instructor.*
The student will acquire detailed knowledge of networking technology, including knowledge and understanding of 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, Novell NetWare, and Unix; the clients that best serve specifics network operating systems and their resources; the directory services of the major network operating systems; and knowledge and understanding of general networking and communications security.

CST* K177
(formerly CSC K2284)

4 CREDIT HOURS
SERVER TECHNOLOGIES

Prerequisite: CSA K105 or equivalent or permission of the instructor.*
Students will acquire detailed knowledge of a wide range of internet basics, the knowledge and skills required to use and update client software, and the skills to assist in the administration of internet/intranet sites. Additionally, the student will acquire detailed knowledge of programming related terms and of the differences between popular client and server programming language.

CST* K232
(formerly CSC K1224)

4 CREDIT HOURS
COMMUNICATIONS & NETWORKING

Prerequisite: CSA K105 or equivalent.*
Students will become knowledgeable about basic internetworking concepts, including the use of internetworking software applications. Topics include routing/switching hardware, security, distributed client/server applications and architecture, intranets and intranet servers and browsers, networks and network servers, LANs/WANs, internetworking technologies, the OSI reference model for networking protocols, routing and routing algorithms, TCP/IP implementation, frame relay, FDDI, X-25, ISDN services, the Internet, and the World Wide Web. The course focuses on the Internet, the World Wide Web, and intranets and related software applications.

CST* K241
(formerly CSC K1215)

4 CREDIT HOURS
SYSTEM SOFTWARE MAINTENANCE

Prerequisite: CST K141 or permission of instructor.*
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 though an emphasis on hands-on experience in installing, maintaining, and processing various problems with computer desktop operating system software. This course will being 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 DEVELOPMENT

Prerequisite: CSA K105 or permission of the instructor.*

The 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, and for independent animation 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 II

Prerequisite: CST K153 or permission of the instructor.*
The course will focus on the use of DHTML in conjunction with stylesheets, both CSS and XSLT, to enhance Web page content. Client-side scripting to support DHTML and server-side scripting will be covered, introducing 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 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 DESIGN III

Prerequisite: 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* K275 (formerly CSC K2289)

4 CREDIT HOURS
INFORMATION SECURITY

Prerequisite: CSA K105 or equivalent 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 attacks and how to safeguard against them; communication security, including remote access, e-mail, the Web, directory and file transfer, and wireless data; infrastructure security, including various network devices and media, and the proper use of perimeter topologies such as DMZs, extranets, and intranets to establish network security; cryptography basics, including the differences between asymmetric and symmetric algorithms, and the different types of PKI certificates and their usage; operational/organizational security, including its relationship to physical security, disaster recovery, and business continuity; and computer forensics.

DFT K1115

3 CREDIT HOURS
GEOMETRIC DIMENSIONING AND TOLERANCING

This course will introduce the concepts of Geometric Dimensioning and Tolerancing with respect to design and inspection considerations. The entire content will be 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.

DNT* K105

1 CREDIT HOUR
INTRODUCTION TO DENTAL HYGIENE I

Prerequisite: Placement test score indicating ENG 100 or completion of ENG* K094 with a "C#" grade or better.*
Co-requisite: None required. ENG K100 and CSA* K105 highly recommended.*
This course provides students with a survey of contemporary issues encountered by health care professionals. Emphasis is placed upon personal oral self care, dental specialties, ethical and legal aspects of dentistry, an introduction to oral pathology, disease transmission and infection control, principles and techniques of disinfection and sterilization, and an introduction to the dental hygiene treatment appointment.

DNT* K106

1 CREDIT HOUR
INTRODUCTION TO DENTAL HYGIENE II

Prerequisite: DNT K105.*
This course is a continuation of Dental Hygiene I and provides students with a survey of contemporary issues encountered by health care workers. Emphasis is placed on professional standards, health promotion, disease prevention, and ethical issues that are encountered by dental hygienists.

DST K133

1-3 CREDIT HOURS
DOMESTIC STUDY/TRAVEL

These courses focus on particular areas of the United States. They combine classroom instruction with an actual group tour of the region under consideration. The courses are organized around various themes such as the culture, history, ecology, art, or politics of the region. Past courses have been based on Washington, D.C., New Orleans, and the Southwest.

EAS* K102 (formerly ESC K103)

4 CREDIT HOURS
EARTH SCIENCE

Co-requisite: ENG K100.*
In this course, scientific studies of earth systems will be discussed. The topics to be covered will include astronomy, meteorology, geology, and oceanography. The fundamental principles of all four disciplines will be explored. This course is designed for students majoring in education or business, or any student desiring to meet the lab science requirement for the LAS degree. Some fieldwork is involved. Three hours lecture, three hours lab each week.

ECE* K101 (formerly CDV K111)

3 CREDIT HOURS
INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Prerequisite: ENG K100 eligibility or permission of instructor.*
This course introduces students to a study of the historical, anthropological, psychological, philosophical, and social perspectives of early care and education for children ages 0-8. The course acquaints students with trends in educational settings including the organization, history, and governance of American schools. The course includes the study of child development, learning models, and the multiple roles in the early childhood education profession. Observations of early childhood programs will be required.

ECE* K103 (formerly CDV K129)

3 CREDIT HOURS
CREATIVE EXPERIENCES/ CHILDREN

Co-requisite: ECE K101 or permission of instructor.*
This course is designed to study the concept of creativity and the artistic process as it applies to art and play and for young children. Theories and research on aspects of play and the Arts will be applied. The course will highlight teaching methods and curriculum development in visual arts, spontaneous play, theater, and dramatic play.

ECE* K106 (formerly CDV K132)

3 CREDIT HOURS
MUSIC AND MOVEMENT FOR CHILDREN

Prerequisite: ECE K101 or ECE* K182 or permission of instructor.*
This course is designed for students to acquire skills to plan and implement creative music and movement experiences for children from infancy to age eight. Areas of exploration will include singing, listening to music, rhythmic activities, multicultural music, dance, movement, and the daily integration of music and movement in classrooms. All students will build a repertoire of music and movement education experience.

ECE* K109 (formerly CDV K130)

3 CREDIT HOURS
SCIENCE & MATH FOR CHILDREN

Co-requisite ECE K101 or ECE* K182 or permission of instructor.*
In this course, students will acquire an understanding of the materials and methods of working with young children. The focus will be on math and science and their integration into the early childhood curriculum. Emphasis will be placed on understanding these areas from a child development perspective.

Active participation working with children will be required.

ECE* K141 (formerly CDV K139)

3 CREDIT HOURS
INFANT/TODDLER GROWTH & DEVELOPMENT
Prerequisite: ECE K182 or permission of instructor.*
In this course, students will examine the growth and development of the child from birth to 3 years. Topics explored will include the development of the brain, attachment, emotions, cognition, social interactions, language, and motor skills. Observations of infant and toddlers in social settings will be required for this course.

ECE* K150 (formerly CDV K137)

3 CREDIT HOURS
INTRODUCTION TO EARLY CHILDHOOD SPECIAL ED
Prerequisite: ENG K100 eligibility or permission of instructor.*
This course 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 instructional methods in special education; the roles of the teacher and instructional paraprofessionals 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
The relationship between health, safety and nutrition and child development will be examined. Emphasis will be on the strategies needed to implement a safe, healthy and nutritionally sound program. Community agencies and resources that benefit the children through these domains will be explored through community service experiences.

ECE* K180

3 CREDIT HOURS
CREDENTIAL PREPARATION
This course is designed for childcare providers who are preparing for their Child Development Associate (CDA) Credential through the Council for Professional Recognition in Washington, D.C. The course will give students an understanding of the nationally recognized Child Development Associate (CDA) and provide the 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 K100 eligibility or permission of instructor.*
This course presents the basic principles, current research, and traditional theories of child development, from the prenatal period to the onset of adolescence, with an emphasis on the earlier years of childhood. Students will be guided in 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. 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. This course is equivalent to PSY* K200 Child Psychology.

ECE* K206 (formerly CDV K280)

3 CREDIT HOURS
ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS
Prerequisites: ECE K101 and ECE* K182.*
This course will focus on administering an Early Childhood Program. It will explain and discuss the leadership role in administration and supervision of private, public, and federally funded schools. It will look at establishing the program's framework, the program's operational systems, and the overall implementation of quality early childhood personnel standards. This survey course is designed to meet the Connecticut Directors Credential.

ECE* K210 (formerly CDV K126)

3 CREDIT HOURS
OBSERVATION PARTICIPATION & SEMINAR
The course 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* K215 (formerly CDV K219)

3 CREDIT HOURS
THE EXCEPTIONAL LEARNER
Prerequisites: ECE K101 or ECE* K182 or permission of the instructor.*
This course provides an overview of the study of the exceptional child with an emphasis on the history, laws, concepts, practices, and terminology used by professionals in the field within inclusive settings. Causes, characteristics, needs, and implications of the intellectual, motor and sensory handicaps will be discussed. Additional topics will be addressed including diversification, multiculturalism, and parenting.

ECE* K216 (formerly CDV K238)

3 CREDIT HOURS
METHODS & TEACH IN SPECIAL ED
Prerequisites: ECE K182 or ECE* K150 or ECE* K215 or permission of instructor.*
This course is designed for students who have an understanding and knowledge of child development and the exceptional child. This course will require students to experience and understand 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* K222

3 CREDIT HOURS
METHODS AND TECHNIQUES IN EARLY CHILDHOOD EDUCATION
The course is designed for those students who have an understanding and knowledge of child development and children. The course will review the philosophical, sociological and pedagogical foundations of education and their applications in early childhood education settings. Students will apply actual principles of learning to the analysis of instructional approaches and curriculum development. This course will expose students to the fundamentals of classroom strategies, effective teaching tools and techniques for children ages 0-8.

ECE* K225 (formerly CDV K136)

3 CREDIT HOURS
ANTI-BIAS ISSUES IN EARLY CHILDHOOD EDUCATION
This course is designed to provide insight and understanding into what is involved in creating an anti-bias, multi-cultural curriculum for those who work with young children. Students will have the opportunity to examine their own feelings, attitudes, and beliefs with respect to gender, race, ethnicity, and disabilities as the basis for understanding how children develop their own awareness of self and others. The emphasis will be on seeking to create alternative ways of relating to each other, which promote understanding rather than fear. There is a service-learning component in this course.

ECE K231 (formerly CDV K135)

3 CREDIT HOURS
EARLY LANGUAGE & LITERACY DEVELOPMENT
Prerequisite: ECE K101 or ECE* K182 or permission of instructor.*
The course introduces students to language and literacy development in the young child from birth to eight years old. Students will explore the early childhood language arts curriculum including speaking, listening, writing, and reading skills. An emphasis will be on the influence of child development milestones on an emerging literacy development. This course will also include experience in the creation of a literacy-rich environment that engages children in developmentally-appropriate language areas.

ECE* K290
(formerly CDV K216)

3 CREDIT HOURS
STUDENT TEACHING I

Prerequisites: Program Coordinator approval; at least 7 courses in ECE; recommend ECE K210 before enrolling.*

The purpose of this practicum is to enable students to begin to apply child development theory, portfolio development teaching methodologies, and CT teaching competencies in a learning environment with children ages birth to eight years. Students will complete a minimum of 150 hours of student teaching and 20 hours of contact time devoted to issues in Early Childhood Education. Students must fulfill specific health requirements mandated by CT State Licensing, including fingerprinting. These expenses must be assumed by the student.

ECE* K291
(formerly CDV K217)

3 CREDIT HOURS
STUDENT TEACHING II

Prerequisite: Minimum of 7 ECE courses and permission of Program Coordinator.

The purpose of this practicum is to enable students to apply child development theory, teaching methodologies, and teaching competencies in a learning environment with children ages birth to 8 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 150 hours of student teaching, and 20 hours of contact time devoted to issues in Early Childhood. Students will complete a Senior Research Project relevant to their student 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.

ECN* K100
(formerly ECO K108)

3 CREDIT HOURS
INTRODUCTION TO ECONOMICS

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*

This course offers students an opportunity to explore an abstract principles type course in a different way. The emphasis will be on learning styles, writing short papers, taking tests, and reading for an essay exam rather than a body of knowledge. Perspectives courses are most appropriate for degree students enrolled in any of the career programs; however, Liberal Arts or General Studies students are eligible. All students must have successfully completed developmental courses or attained a placement score indicating placement in Reading/Writing Connection (ENG* K100). This "Perspectives" course is open only to students who are recommended by their current developmental instructor or placement advisor. This course is not open to students who have completed ECN* K101 or ECN* K102.

ECN* K101
(formerly ECO K111)

3 CREDIT HOURS
PRINCIPLES OF MACROECONOMICS

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*

This course introduces students to the basic concepts of the economic system. The first semester is primarily macroeconomics, with the emphasis on the economic thought process. Discussion of money and banking, national income, fiscal measures, and stabilizing the economy are all included.

ECN* K102
(formerly ECO K112)

3 CREDIT HOURS
PRINCIPLES OF MICROECONOMICS

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*

This course introduces students to microeconomics theory, with a focus on understanding how business, social, and policy decisions are made. The basic theories of distribution of income, international economics, labor, and comparative economic systems are studied.

ECN* K145
(formerly ECO K210)

3 CREDIT HOURS
ENVIRONMENTAL ECONOMICS

Prerequisite: MAT K137 or higher.*

In this course, students will do an investigative and analytical study of the major theoretical and applied issues of environmental economics 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 utilization 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, CO_2, chlorofluorocarbons, and global warming. A course in Environmental Studies or Environmental Science is recommended but not required.

ECN* 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, and/or do other work (to be arranged by faculty member).

EET K1100

4 CREDIT HOURS
ELECTRIC CIRCUITS I

Prerequisite: High School Algebra or MAT K095.*
Co-requisites: EET K1101, MAT K137.*

In this course, students will study direct current circuit analysis, which includes circuit laws and theorems, capacitance (in DC circuits), magnetic circuits, and inductance (in DC circuits).

EET K1101

1 CREDIT HOUR
ELECTRIC CIRCUITS I LAB

Prerequisite: High School Algebra or MAT K095.*
Co-requisites: EET K1100, MAT K137.*

This course is a hands-on laboratory experience where students will set up circuits and make measurements in order to prove (within experimental error) the theory presented in the associated course.

EET K1103

1.5 CREDIT HOURS
ELECTRICAL GRAPHICS LAB

Co-requisites: EET K1100/01.

Students will learn basic electronic drafting techniques used to produce schematic diagrams, block and logic diagrams, printed circuit drawings, and chassis drawings. Construction of the student- designed printed circuit assembly is included.

EET K1106

3 CREDIT HOURS
ELECTRIC NETWORK ANALYSIS

Prerequisite: High School Algebra or MAT K095.*
Co-requisites: MAT K137, EET K1107.*

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 K1100, EET K1101, EET K1110, and EET K1111. The emphasis of this course will be on circuit analysis techniques such as Trevenin's Theorem, Norton's Theorem, Superposition Theorem, Loop, Mesh, and Nodal Analysis.

EET K1107

1 CREDIT HOUR
ELECTRIC NETWORK ANALYSIS LAB

Prerequisite: High School Algebra or MAT K095.*
Co-requisites: EET K1106, MAT K137.*

Students will be assigned laboratory exercises to achieve the goals of EET K1106.

EET K1110

3 CREDIT HOURS
ELECTRIC CIRCUITS II

Prerequisites: EET K1100/01, MAT K137.*
Co-requisites: EET K1111, MAT K186.*

This course focuses on the application of circuit analysis techniques acquired in Electric Circuits I to circuits excited by AC sources. Emphasis is placed on solving circuits using complex numbers. Topics include AC and DC instruments, resonance, transformer theory, and polyphase circuits.

EET K1111

1 CREDIT HOUR
ELECTRIC CIRCUITS II LAB

Prerequisites: EET K1100/01, MAT K137.*
Co-requisites: EET K1110, MAT K186.*

This course allows the student practical experience in designing, building, and evaluating a variety of

electrical circuits covered in Electric Circuits II. Both computer analysis and bench experimentation are employed.

EET K1112

3 CREDIT HOURS
MICRO COMPUTER SYSTEM ANALYSIS
Co-requisite: EET K1113.
This course is designed for military personnel who have the equivalent of 4 semester hours of digital electronics. This course, in conjunction with military credits, will give the student credit for EET K2110, EET K2111, EET K2120, and EET K2121. The emphasis of this course will be on using a microprocessor in a micro-computer system.

EET K1113

1 CREDIT HOUR
MICRO COMPUTER SYSTEM ANALYSIS LAB
Co-requisite: EET K1112.
Students will be assigned laboratory exercises to achieve the goals of EET K1112.

EET K1116

3 CREDIT HOURS
ELECTRONIC APPLICATIONS
Prerequisite: MAT K095.*
Co-requisites: MAT K137; EET K1117.*
This course is a degree level study of Basic Electronics. It is designed for students who are NOT in the Electrical Engineering 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 K1117

1 CREDIT HOUR
ELECTRONIC APPLICATIONS LAB
Prerequisite: MAT K095.*
Co-requisites: MAT K137; EET K1116.*
This course is the lab component to Electronic Applications. It is designed for students who are NOT in the Electrical Engineering 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 K1120

3 CREDIT HOURS
ELECTRONICS I
Prerequisites: EET K1100/01, MAT K137.*
Co-requisites: EET K1121, MAT K186.*
This course is an introduction to the internal physical behavior of solid state electronic devices. Conduction in metals and semiconductors is considered. The characteristics of junction diodes, bipolar transistors, and field effect transistors are studied. Biasing and thermal stabilization requirements and techniques are developed. Models, equivalent circuits, and applications are emphasized.

EET K1121

1 CREDIT HOUR
ELECTRONICS I LAB
Prerequisites: EET K1100/01, MAT K137.*
Co-requisites: MAT K186, EET K1120.*
This course supports Electronics I by providing the student with practical experience in the handling and measurement of semi-conductor devices. Computer simulation and bench measurement experiments will be performed in studying the operational characteristics of basic semi-conductor devices.

EET K1400

3 CREDIT HOURS
ENERGY CONVERSION SYSTEMS
Prerequisites: EET K1100/01 or EET K1130/31.
Co-requisite: EET K1401.
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 basics of starters and controllers.

EET K1401

1 CREDIT HOUR
ENERGY CONVERSION SYSTEMS LAB
Prerequisites: EET K1100/01 or EET K1130/31.
Co-requisite: EET K1400.
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 K2100

3 CREDIT HOURS
ELECTRONICS II
Prerequisites: EET K1120/21.
Co-requisite: EET K2101.
In this course, the design, analysis and synthesis of semi-conductor circuits for various applications are presented. Bipolar and field effect transistors as well as integrated circuits are considered. High and low frequency effects are investigated. Various circuits and circuit functions will be addressed, including multistage and feedback amplifiers, operational amplifiers, power amplifiers, regulated power supplies, silicon controlled rectifiers, and oscillators.

EET K2101

1.5 CREDIT HOURS
ELECTRONICS II LAB
Prerequisites: EET K1120/21.
Co-requisite: EET K2100.
This course supports Electronics II by providing the student with practical experience in designing, building, and evaluating the operation of a variety of electronic circuits. Both computer simulation and bench experimentation are employed in gaining familiarization with circuit design, function, and operation.

EET K2104

3 CREDIT HOURS
ELECTRICAL AND POWER SYSTEMS FUNDAMENTALS
Replaces Electricity and AC/DC Machinery
Prerequisite: MAT K186.*
Co-requisites: EET K2105.
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 K2105

1 CREDIT HOUR
ELECTRICAL AND POWER SYSTEMS FUNDAMENTALS LAB
Replaces Electricity and AC/DC Machinery Lab
Prerequisite: MAT K186.*
Co-requisites: EET K2104 and MAT K254.*
Students will conduct laboratory experiments in electrical power, from basic principles through operation of AC and DC machinery; it is for students in Nuclear Engineering Technology and other non-electrical programs.

EET K2110

3 CREDIT HOURS
DIGITAL ELECTRONICS I
Prerequisites: EET K1120/21.
Co-requisite: EET K2111.
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 K2111

1.5 CREDIT HOURS
DIGITAL ELECTRONICS I LAB
Prerequisites: EET K1120/21.
Co-requisite: EET K2110.
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 K2120

3 CREDIT HOURS
MICROPROCESSORS
Prerequisites: EET K2110/11.
Co-requisite: EET K2121.
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 a microcomputer system. Various microprocessors and related integrated circuits are studied.

EET K2121

1.5 CREDIT HOURS
MICROPROCESSORS LAB
Prerequisites: EET K2110/11.
Co-requisite: EET K2120.
This lab provides application of the concepts corresponding to the theory in EET K2120.

EET K2130

3 CREDIT HOURS
CONTROLS I
Prerequisites: EET K1110/11 or EET K2104/05, MAT K186.*
Co-requisite: EET K2131.
This course familiarizes students with the components that make up automatic control systems. It demonstrates the advantages of Laplace Transform Analysis in dealing with steady state error, transient response, and stability. This course is equivalent to MFG K2206.

EET K2131

1.5 CREDIT HOURS
CONTROLS I LAB
Prerequisites: EET K1110/11 or EET K2104/05, MAT K186.*
Co-requisite: EET K2130.
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. This course is equivalent to MFG K2207.

EET K2138

3 CREDIT HOURS
ROBOTIC CONTROL SYSTEMS
Prerequisites: EET K2130/31.
Co-requisite: EET K2139.
This course familiarizes students with the sensors, programmable controllers, and actuators that make up modern day robots. Automatic control system techniques are used to implement robot analysis and design. This course is equivalent to MFG K2130.

EET K2139

1.5 CREDIT HOURS
ROBOTIC CONTROL SYSTEMS LAB
Prerequisites: EET K2130/31.
Co-requisite: EET K2138.
This lab provides students with hands-on experience with the sensors, programmable controllers, and actuators used in robotics. A microcomputer controlled system design project is included. This course is equivalent to MFG K2131.

EET K2140

3 CREDIT HOURS
TELECOMMUNICATIONS I
Prerequisites: EET K2100/01 or PHO K230.*
Co-requisite: EET K2141.
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 K2141

1.5 CREDIT HOURS
TELECOMMUNICATIONS I LAB
Prerequisites: EET K2100/01 or PHO K230.*
Co-requisite: EET K2140.
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 familiarization with the circuitry and instrumentation involved.

EET K2995

3 CREDIT HOURS
ELECTRICAL CO-OP
Prerequisite: Consent of Program Coordinator.
Co-requisites: Student must have completed all freshman 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. 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 each co-op student during the semester internship.

ENG* K094 (formerly ENG K085)

4 CREDIT HOURS
READING DISCUSSING WRITING
Prerequisite: Placement test scores indicating ENG K094 or successful completion of IDS K024 or ESL* K061 with a "C#" grade or better.*
This is a fundamental course in understanding the ideas of others as well as expressing one's own. This course provides instruction in reading, discussion, and writing skills, which develop thinking and ideas. Through participating in the three processes, students will come to understand how one supports the other, and how clear and directed thinking depends upon them. This course is preparation for ENG* K100, ENG* K101, and other courses, which require critical thinking and the communication of ideas. Emphasis is placed on strategies for improved reading and writing, comprehension skills, vocabulary, paragraph and essay development, grammar, and summarizing. (Course does not count towards the minimum credit requirements for graduation.)

ENG* K100 (formerly ENG K108)

3 CREDIT HOURS
READING/WRITING CONNECTION
Prerequisite: Placement test score indicating ENG K100 or completion of ENG* K094 with a "C#" grade or better.*
This course emphasizes the close relationship between writing and critical reading. Reading assignments will include contemporary and classical writers. Compositions will be assigned in response to the readings. This course is preparation for ENG* K101 and other courses requiring critical reading, writing, and thinking skills. This course is not open to students who have completed ENG* K101.

ENG* K101 (formerly ENG K111)

3 CREDIT HOURS
COMPOSITION
Prerequisite: Placement test score indicating ENG K101 or successful completion of ENG* K100 with a "C" grade or better.*
College Composition engages students in critical observation, reading, and writing. The course prepares the student for the exposition, analysis, and argument required in college writing, and for meeting the conventions of college English. Writing assignments require that students develop their own points of view and demonstrate understanding of complex ideas and issues. Methods for research, including use of the library, appropriate documentation, and incorporation of sources in original papers will be taught through assigned writings. A placement test is required prior to enrollment.

ENG* K102 (formerly ENG K112)

3 CREDIT HOURS
LITERATURE & COMPOSITION
Prerequisite: A "C" grade or better in ENG K101, or permission of the instructor.*
Students learn how to read serious literature, how to develop an interpretation, and how to explain and support their ideas in writing. Through the study of selected works of fiction, poetry, and drama, students learn the elements of textual analysis and become familiar with the ways in which critical approaches affect interpretation. In addition to continued instruction in composition, students are required to read and write frequently.

ENG* K125 (formerly ENG K200)

3 CREDIT HOURS
POPULAR WRITING & CULTURE IN AMERICA
Prerequisites: ENG K102 or permission of instructor.*
This course will examine popular culture in an effort to decode, analyze and discover its cultural significance. Close analysis of media texts such as movies, music videos, magazines, and web pages will be used in order to better understand the relationship between everyday signs and ideological meanings. Writing assignments will stress critical analysis, including the incorporation of various critical approaches.

ENG K126

3 CREDIT HOURS
JOURNALISM
Prerequisite: None required; ENG K101 recommended. See also GRA* K140 - Desktop Publishing.*
This course is designed to give students an introduction to news writing. Students receive practice in writing hard news, feature stories, and editorials, as well as editorial decision-making. Word processing instruction is included. No previous experience necessary. ENG K126 meets the computer literacy requirement.

ENG* K200 (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 develop and refine expository writing skills for both academic and popular audiences. Assignments will stress interpretation, argumentation and critical thinking, with an emphasis on clarity, style and organization.

ENG* K202 (formerly ENG K225)

3 CREDIT HOURS
TECHNICAL WRITING
Prerequisite: ENG K101.*
This course is designed for students who want to develop writing skills needed in the workplace. After targeting an audience, students will complete an array of assignments: memos, instructions, proposals, formal analytical reports, etc. Topics for these assignments will relate to the student's major. Students will

learn how to format pages, incorporate visuals into their writing, and give brief oral reports based on their written assignments. Students should have familiarity with word processing before enrolling in the course.

ENG* K210 (formerly ENG K222)

3 CREDIT HOURS
FICTION
Prerequisite: ENG K102 or permission of the instructor.*
This course surveys the elements, structure, technique and evolution of the novel in the Western literary tradition. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K211 (formerly ENG K209)

3 CREDIT HOURS
SHORT STORY
Prerequisites: ENG K102 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* K213 (formerly ENG K210)

3 CREDIT HOURS
POETRY
Prerequisites: ENG K102 or permission of the instructor.*
This course explores the elements of poetry from traditional forms to contemporary 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* K222 (formerly ENG K214)

3 CREDIT HOURS
AMERICAN LITERATURE II
Prerequisites: ENG K102 or permission of the instructor.*
This course is a survey of American writers beginning from approximately 1865 to the present. Students will read the fiction, poetry, and drama of selected writers, and examine the dominant themes and literary movements that have shaped American literature. The multicultural dimensions of American literature will be explored, and a variety of relevant critical strategies will be used. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K232 (formerly ENG K216)

3 CREDIT HOURS
BRITISH LITERATURE II
Prerequisite: ENG K102 or permission of the instructor.*
This course is a chronological survey of British Literature from 1790 through the twentieth century. Through reading selected works of the Romantic, Victorian, Modern and post-Modern periods, emphasis will be placed upon the unfolding British literary tradition and its intellectual background. Themes include British patriarchy, women's rights and the emergence of feminism, imperialism and nationalism, and the crisis of traditional belief systems, including religious, social, and political institutions. Writing assignments will stress critical analysis, including the incorporation of various critical approaches.

ENG* K233 (formerly ENG K264)

3 CREDIT HOURS
SHAKESPEARE
Prerequisites: ENG K102 or permission of the instructor.*
This course examines the tragedies and comedies of Shakespeare. Selected works will be read for their dramatic and literary value as revealed by traditional and modern criticism. Writing assignments will stress critical analysis, including the incorporation of various critical approaches. Satisfies Theatre Elective Requirement in the Theatre Arts Certificate Program.

ENG* K240 (formerly ENG K243)

3 CREDIT HOURS
STUDIES IN WORLD LITERATURE
Prerequisites: ENG K102 or permission of the instructor.*
This course is intended to further develop the critical skills and knowledge students acquired in ENG K102 by exploring recurring themes and various cultural perspectives. The emphasis is on works not covered in American and British literature courses, and particular topic selections will examine the impact of culture and history on the literary imagination. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K250 (formerly ENG K241)

3 CREDIT HOURS
STUDIES IN ETHNIC LITERATURE
Prerequisites: ENG K102 or permission of the instructor.*
This course provides a cultural analysis of literature written by "ethnic" authors in the United States. It explores social issues such as cultural identity and assimilation as they are presented in poems, short stories, novels, and sometimes plays written by authors from different ethnic groups. A study of critical strategies necessary for recognizing the unique elements of ethnic literature will also be provided. Writing assignments will stress critical analysis including the incorporation of various critical approaches.

ENG* K261 (formerly ENG K276)

3 CREDIT HOURS
WOMEN WRITERS ACROSS CULTURES
Prerequisites: ENG K102 or permission of the instructor.*
This course will investigate the ways in which writing by women around the world exposes and challenges prevailing social orders and cultural traditions, and how it envisions change. Students will read numerous works of literature by women and will explore the use of critical strategies in relation to those works. Writing assignments will stress critical analysis, including the incorporation of various critical approaches. The incorporation of library research will be required for the final paper.

ENG* K276 (formerly ENG K252)

3 CREDIT HOURS
HISTORY THROUGH LITERATURE
Prerequisites: ENG K102 or permission of the instructor.*
This course will examine a selected period in history using fiction, drama, or poetry to explore the major issues and dimensions of a particular period. By examining the works of literature, and the culture and events that shaped them, we can begin to understand the complex texture of any historical period. The dominant themes and underlying conflicts of an age emerge through the literature in a way that enables us to understand history as multidimensional rather than linear. Students will be asked to read, discuss, and write about a variety of literature, and to analyze how a period is represented through the texts. Writing assignments will stress critical analysis. This course is equivalent to HIS* K252 History through Literature.

ENG* K281 (formerly ENG K227)

3 CREDIT HOURS
CREATIVE WRITING
Prerequisites: ENG K102 or permission of the instructor.*
This course is an advanced writing course based on assigned exercises and student-designed individual projects in the genres of modern literature. The individual projects may be in either poetry or prose, while course readings and assigned work include both. Good writing skills and some knowledge of twentieth century literature are needed.

ENG* K296 (formerly ENG K298)

3 CREDIT HOURS
WORK EXPERIENCE IN ENGLISH
This course allows students to apply their knowledge of English in a practical setting, such as tutoring or publications. The number of credits, course requirements, and means of evaluation are specified in a contract between the instructor and the student.

ENV* K101 (formerly ENV K1100)

3 CREDIT HOURS
ENVIRONMENTAL STUDIES
*Corequisite: ENG *K100 or higher.*
This is a course that describes the study of the biological and physical aspects of the environment and environment-related issues, including procedures for lessening or controlling environmental pollution and related damage. Some field work will be included. This course is equivalent to BIO* K180 Environmental Science.

ENV* K105
(formerly ENV K1250)

2 CREDIT HOURS
ELEMENTARY COMPUTER APPLICATIONS IN ENVIRONMENTAL ENGINEERING TECHNOLOGY

This course is intended for students with some experience with personal computers (CSA* K105 or equivalent); this course will introduce students to common uses of word processing, spreadsheet and database applications in the context of civil and environmental engineering technology. Topics include calculations and data reduction, graphing and charting, contact tracking, modeling, information access, and use of macros. Lectures will include a discussion of online and CD-ROM resources, as well as GIS. Method: Students will be introduced to a specific civil or environmental engineering technology problem in lecture; in the laboratory, application commands and techniques will be briefly reviewed then the student will use the computer to carry out exercises and solve problems.

ENV* K110
(formerly ENV K1210)

3 CREDIT HOURS
ENVIRONMENTAL REGULATIONS

Prerequisite: ENV K101.*

This course provides a broad view of federal, state, and municipal environmental regulations as they apply to industry, commercial establishments, local governmental facilities, and the individual citizen. It provides a practical approach to regulatory understanding to enable one to plan an effective and economically sound compliance program. Course topics include the Clean Air Act (CAA), Clean Water Act (CWA), Toxic Substance Control Act (TSCA), SARA Title III (Community Right-to-Know), and federal, state, and local regulations, covering such topics as hazardous material transportation, in-ground tank storage, and specific hazardous materials such as asbestos and PCBs.

ENV* K130
(formerly ENV K1225)

3 CREDIT HOURS
OCCUPATIONAL SAFETY & HEALTH

This course is an introduction to Occupational Safety & Health in the workplace. It will introduce students to the safety and health field and address the application of engineering, management principles, and techniques to safety, health, and loss control. The topics include general safety, health, and risk assessment concepts and terms. Discussions will include historical developments, program management, problem identification, engineering assessment, hazard recognition, evaluation, and control. The course work will also introduce the student to measurement and evaluation systems, legal and regulatory requirements, environmental health and safety, industrial hygiene, safety engineering, product safety and public health, risk assessment analysis and management, accident investigation, ergonomics, and ethics and professionalism.

ENV* K161
(formerly ENV K1221)

2 CREDIT HOURS
ENVIRONMENTAL MEASUREMENTS LAB

Prerequisites: MAT K137, CHE* K111 OR CHE* K121.*

This course demonstrates an environmental analysis, instrumentation and sampling methods. Students will have hands-on training and experience with various sampling analysis techniques. Upon completion of this course, students will understand the basic concepts necessary to choose and conduct environmental measurements for water, wastewater, gases, and soil.

ENV* K208
(formerly ENV K2320)

3 CREDIT HOURS
LONG ISLAND SOUND ECOLOGY

Prerequisite: ENV K101 or permission of the instructor.*

This course is an ecological study of Long Island Sound marine environments. Emphasis is placed on the factors limiting the distribution of marine organisms and on the visual recognition of invertebrates, fish, and seaweeds. Extensive travel to off campus field study locations is featured. Pollution run-off to the Long Island Sound and urban areas will be discussed.

ENV* K220
(formerly ENV K2210)

3 CREDIT HOURS
HAZARDOUS MATERIALS

Prerequisite: CHE K111 or CHE* K121 recommended.*

This course is a study of accident prevention, safety, industrial hygiene and proper procedures for handling hazardous materials. Properties of many industrial reagents and solvents are examined so they can be handled and stored properly. The following specific topics will be covered: Material Safety Data Sheets (MSDS), labeling, personnel training and records, emergency response program, toxicity routes of entry, storage, ventilation, personal protective equipment, barriers, and spills containment Requirements of OSHA, SPCC, RCRA, and TSCA will be reviewed to provide students with a working knowledge of the regulations.

ENV* K230
(formerly ENV K2101)

3 CREDIT HOURS
ENVIRONMENTAL CONTROL PROCESSES

Prerequisites: CHE K111 or CHE* K121, ENV* K101, MAT* K137 or higher.*

This course gives an introduction to the concepts and quantitative techniques of environmental engineering. The topics are presented as the basis for the operations and processes used to control air and water pollution, to treat supplied water, to remediate contaminated sites, and to dispose of or otherwise handle solid wastes. Course contents include mass balance, chemical equilibria, exponential growth and decay, surface and groundwater flow and transport, unit operations, and chemical and biological treatment processes, as well as discussions of risk assessment and application of environmental policies.

ENV* K238
(formerly ENV K2200)

3 CREDIT HOURS
AIR QUALITY

Prerequisites: MAT K137, CHE* K111 or CHE* K121.*

This course gives a comprehensive overview of outdoor and indoor air pollution problems as well as noise pollution. Topics include types and sources of pollutants and their effects on the atmosphere, human health, and vegetation. Regulation, surveillance, and control methods will be discussed.

ENV* K242
(formerly ENV K2110)

3 CREDIT HOURS
HYDROLOGY

Prerequisite: MAT K137 or higher.*

This course features an emphasis on ground water. Topics include weather as it affects water resources, precipitation, stream flow, stream flow hydro graphics, rainfall run-off relationships, the impact of natural and man-made phenomena on water resources, and ground water hydrology.

ENV* K245
(formerly ENV K2230)

3 CREDIT HOURS
WATER RESOURCES ENGINEERING

Co-requisite: ENV K245L.*

This course studies the methodology used in determining storm water runoff for small urban areas. The theory and logic of both the Rationale Method and the Soil Conservation Services TR-55 are studied in detail. The quantity computations are covered, as well as the understanding of gutter analysis. As part of the lab, the student will design a storm drain system, including a cost estimate for the project. This course is equivalent to CIV K2230.

ENV* K245L
(formerly ENV K2231)

1 CREDIT HOUR
WATER RESOURCES ENGINEERING LAB

Co-requisite: ENV K245.*

This course gives the methodology used in 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 K2231.

ENV* K254
(formerly ENV K2330)

3 CREDIT HOURS
NUCLEAR ENVIRONMENTAL IMPACT

Prerequisites: CHE K111 or CHE* K121, MAT* K186, ENV* K101, PHY* K115.*

This course 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* K275 (formerly ENV K2300)

3 CREDIT HOURS

ENVIRONMENTAL CONTROL PROJECT

Prerequisites: MAT K137, CHE* K111 or CHE* K121, ENV* K101, ENV* K230.*
Co-requisite: CHE K111 or CHE* K121.*
This course is designed to provide students with experience in designing an industrial environmental management 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* K291 (formerly ENV K2995)

3 CREDIT HOURS

ENVIRONMENTAL ENGINEERING TECHNOLOGY CO-OP

Prerequisite: Consent of Program Coordinator.
Co-requisite: Students must have completed all freshman 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. 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.

ENV* K295 (formerly ENV K2310)

2 CREDIT HOURS

ENVIRONMENTAL ISSUES SEMINAR

Prerequisites: CHE K111 or CHE* K121 are recommended.*
Co-requisite: ENV K101 highly recommended.*
This seminar consists of assigned readings and guest lecturers on various environmental topics. Some common seminar topics may include DEP programs, state and federal OSHA regulations, industry perspective, land use, water quality, and environmental quality trends.

ESL* K060 (formerly ENG K060)

4 CREDIT HOURS

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I

This course provides the ESOL student with a basic foundation in phonics. Providing a strong foundation in the basic principles of consonant and vowel combinations, syllable separation, word roots, prefix and suffix insights, students will become better equipped to read, spell, and pronounce college level vocabulary. Instruction in textbook readings, writing assignments, class discussions, and computer software exercises will all be included to prepare the students for assignments in future Three Rivers Community College courses.

ESL* K061 (formerly ENG K061)

4 CREDIT HOURS

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II

Prerequisite ESL K060.*
This course 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, writing, and computer software exercises. The textbook and in-class assignments focus on understanding new vocabulary in context, identifying and discussing the main idea and supporting details of an essay, and writing well constructed sentences.

ESL* K062 (formerly ENG K086)

3 CREDIT HOURS

SENTENCE STRUCTURE

This course is a basic writing course, intended for the ESOL population, which will cover the mechanics of writing a well-structured sentence. Subject/verb agreement, subject/verb/object format, adjectival and prepositional phrases and vocabulary building will be the major skills covered in this course. A portion of the class time will be geared toward the A+ Learning computer software program.

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 Francophonic 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.

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.

FTA* K112 (formerly FTA K1102)

3 CREDIT HOURS

INTRODUCTION TO FIRE TECHNOLOGY

Co-requisite: ENG K100 or higher.*
This course covers the nature and extent of the fire problems in the United States with a focus on the organizational structure that addresses the fire control and prevention problems; the basic characteristics and behavior of fires; hazardous properties of materials; extinguishing agents; fire protection equipment, and fire-test methods.

FTA* K116 (formerly FTA K1106)

3 CREDIT HOURS

BUILDING CONSTRUCTION

Prerequisite: FTA K112.*
This course covers the major types of building construction and their related problems under fire conditions. Fire resistance and flame spread ratings, fire walls and partitions, protection of openings, and fire test methods are major instructional subjects.

FTA* K118 (formerly FTA K1108)

3 CREDIT HOURS

FIRE PREVENTION AND INSPECTION

Prerequisite: FTA K112.*
This course identifies the history and philosophy of fire prevention. Organizing for fire prevention and inspection, training inspectors, methods of inspection, reports and record keeping, fire prevention education, public relations in inspection work, coordination with government agencies, and code administration are key instructional subjects.

FTA* K210 (formerly FTA K2100)

3 CREDIT HOURS

WATER SUPPLY AND HYDRAULICS

Prerequisites: MAT K137, PHY* K114.*
This course covers the basic properties of incompressible fluids, static and velocity pressures, and flow through orifices. Bernoulli's Theorem, Venturi principle, flow of water in pipes, Reynolds number, Hazen-Williams formula, head calculations, water distribution systems, and pumping problems constitute key subject areas.

FTA* K213 (formerly FTA K2103)

3 CREDIT HOURS

CODES AND STANDARDS

Topics covered in this course covered are fire and building codes as a means for providing reasonable public safety; the code development and adoption process; code administration; major code producing organizations; national standards with particular concentration on the Life Safety Code of the NFPA and its referenced standards. Three class hours weekly.

FTA* K216 (formerly FTA K2106)

3 CREDIT HOURS

MUNICIPAL FIRE ADMINISTRATION

Prerequisite: FTA K112.*
This course focuses on the organization of municipal fire prevention and control services, needs analysis, master planning, organizational structuring, distribution of company's personnel requirements, hiring practices, training, record keeping, work scheduling, staff development, labor problems, physical equipment and facilities, and budget preparations.

FTA* K218
(formerly FTA K2108)

3 CREDIT HOURS
SPRINKLERS & FIXED EXTINGUISHING SYSTEMS

Prerequisite: FTA K210.*
This course focuses on wet and dry-pipe automatic sprinklers, both commercial and residential. Preaction and deluge systems, water spray and foam systems, standpipes, carbon dioxide dry chemical and halon fire extinguishing and explosion suppression systems are detailed. The use of appropriate NFPA standards is implemented.

FTA* K219
(formerly FTA K2109)

3 CREDIT HOURS
FIRE INVESTIGATION

Prerequisites: FTA K116, CHE* K111 or CHE* K121, PHY* K115.*
This course examines the determination of points of origin and causes of fire. Discriminating between fires of accidental and incendiary origin, managing operations at the fire scene, collecting and preserving evidence, recording information, and the use of scientific aids to investigation are course considerations.

FTA* K225
(formerly FTA K2105)

3 CREDIT HOURS
FIRE ALARM AND COMMUNICATION SYSTEMS

This course acquaints fire-related personnel with various alarm systems and departmental procedures in working with the systems and also familiarizes students with NFPA standards relating to fire alarm systems.

FTA* K240
(formerly FTA K2123)

3 CREDIT HOURS
INDUSTRIAL HAZARDS & PROCEDURES

Prerequisite: CHE K111 or CHE* K121.*
This course studies various industries, such as metal working, plastics fabrication, printing, textile manufacturing, and pharmaceutical manufacturing. An understanding of the various industrial processes utilized and their attendant fire and explosion hazards is afforded with the identification of applicable safety standards and measures to reduce potential problems.

FTA* K290
(formerly FTA K2995)

3 CREDIT HOURS
FTA COOPERATIVE WORK

Prerequisite: Consent of Program Coordinator.
Co-requisite: Student must have completed all freshman level technology courses and have a GPA of 2.50 or better
Student 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 contact hours must be devoted by the co-op student during the semester internship.

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.

GLG* K110
(formerly GEO K121)

1 CREDIT HOUR
CONNECTICUT FIELD GEOLOGY

Prerequisite: EAS K102.*
Co-requisites: EAS 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* K102 may be taken as a prerequisite or co-requisite to this course.

GLG* K112
(formerly GEO K125)

3 CREDIT HOURS
GEOLOGY OF CONNECTICUT

Prerequisite: EAS K102.*
Co-requisite: EAS K102, ENG* K100.*
In this 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* K102 may be taken as a prerequisite or co-requisite to this course.

GRA* K131
(formerly PHOT K102)

3 CREDIT HOURS
DIGITAL PHOTOGRAPHY

This course is an introduction to digital photography and iPhoto. 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 be introduced to photography literature including magazines and journals.

GRA* K140
(formerly ENG K129)

3 CREDIT HOURS
DESKTOP PUBLISHING I

Prerequisite: Placement test score indicating ENG K101 or permission of the instructor and knowledge of a word processing program.*
The purpose of this computer graphics course is to teach students to print web publications on the computer using the Adobe Creative Suite (InDesign cs, Photoshop cs, Illustrator cs, and Acrobat Pro), as well as to learn how to scan software. Students will study page design, typography, and image editing. Students will use the computer for writing, editing, imaging, layout, and graphics.

GRA* K155
(formerly ENG K130)

3 CREDIT HOURS
ADVERTISING DESIGN

Prerequisite: Knowledge of a word processing program.
This computer graphics program focuses on using two graphics programs, Multi-Ad Creator 2 and Adobe Photoshop to design advertisements. The course includes preparations of advertisements for print and the web. Students will use text, graphics, illustrations, borders, blends, and screens, among other design elements. The course also addresses principles of advertising design. Multi-Ad Creator is used by 98% of the newspapers in the United States. GRA*K155 meets the Computer Literacy Requirement.

GRA* K230
(formerly ENG K229)

3 CREDIT HOURS
DIGITAL IMAGING 1

Prerequisite: GRA K140 or permission of the instructor.*
Adobe Photoshop, including ImageReady, is the focus of this course which will provide students with a foundation in image manipulation and graphic design with an emphasis on the Web. Layer effects; image adjustment; blending modes; nested palettes of selection, painting, and correction tools will be addressed. Students will also practice the design principles of repetition, proximity, alignment, and contrast. Storyboarding and slicing in Photoshop and ImageReady will be included.

GRA* K260
(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 of professional web site design using design principles, web authoring tools, and image editing tools - Macromedia Dreamweaver and Adobe Photoshop. Students will apply four design principles (Alignment, Contrast, Repetition, Proximity) to create a web site using the authoring tools described above as well as the skills acquired in ENG* K101 and GRA* K140.

GRA* K296
(formerly ENG K253)

3 CREDIT HOURS
GRAPHIC ARTS INTERNSHIP

Prerequisites: GRA K140 AND GRA* K230, GRA* K155, COM* K291, and one other course in the program.*
This practicum is a 200-level course which allows students to work in a faculty-approved position in a graphic arts, creative services, prepress, or advertising unit. The stu-

dents will use their design skills as well as hardware and software skills acquired in their course work at the college. Students will be evaluated by their supervisor as well as the assigned faculty member from Three Rivers. As part of the evaluative process, students will present a portfolio of their work from their practicum.

GTS K2995

3 CREDIT HOURS
GENERAL ENGINEERING CO-OP

Prerequisite: Consent of Program Coordinator.
Co-requisite: Students must have completed all freshman level technology courses and have a GPA of 2.50 or better.
In this course, 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 contact hours must be devoted by the co-op student during the semester internship.

HIS* K121 (formerly HIS K121)

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.

HIS* K122 (formerly HIS K122)

3 CREDIT HOURS
WORLD CIVILIZATION II

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course is a continuation of the survey of world cultures (Early World Civilizations) from the Age of Discovery to the present. (HIS* K121 is not a prerequisite course for HIS* K122).

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 the major political, economic, social, cultural, and diplomatic developments in American history, such as the revolution, the Constitution, Jefferson, Hamilton, Jackson, Sectionalism, 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.*
This course is 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 cities, the sixties, the 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: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course 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.
This course 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. It will also examine such themes as the United States rise as a super power, civil rights and civil disorder, social liberalism and conservatism, and labor 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.

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.
This course examines the region west of the Mississippi 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* K222 (formerly HIS K219)

3 CREDIT HOURS
INTRODUCTION TO AMERICAN LABOR HISTORY

Prerequisite: Any 100 level Social Science course or permission of the instructor.
This course explores the history of American workers and the changing nature of work from the colonial period to present. We will examine the small-scale manufacturing practices of the 17th and 18th centuries, the emergence of large industrial enterprises in the late 19th century, and the rise of a service-based economy during the mid-to-late 20th century. During the course of our investigation, we will study the relationship between economic institutions and the state at various times in American history, how society has defined work, and how factors such as race, gender, and class have determined the level of prestige attached to certain types of work. Special emphasis will be placed on the collective struggles waged by working people to alter the conditions of their employment. We will look at how different groups of workers, such as men, women, immigrants, and African Americans, have responded to constantly changing economic circumstances, the different organizations they have formed, and the circumstances that gave rise to these organizations.

HIS* K252 (formerly HIS K252)

3 CREDIT HOURS
HISTORY THROUGH LITERATURE

Prerequisites: ENG K101, and any 100 level social science course or permission of the instructor.*
This course will examine a selected period in history using fiction, drama, or poetry to explore the major issues and dimensions of a particular period. By examining works of literature and the culture and events that shaped them, we can begin to understand the complex texture of any historical period. The dominant themes and underlying conflicts of an age emerge through the literature in a way that enables us to understand history as multidimensional rather than lin-

ear. Students will be asked to read, discuss, and write about a variety of literature, and to analyze how a period is represented through the texts.

HIS* K271
(formerly HIS K221)

3 CREDIT HOURS
MODERN ASIAN

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.

HIS* K296
(formerly HIS K298)

3 CREDIT HOURS
TEACHING ASSISTANTSHIP IN HISTORY

Prerequisite: At least two prior courses in history and permission of the instructor.
In this assistantship, students will assist a faculty member in conducting an academic course offered in the field of history. Students may lead discussion groups, work with individual students, organize field trips, make presentations, and/or other work to be arranged.

HLT K111

3 CREDIT HOURS
PERSONAL HEALTH

Prerequisite: Placement test score indicating eligibility to take ENG K101 or successful completion of ENG* K100 with a "C-" grade or better.*
This is a course on the physiological principles involved in the maintenance of individual health. Students will learn principles of hygiene, nutrition, communicable disease prevention, stress management, exercise, and other elements of personal life style that affects health.

HSE* K101
(formerly HSV K110)

3 CREDIT HOURS
INTRODUCTION TO HUMAN SERVICES

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course is designed to familiarize students with the current theory and knowledge related to human services. The course will include a survey of the helping professions, including a history of social welfare and human service agencies. The course will include guest speakers and an opportunity to observe human service practice in local human services organizations. Students will be expected to complete 10 hours of volunteer service in the community.

HSE* K105

3 CREDIT HOURS
CORE COMPETENCIES IN COMMUNITY HEALTH WORK

This course provides an introduction to the role of the Community Health Outreach Worker within the healthcare delivery team. Emphasis is placed on cooperative service to provide effective, efficient, and appropriate services to underserved clients in diverse communities. Students will develop skills in areas of communication, data collection, documentation, time management, and providing linkages with referral agencies for health and social service related issues. Activities such as field trips, guest speakers, and class discussions will be integrated into course work.

HSE* K107
(formerly HSV K108)

3 CREDIT HOURS
PERSPECTIVES OF HUMAN SERVICES

Prerequisites: All students must have successfully completed developmental courses or attained a placement score indicating placement in Reading/Writing Connection (ENG K100).*
This is a human service survey course in which students will be taught through lectures, group discussions, visiting speakers, and site visits. Human service concepts and vocabulary will be learned along with the acquisitions of writing, reading, and critical thinking skills. The problematic conditions of our culture that impact individual lives are presented, along with the problem solving techniques used by human service providers. Perspectives courses are most appropriate for degree students enrolled in any of the career programs; however, Liberal Arts or General Studies students are eligible. This "Perspectives" course is open only to students who are recommended by their current developmental instructor or placement advisor. *This course is not open to students who have completed HSE* K101.*

HSE* K109
(formerly HSV K109)

1 CREDIT HOUR
GRANT WRITING

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course introduces students to the grant-writing process and includes a review of different funding sources, methods of mobilizing community support, and actual practice in grant writing. Included are techniques of writing persuasive narratives, setting measurable goals and objectives, and preparing comprehensive budgets.

HSE* K140
(formerly HSV K131)

3 CREDIT HOURS
BEHAVIOR MODIFICATION

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course is designed as an applied study of the foundation, principles, and techniques of behavior modification. Students will receive an understanding of the basic theories underlying behavior modification, as well as acquire practical skills for implementing these techniques. Behavior modification techniques are generally used to teach new skills and reduce maladaptive behaviors. The course would have application for special needs workers, supervisors, teachers, parents, and others interested in working in the field of developmental disabilities.

HSE* K170
(formerly HSV K121)

3 CREDIT HOURS
INTRODUCTION TO GERONTOLOGY

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course gives an overview of aging concepts with an emphasis on biological, social, and emotional factors that affect the aged; cultural attitudes and stereotypes; aging policies, and the current delivery system.

HSE* K171
(formerly HSV K199)

3 CREDIT HOURS
DEATH & DYING

This course is designed to familiarize students with attitudes toward death, dying, grief, and loss. Students will be given an opportunity to understand approaching death from several perspectives. The issues will include both the organizational context of dying, cross cultural studies of death, and the personal struggles of terminally ill people and their families.

HSE* K173
(formerly HSV K124)

3 CREDIT HOURS
AGING & MENTAL HEALTH

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course focuses on the unique physiological, social, and emotional factors of aging that can affect the mental well-being of older adults. It also includes diagnosing and treating mental deterioration and studying its impact on the family.

HSE* K181
(formerly HSV K115)

3 CREDIT HOURS
UNDERSTANDING SEXUAL ABUSE

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course is designed to introduce the student to the problem of sexual abuse and assault, the psychology of the offender, and the impact on the victim. It will also provide a preliminary orientation to sex offender treatment and victim treatment.

HSE* K183
(formerly HSV K114)

3 CREDIT HOURS
SUBSTANCE ABUSE

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This is a basic course in substance abuse and dependency. Topics will include an overview of physiological, psychological and social aspects of substance abuse. This course will have application for human service majors and others interested in the field of chemical addiction.

HSE* K210
(formerly HSV K201)

3 CREDIT HOURS
GROUP & INTERPERSONAL RELATIONS

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course provides an overview of current group theory and a knowledge of methods and skills leading to a beginning competence in group work practice. The course will combine theoretical and empirical concepts of group dynamics to be applied to a wide range of groups in a variety of settings.

HSE* K241
(formerly HSV K202)

3 CREDIT HOURS
HUMAN SERVICE AGENCIES & ORGANIZATIONS

Prerequisite: HSE K210 or permission of the instructor.*
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 community change. The skills, methods, and functions of community service workers will be explored and integrated into the other skills and methods of social service practice, which are a part of a student's overall learning experiences in the social service program.

HSE* K251
(formerly HSV K152)

3 CREDIT HOURS
WORK WITH INDIVIDUALS & FAMILIES

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course is designed to provide an introduction to methods and skills leading to beginning competence in the social work process of helping individuals and families. The skills include assessment, planning, contracting, intervention, interviewing, and evaluation.

HSE* K271

3 CREDIT HOURS
FIELD WORK SEMINAR 1

Prerequisite: HSE K105.*
This course prepares the community health worker to be an integral member of the health care delivery team. Upon completion of the course, students will have the skills to provide effective, efficient, and appropriate services to underserved clients and diverse communities. Skill development focuses on time management, client confidentiality and interactions, professional boundaries, interviewing and communication skills, and basic business writing. This course is appropriate for community health work and outreach work.

HSE* K281
(formerly HSV K219)

3 CREDIT HOURS
HUMAN SERVICES FIELD WORK I

Prerequisite: Permission of the instructor.
This course is a practicum/field work experience in human services which is defined as direct involvement in a non-classroom setting sponsored by the College and jointly supervised by the agency and faculty. Students are also expected to participate in a weekly seminar. Students must have completed a minimum of 30 credits with 12 credits in human service degree courses.

HSP* K100
(formerly HM K111)

3 CREDIT HOURS
INTRODUCTION TO THE HOSPITALITY INDUSTRY

This course provides an overview of the structure and functions of the hospitality industry, including hotels, motels, inns, restaurants, resorts, casinos, and other tourist related concerns. Students will survey career options and the essential abilities needed to pursue these options. The course also introduces students to the many tourist attractions in southeastern Connecticut.

HSP* K108
(formerly HM K141)

3 CREDIT HOURS
SANITATION & SAFETY

This course teaches students about the potential emergency situations in the hospitality industry and the appropriate and correct actions to take. Students will receive the National Restaurant Association's Certification in Food Sanitation and Safety required by law in the food service industry. Students will learn all aspects of sanitation including the ordering, receiving, storing, preparing, and serving of food.

HSP* K111
(formerly HM K101)

4 CREDIT HOURS
BASIC FOOD PREPARATION

Prerequisite: HSP K108.*
Co-requisite: HSP K108.*
This course introduces the fundamental theories and skills in basic food preparation and baking. Emphasis is on the identification of a standard quality product, cooking theories, equipment, recipe conversion, weights and measures, and safe and sanitary working habits. HSP* K108 may be taken as a prerequisite or co-requisite to this course.

HSP* K112
(formerly HM K102)

4 CREDIT HOURS
ADVANCED FOOD PREPARATION

Prerequisites: HSP K111, HSP* K108 or HM K151.*
This course is a continuation and application of the culinary techniques and knowledge acquired in HSP* K111, Basic Foods. Full course menus will be prepared and served to guests. Students will experience various positions in the dining room and kitchen. Emphasis is placed on menu planning and recipes, purchasing, food costing, and service while working as part of a team.

HSP* K113
(formerly HM K204)

4 CREDIT HOURS
BAKING AND PASTRY ARTS I

Prerequisites: HSP K100, HSP* K108, HSP* K210.*
This course is an introduction to the production and quality control of baked items and pastries with intensive hands-on laboratory training.

HSP* K117
(formerly HM K210)

3 CREDIT HOURS
BEVERAGE MANAGEMENT

This course introduces students to wines, beers, spirits, and the technical aspects of the products. Viticulture, wine making, the distillation process, and the methods of making malt beverages are investigated. Students will explore the business aspects of buying, selling, and serving these products and the implications of liability and health in a contemporary society.

HSP* K134
(formerly HM K145)

3 CREDIT HOURS
HOSPITALITY CUSTOMER RELATIONS

This course will focus on the relationship and interaction between the customer and the hospitality employee. A thorough investigation of the various aspects of communications between people will be studied. Students will learn effective communication skills in customer service and will implement these skills through role-playing and hands-on training.

HSP* K151
(formerly HM K131)

3 CREDIT HOURS
INTRODUCTION TO GAMING INDUSTRY

This course introduces the student to the various operational aspects of 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.

HSP* K152
(formerly HM K220)

4 CREDIT HOURS
INTRODUCTION TO CASINO MANAGEMENT

Prerequisites: ACC K111, HSP* K100, HSP* K108 or HM K151.*
This course introduces the students to the management of a casino including staffing, the floor pit, credit control, cash and chip control, and internal security. Students are introduced to the basic rules and supervision of the major casino games.

HSP* K201
(formerly HM K201)

4 CREDIT HOURS
INTERNATIONAL FOODS

Prerequisites: HSP K112, HSP* K108 or HM K151.*
This course teaches students to plan, prepare, and serve full-course ethnic meals. Student teams have the opportunity to practice advanced culinary, and management techniques. An analysis of costs, labor, production, management, and success of the team effort will be completed.

HSP* K245
(formerly HM K245)
4 CREDIT HOURS
HOSPITALITY SALES & MARKETING
Prerequisites: ACC K111, HSP* K100.*
This course is designed to familiarize the students with the sales and marketing practices used in the tourism field. Market analysis, methods of advertising, promotion, pricing, and sales techniques will be addressed.

HSP* K247
(formerly HM K240)
4 CREDIT HOURS
TRAVEL AGENCY OPERATIONS
Prerequisite: HSP K100.*
This course is an introduction to the operations of the retail travel agency. Students will be provided an overview of computerized airline reservation systems, passenger tariffs, and ticketing procedures.

HSP* K296
(formerly HM K250)
3 CREDIT HOUR
COOPERATIVE EDUCATION
Prerequisites: HSP K112, HSP* K152, HSP* K243, HSP* K247.*
This course is an on-the-job practical experience to reinforce the principal techniques and procedures 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 by the quality of their written assignments. Students meet for a cooperative, professional seminar and individually with the program coordinator several times throughout the semester.

IDS K024
3 CREDIT HOURS
THE COLLEGE JOURNEY
This course offers support and an orientation to college for individuals with academic deficiencies that interfere with successful completion of college-level work. Students learn about the expectations of college instructors and the requirements they must satisfy in various degree and certificate programs. They have the opportunity to explore non-collegiate options and to assess which path is right for them. They also receive instruction in note taking, time management, and study skills.

IDS K105
3 CREDIT HOURS
THE FIRST YEAR EXPERIENCE
Prerequisite: Completion of ESL K060 and ESL* K061 if appropriate.*
This course is designed to help traditional and non-traditional first year students meet the expectations of college life. The intent of the course is to acquaint students with higher education and to provide specific skills which will maximize students' opportunity for academic success. Emphasis is placed on interdisciplinary learning strategies, life management skills, active participation in the college community, and critical thinking skills necessary for any college student. This course is required for all Liberal Arts and General Studies students and must be taken in the first or second semester of college. This course is highly recommended for all other first year students as well, regardless of degree program.

LAS K250
3 CREDIT HOURS
INTERDISCIPLINARY STUDIES IN LAS
Prerequisite: ENG K101.*
Co-requisite: MAT K137 or higher and an LAS natural science elective.*
This course is interdisciplinary and emphasizes the application of theoretical knowledge and quantitative tools to explore an academic theme chosen annually by the college. This team taught, writing intensive course will stress the integration and synthesis of knowledge from a variety of disciplines in the Liberal Arts and Sciences. Assignments will stress critical analysis, independent research, and interdisciplinary thinking.

LIB* K101
(formerly LIB K126)
3 CREDIT HOURS
INTRODUCTION TO LIBRARY PUBLIC SERVICES
This course deals with the public service aspect of library work, which includes circulation, reserve, and publicity.

LIB* K104
(formerly LIB K115)
3 CREDIT HOURS
INTRODUCTION TO REFERENCE SERVICES
Prerequisite: CSA K105.*
This course is designed to familiarize students with the use of general and specialized reference tools. Procedures and services in the library reference department are also discussed.

LIB* K116
(formerly LIB K116)
3 CREDIT HOURS
CATALOGING AND CLASSIFICATION
Prerequisite: LIB K123.*
This course introduces both Dewey and Library of Congress Classification Systems. Also included are original descriptive and subject cataloging of print and non-print media, and copy cataloging by using MARC format.

LIB* K120
(formerly LIB K120)
3 CREDIT HOURS
LITERATURE FOR CHILDREN
This course is a critical study of literature for children. Included are literary forms such as folklore, poetry, fiction, drama, and nonfiction. Discussions of writers, illustrators, storytelling, and Children's Room programming are also incorporated.

LIB* K121
(formerly LIB K121)
3 CREDIT HOURS
LITERATURE FOR YOUNG ADULTS
This course is a critical study of literature for adolescents. Included are classical works as well as contemporary writings for the secondary school age level. Programming for young adults is also included.

LIB* K123
(formerly LIB K123)
3 CREDIT HOURS
INTRODUCTION TO LIBRARY TECH SERVICES
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.

LIB* K125
(formerly LIB K125)
3 CREDIT HOURS
MEDIA IN LIBRARY APPLICATIONS
This course serves as an introduction to a variety of media forms as they are used in the library field. Through readings, activities, and project work, students will gain experience and knowledge of traditional audiovisual equipment and materials. They will also learn to use video equipment, computer based presentation systems, and to integrate online resources to create presentations.

LIB* K127
(formerly LIB K127)
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 techniques, affirmative action, usage statistics, censorship, and Library Bill of Rights.

LIB* K201
(formerly LIB K201)
3 CREDIT HOURS
ELECTRONIC RESOURCES IN LIBRARIES
Prerequisite: CSA K105.*
This course covers the theory and field practice of web sites, internet searching and search engines, online reference searches, shared databases, LANs, CD ROM technology, and library networks. LIB* K201 meets the computer literacy requirement.

LIB* K202
(formerly LIB K202)
3 CREDIT HOURS
SUPERVISED FIELD PLACEMENT
Prerequisite: Completion of 5 library technology courses.
This course is a work assignment under actual library conditions that gives students practical experience. During the semester, students will work 90 hours in a library of their choice. This course is required for students with no practical library experience.

MATHEMATICS
Mathematics courses are numbered according to their transferability. Courses numbered 137 or lower may or may not be transferable, depending on the four-year institution. Students should consult an advisor for the policies of specific four-year institutions. Courses numbered 146 or above are generally transferable to any four-year institution.

MAT* K075 (formerly MAT K078)

3 CREDIT HOURS

PREALGEBRA-NUMBER SENSE, GEOMETRY

Prerequisite: Acceptable placement score. A grade of "C#" or better is required to pass this course.

This course focuses on basic arithmetic and pre-algebra skills. Topics include whole numbers, fractions, decimal 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 CREDIT HOURS

ELEMENTARY ALGEBRA FOUNDATIONS

Prerequisite: Acceptable placement score or MAT K075 with a "C#" grade or better. A grade of "C#" or better is required to pass this course.*

This course extends the basic algebra skills acquired in MAT* K075. The topics include signed numbers, solving first-degree equations, exponents, polynomials, 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 CREDIT HOURS

TOPICS IN CONTEMPORARY MATH

Prerequisite: Acceptable placement score or MAT K095 with a "C#" grade or better.*

A graphing calculator is required. Instructor will use a Texas Instrument calculator (TI83).

This course will expose students to topics in mathematics that are useable and relevant in today's world. Students will apply mathematical ideas while working within a social context. Examples of topics will include: concerns about the growth of the national debt, environmental issues, probability, statistical implications in our lives, and current events issues.

MAT* K137 (formerly MAT K109)

3 CREDIT HOURS

INTERMEDIATE ALGEBRA

Prerequisite: Acceptable placement score or MAT K095 with a "C#" grade or better.*

A graphing calculator is required. Instructor will use a Texas Instrument calculator (TI83).

This course continues the development of algebraic skills and concepts. The topics include linear equations, functions and graphs, applications of systems of equations, inequalities, rational expressions and equations, operations on radicals and rational exponents, quadratic equations, exponential and logarithmic functions.

MAT* K146 (formerly MAT K114)

3 CREDIT HOURS

MATH FOR THE LIBERAL ARTS

Prerequisite: MAT K137 or acceptable placement score.*

A graphing calculator is required. Instructor will use a Texas Instrument calculator (TI83).

This course meets the mathematics requirement for liberal arts (non-science) transfer students. The topics covered are selected from set theory, counting and probability, and basic statistics, linear programming, game theory, Markov process, difference equations, and mathematical modeling.

MAT* K163 (formerly MAT K121)

3 CREDIT HOURS

STATISTICS I

Prerequisite: MAT K137 or acceptable placement score.*

This course introduces the basic concepts of statistics as they apply primarily to business, the technologies, and the social sciences. The topics include methods of summarizing data, measures of central tendency and dispersion, correlation and linear regression, basic probability, binomial and normal distributions, hypothesis testing for one and two populations, confidence intervals, and distributions.

MAT* K186 (formerly MAT K141)

4 CREDIT HOURS

PRECALCULUS

Prerequisite: MAT K137 or acceptable placement score.*

This course prepares students for the study of Calculus I. The topics include polynomial and rational functions and their graphs, operations on radical expressions, matrices, exponential and logarithmic functions, trigonometric functions and their graphs, trigonometric identities, trigonometric applications, and determinants.

MAT* K254 (formerly MAT K151)

4 CREDIT HOURS

CALCULUS I

Prerequisite: MAT K186.*

This is a first course in calculus intended for students who plan on majoring in mathematics, physical science, or engineering technologies. The topics include functions, limits, continuity, derivatives, antiderivatives, and applications.

MAT* K256 (formerly MAT K152)

4 CREDIT HOURS

CALCULUS II

Prerequisite: MAT K254.*

This course is the second semester of calculus intended for students who plan on majoring in mathematics, physical science, or engineering technologies. The topics include the anti-derivative, the definite integral, applications of integration, differentiation and integration of the transcendental functions, and methods of integration.

MAT* K285 (formerly MAT K251)

3 CREDIT HOURS

DIFFERENTIAL EQUATIONS

Prerequisite: MAT K256.*

This course provides an introduction to ordinary differential equations and their applications, linear differential equations, systems of first order linear equations and numerical methods.

MEC K1106

3 CREDIT HOURS

INTRODUCTION TO STRUCTURAL MECHANICS

Prerequisites: MAT K137, PHY* K114.*

Co-requisites: MEC K1107, MAT K186.*

This course helps students develop the ability to analyze problems using the basic principles of static systems in order to provide a foundation for stress analysis. The forces on structures in equilibrium and concepts of centroids, center of gravity, and moment of inertia are studied. The concept of stress and strain in axial torsional and bending loading is also introduced.

MEC K1107

1 CREDIT HOUR

INTRODUCTION TO STRUCTURAL MECHANICS LAB

Prerequisites: MAT K137, PHY* K114.*

Co-requisite: MEC K1106, MAT K186.*

This course is the continuing study of statics as introduced by MEC K1106, including resultant of vectors, trusses, frames, equilibrium analysis, centroids and moment of inertia of area shapes. Also included is the study of tension and bending loading on rods and beams. Use of the computer in problem solving is also included. Lab is not required for Civil Engineering Technology and Architectural Design Technology students.

MEC K1110

1 CREDIT HOUR

FUNDAMENTALS OF ENGINEERING GRAPHICS

Prerequisite: MAT K095 or higher.*

Co-requisite: MEC K1111.

This course teaches the basic concepts of orthographic projection, isometric, and oblique drawings and basic drafting terminology. Emphasis will also be placed on freehand sketching using the above concepts and terminology. Basic principles of simplified board drafting practices will be covered. A major component of this course will focus on descriptive geometry which will nurture the visualization skills of students by identifying points, planes, and perpendiculars in various perspectives. Some of the techniques will be accompanied with CAD as a comparison.

MEC K1111

2 CREDIT HOURS

FUNDAMENTALS OF ENGINEERING GRAPHICS LAB

Prerequisite: MAT K095 or higher.*

Co-requisite: MEC K1110.

In this lab, students will apply the fundamentals of engineering graphics through solving application problems on the drafting board and on the computer using Auto CAD techniques.

MEC K2120

3 CREDIT HOURS

STRENGTH OF MATERIALS

Prerequisites: MEC K1106/07.

Co-requisites: MAT K254.*

This course instills knowledge of moments of inertia, torsion, bending, and columns, and how

it applies to stress and the structural properties of materials. The relationship of these properties to common engineering problems is reviewed.

MEC K2122

3 CREDIT HOURS
MATERIALS OF SCIENCE
Prerequisite: MFG K1100/01.
Co-requisite: MEC K2123.
This course studies the structure and properties of engineering materials, and incorporates the presentation of materials selection, processing, and heat treatment. The changes in structure and properties during forming, machining, and heat treating operations are discussed.

MEC K2123

1 CREDIT HOUR
MATERIALS OF SCIENCE LAB
Prerequisites: MFG K1100/01.
Co-requisite: MEC K2122.
In this lab, students will be exposed to selected experiments demonstrating the effects of processing, including heat treatment, on the properties of engineering materials. Standard materials tests are also performed.

MEC K2124

3 CREDIT HOURS
FLUID MECHANICS
Prerequisites: PHY K115, MAT* K186.*
Co-requisite: MEC K2142.
This course introduces the mechanics of fluids. Basic characteristics of fluids, hydrostatics, pressure, centers of pressure, and pressure measuring devices are discussed. The application of the general energy equation to fluids in motion is also shown, along with the modifications necessary to introduce the effects of viscosity and friction on fluid flow, pressure heads, and pump calculations. This course is equivalent to CIV K2203.

MEC K2126

4 CREDIT HOURS
FLUID MECHANICS/ THERMODYNAMICS
Prerequisite: PHY K115.*
This course investigates the behavior of fluids from a fluid mechanics and thermodynamics point of view, including the concepts of enthalpy, entropy, and energy balances.

MEC K2130

3 CREDIT HOURS
MACHINE DESIGN
Prerequisite: MEC K2120.
Co-requisite: MEC K2131.
This course utilizes skills from previous courses and gives students the opportunity to investigate the design of machine elements. Actual design conditions are studied along with classical engineering design practice utilizing the concepts of stress, materials, unimatics, economy, safety, strength, and appearance.

MEC K2131

2 CREDIT HOURS
MACHINE DESIGN LAB
Prerequisite: MEC K2120.
Co-requisite: MEC K2130.
This course allows students to create actual designs in the laboratory, including the students' senior design project.

MEC K2140

2 CREDIT HOURS
HEAT TRANSFER
Prerequisites: MAT K254, MEC K2126, PHY* K115.*
Co-requisite: MEC K2142.
This course will include one and two dimension flow, and principles of convection, conduction, and radiation. Steady state conditions will be investigated.

MEC K2142

1 CREDIT HOUR
THERMAL SCIENCES LAB
Prerequisites: MAT K254, MEC K2126.*
Co-requisite: MEC K2124 or MEC K2140.
This course studies selected labs from the fields of fluid mechanics, thermodynamics, and heat transfer.

MEC K2156

3 CREDIT HOURS
WELDING ENGINEERING APPLICATIONS
Prerequisites: MFG K1100/01, MEC K2122/23.
Co-requisite: MEC K2157.
This course introduces basic welding techniques as applied to various welding materials. It includes ARC welding, filler materials, steel welding, non-ferrous metal welding, and problems in welding with solutions.

MEC K2157

1 CREDIT HOUR
WELDING ENGINEERING APPLICATIONS LAB
Prerequisites: MFG K1100/01, MEC K2122/23.
Co-requisite: MEC K2156.
This course applies the basic welding techniques and principles of MEC K2156 to various welding materials. It includes lectures, film strips, and various welding projects.

MEC K2162

3 CREDIT HOURS
THERMODYNAMICS
Prerequisites: PHY K115, MAT* K186.*
This course studies the thermodynamic principles of heat, work, non-flow and steady flow processes, and cycles. The use of thermodynamics data tables and charts will be stressed.

MEC K2166

1 CREDIT HOUR
COMPUTER-AIDED ENGINEERING
Prerequisite: CSA K105.*
Co-requisite: MEC K2167.
This course is a continuation of Computer Application I with a primary emphasis upon the personal computer as a problem solving tool for mechanical students. Upon completion of this course, students will have an awareness of (1) existing mechanical software on the market, (2) an application media for concepts learned in Computer Applications I, and (3) computer solution methods for complex mechanical problems.

MEC K2167

2 CREDIT HOURS
COMPUTER-AIDED ENGINEERING LAB
Prerequisite: CSA K105.*
Co-requisite: MEC K2166.
This course teaches students to performs laboratory exercises to fulfill the goals of MEC K2166. The purpose of the lab is to provide relevant projects for computer applications as applied to the mechanical discipline.

MEC K2995

3 CREDIT HOURS
MECHANICAL CO-OP
Prerequisite: Consent of Program Coordinator.
Co-requisite: Student must have completed all freshman level technology courses and have a GPA of 2.50 or better.
This course gives students the opportunity to 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 contact hours must be devoted by the co-op student during the semester internship.

MFG K1100

3 CREDIT HOURS
MANUFACTURING PROCESSES
Co-requisite: MFG K1101.
This course studies manufacturing: making goods and wares by industrial processes. The course will provide theoretical experience in the scientific, engineering, and economic principles on which the various manufacturing processes are based.

MFG K1101

1 CREDIT HOUR
MANUFACTURING PROCESSES LAB
Co-requisite: MFG K1100.
This course provides laboratory emphasis on common metal cutting tools and lathe operations, as well as on associated precision measuring tools and instruments. The labs will involve set-ups and procedures for milling machines, lathes, grinders, drill presses, and some measuring instruments.

MFG K1104

3 CREDIT HOURS
CAD CAM I
Prerequisite: MFG K1100/01 or permission of instructor.
Co-requisite: MFG K1105.
This course studies the process of manual and automated preparation of a computer-aided manufacturing system program, Mastercam, and equipment in preparation for implementing these techniques in a computer integrated manufacturing environment.

MFG K1105

1 CREDIT HOUR
CAD CAM I LAB
Prerequisite: MFG K1100/01 or permission of instructor.
Co-requisite: MFG K1104.
This course studies actual programming problems that are solved both manually and automatically by computer-aided manufacturing systems. The programming, set up, processing and time study are accomplished by each student on a project using the automated manufacturing system Mastercam.

MFG K2124

3 CREDIT HOURS
TOOL DESIGN
Prerequisites: MFG K1100/01, CAD K1200/01 and latest CAD release working knowledge.
Co-requisite: MFG K2126.
This course discusses theory in the design of metal cutting tools. The course is designed to give students the basic knowledge of the principles, practices, tools, and commercial standards of single point cutting tools as well as jig, fixture, and die design.

MFG K2126

1 CREDIT HOUR
TOOL DESIGN LAB
Prerequisites: MFG K1100/01, CAD K1200/01 and the latest CAD release working knowledge.
Co-requisite: MFG K2124.
This course provides practical applications as a basis in the design of metal cutting tools, jigs, fixtures, and dies with a CAD system.

MFG K2130

3 CREDIT HOURS
INDUSTRIAL ROBOTS
Prerequisites: MFG K2206/07.
Co-requisite: MFG K2131.
This course gives students fundamental instruction in robotic technology, materials handling and storage, workstations/cells, and flexible manufacturing systems. The study of servo and non-servo control systems, programming integration and applications is introduced. This course is equivalent to EET K2138.

MFG K2131

1 CREDIT HOUR
INDUSTRIAL ROBOTS LAB
Prerequisites: MFG K2206/07.
Co-requisite: MFG K2130.
This course teaches students the fundamentals of servo and non-servo robots, automated storage/retrieval systems, conveyors, work cells and flexible manufacturing systems through familiarization experiments on a flexible manufacturing system. Programming a programmable logic controller using ladder logic will provide the basics for non-servo operating systems. This course is equivalent to EET K2139.

MFG K2206

3 CREDIT HOURS
AUTOMATED SYSTEMS
Prerequisites: EET K2104/05, MAT K186.*
Co-requisite: MFG K2207.
This course pursues a further study of computer integration with more depth on work cells, robotics and flexible manufacturing systems. Also there will be an integration of other aspects such as business data processing, CAD/CAM, and a flexible manufacturing system typical in a manufacturing business. This course is equivalent to EET K2130.

MFG K2207

1 CREDIT HOUR
AUTOMATED SYSTEMS LAB
Prerequisites: EET K2104/05, MAT K186.*
Co-requisite: MFG K2206.
Through practical applications, this course will prepare students to complete the steps necessary to manufacture and inspect a product on a flexible manufacturing automated system. This will include on and off line programming, teaching points, and other computer file and integration and interfacing manipulations. This course is equivalent to EET K2131.

MFG K2232

3 CREDIT HOURS
PRODUCTION PLANNING AND STATISTICAL PROCESS CONTROL
Co-requisites: MAT K163, MFG K2233*
This course presents the application of fundamental statistical concepts of manufacturing production control, tolerance analysis and acceptance sampling. Emphasis is placed on the application of statistics through control chart development, sampling size determination, and frequency evaluation. The course incorporates computer hardware and software, particularly spread sheets and database programs in SPC applications to manual, automated and flexible manufacturing systems in a computer integrated environment.

MFG K2233

1 CREDIT HOUR
PRODUCTION PLANNING AND STATISTICAL PROCESS CONTROL LAB
Co-requisites: MAT K163, MFG K2232*
This course emphasizes verification of statistical concepts using predetermined population characteristics and the computer analysis of resulting data and their application to controlled manufacturing environments. Students prepare formal reports containing the analysis of various manufacturing processes and the design and implementation of a control chart for that process. Implementation of SPC concepts will be applied into an actual flexible manufacturing system.

MFG K2236

3 CREDIT HOURS
NON-DESTRUCTIVE TESTING I
Co-requisite: MFG K2237
This course is an introduction to the non-destructive testing techniques most commonly used in industry. These include liquid penetrate, magnetic particle, eddy current, ultrasonics, radiography, and others. Requirements for personnel certification are also addressed.

MFG K2237

1 CREDIT HOUR
NON-DESTRUCTIVE TESTING I LAB
Co-requisite: MFG K2236
This lab is an introduction to the practical application of non-destructive testing equipment and techniques. Liquid penetrate, magnetic particle, eddy current, ultrasonics, and radiographic inspection will be performed, evaluated, and documented.

MFG K2244

3 CREDIT HOURS
NON-DESTRUCTIVE TESTING II
Prerequisites: MFG K2236/37 or permission of the instructor.
Co-requisite: MFG K2245.
This lab is designed to further develop students' knowledge of ultrasonic and radiographic testing techniques and applications.

MFG K2245

1 CREDIT HOUR
NON-DESTRUCTIVE TESTING II LAB
Prerequisites: MFG K2236/37 or permission of the instructor.
Co-requisite: MFG K2244.
This lab is designed to give students a detailed practical knowledge of ultrasonic and radiographic testing equipment, techniques, and applications.

MFG K2995

3 CREDIT HOURS
MANUFACTURING CO-OP
Prerequisite: Consent of Program Coordinator.
Co-requisite: Students must have completed all freshman level technology courses and have a GPA of 2.50 or better.
In this course, 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 contact hours must be devoted by the co-op student during the semester internship.

MTI* K240 (formerly MTI K240)

3 CREDIT HOURS
MTI PHILOSOPHY & METHODS
Prerequisite: ENG K100 eligibility or permission of instructor.*
This course will look at Dr. Montessori's philosophy, her history, and method. The preparation for learning of the child is accomplished through the use of creative, hands-on materials and includes the study of the concepts of the Absorbent Mind, the Sensitive Periods, and the Developmental Stages among other concepts. This course does not require prior approval of the program coordinator.

MTI* K241 (formerly MTI K241)

4 CREDIT HOURS
MTI 2 PRACTICAL LIFE & SENSORIAL
Co-requisite: MTI K240 and MUST have signature from ECE program coordinator or MTI faculty.*
This course will look at exercises of Practical Life which help the child to develop fine and gross motor and self-care skills without an adult's help which enhances positive self-esteem. The exercises will include the visual, auditory, tactile, and olfactory senses. Sensorial materials, the rational for their use, development of the senses, repetition of the activity, and more will be examined. Peace education and exercises

of Grace and Courtesy will also be reviewed.

MTI* K242
(formerly MTI K242)

3 CREDIT HOURS
MTI 3 MATH/CULTURE/ SCIENCE

Co-requisite: MTI K240 and MUST have signature from ECE program coordinator or MTI faculty.*
This course will look at basic math skills, nomenclature of mathematics using Montessori materials. The study of numbers, the decimal system, fractions, geometric shapes and more along with theory and rationale will be studied. This will also include a look at biology, botany, and physical sciences from the Montessori cultural curriculum.

MTI* K243
(formerly MTI K243)

3 CREDIT HOURS
MTI 4 LANGUAGES/CULTURE/ SOCIAL STUDIES

Co-requisite: MTI K240 and MUST have signature from ECE program coordinator or MTI faculty.*
This course covers Montessori curriculum, materials and methodology for language arts and reading. The following will be taught in a developmental sequence; reading, writing, grammar and verbal skills. Further, different cultures will be observed through geography and other means.

MTI* K244
(formerly MTI K244)

3 CREDIT HOURS
MTI 5 PRACTICUM 1

Prerequisites: MTI K240, MTI* K241, MTI* K242, MTI* K243 and signature from signature from ECE program coordinator or MTI faculty.*
The internship with seminar will include the creation of Montessori materials and an album.

MTI* K245
(formerly MTI K245)

3 CREDIT HOURS
MTI 6 PRACTICUM 2

Prerequisite: MTI K240, MTI* K241, MTI* K242, MTI* K243 and signature from ECE program coordinator or MTI faculty.*
This internship with seminar will include the creation of more Montessori materials, continued work on the album, and the final certification exam.

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 repertory of music literature is surveyed to trace both the development of Western music and the heritage of contemporary popular music.

NSG* 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 defining the role of the nurse and exploring baseline skills such as problem solving, interpersonal relations, mathematical calculations and basic medical terminology. Site visits will be included in the course to observe various health care settings and the role of the nurse within those settings. Perspectives courses are most appropriate for degree students enrolled in any of the career programs, including Liberal Arts or General Studies students. This course is not open to students who have completed any nursing course.

NSG* K115
(formerly NRS K115)

8 CREDIT HOURS
INTRODUCTION TO NURSING

Co-requisites: BIO K211, ENG* K101, PSY* K111.*
This course stresses the fundamentals of nursing principles and practice related to basic health needs of individuals. Emphasis is placed on the use of Nursing Process, development of beginning skills in nursing practice, and their application to simple health care needs. Concepts of mental and physical health, interpersonal relationships, pharmacology, and nutrition are integrated throughout. Clinical laboratory experience is provided in community health care agencies. Four and one-half lecture hours; ten and one-half laboratory hours.

NSG* K116
(formerly NRS K116)

8 CREDIT HOURS
CARE OF CLIENTS & FAMILIES WITH INTERMEDIATE HEALTH CARE NEEDS

Prerequisite: NSG K115.*
Co-requisites: BIO K212, BIO* K235, PSY* K201.*
This course focuses on the care of adults and children with intermediate health care needs of limited duration. Emphasis is placed on nursing care during the perioperative and childbearing cycles. Concepts from the biological and social sciences, pharmacology, and nutritional therapeutics are further developed. Clinical laboratory experiences are provided in local health care agencies. Four lecture hours; twelve laboratory hours.

NSG* K121
(formerly NRS K121)

3 CREDIT HOURS
LPN TO RN BRIDGE COURSE

Prerequisites: BIO K211, ENG* K101, PSY* K111.*
Co-requisites: BIO K212, BIO* K235, PSY* K201.*
This computer-based WEB course offered by Charter Oak College is the first component offered to Licensed Practical Nurses who meet specific eligibility requirements for participation in the Connecticut Articulation Model for Nurse Educational Mobility. This theory course expands the breadth and depth of the common content from the Connecticut Practical Nurse Education Program and participating RN schools including Three Rivers. In addition, new theories, processes, and skills specific to registered nurse practice are introduced. This course is designed for the highly motivated adult learner seeking career mobility in nursing. Nursing program admission criteria must be met prior to registration in this course. Permission of the instructor is required for registration. Successful completion of this course and Nursing K122 will satisfy requirements for advanced placement credit for Nursing K115 and Nursing K116. Therefore, Nursing K121 cannot be applied as a free elective in the Three Rivers Plan of Study for the A.S. degree in Nursing.

NSG* K122
(formerly NRS K122)

1 CREDIT HOUR
LPN TRANSITION

Prerequisites: BIO K211, ENG* K101, PSY* K111, NSG* K121.*
Co-requisites: BIO K212, BIO* K235, PSY* K201.*
This course is the final component of the advanced placement option for Nursing K115 and Nursing K116 as specified by the Connecticut Articulation Model for Nurse Educational Mobility. This course expands the content of Nursing K121 to content that is specific to the Three Rivers Nursing curriculum, e.g. program philosophy, mission, conceptual framework, policies, evaluation process, and laboratory/clinical practice. Permission of the instructor is required for registration. Successful completion of this course and Nursing K121 will satisfy requirements for advanced placement credit for Nursing K115 and Nursing K116. Therefore, Nursing K122 cannot be applied as a free elective in the Three Rivers Plan of Study for the A.S. degree in Nursing.

NSG* K226
(formerly NRS K226)

9 CREDIT HOURS
CARE OF CLIENTS WITH ACUTE HEALTH CARE NEEDS

Prerequisites: NSG K115, NSG* K116.*
Co-requisites: SOC K101, English Elective.*
This course focuses on the care of adults with acute illness. The importance of understanding the relationship of in-depth nursing assessment problem identification and problem solving is further developed. Prioritization of patient care is also emphasized. Physiological and psychological causes and effects of stress on acutely ill patients and their family are explored. Clinical laboratory experience is provided in acute care settings at local community hospitals. Four lecture hours; fifteen laboratory hours.

NSG* K227
(formerly NRS K227)

9 CREDIT HOURS
CARE OF CLIENTS/FAMILIES WITH COMPLEX LONG TERM HEALTH CARE NEEDS

Prerequisites: NSG K115, NSG* K116, NSG* K226.*
Co-requisites: NSG K228, Unrestricted Elective.*

This course focuses on the care of individuals of various age groups and their families in relation to long-term health alterations. It examines the effects of long-term illness upon the individual, family, and the community. Clinical laboratory experience is provided in extended care facilities and in community hospitals and clinics. Organizational patterns of nursing care delivery are compared and clinical experience in beginning nursing management of groups of patients is provided. Three lecture hours; eighteen laboratory hours.

NSG* K228 (formerly NRS K228)

2 CREDIT HOURS

TRENDS AND ISSUES IN NURSING

Prerequisites: NSG K115, NSG* K116, NSG* K226.*
Co-requisite: NSG K227.*
This course utilizes a variety of learning activities such as lecture-discussion, seminars, guest panels, independent study, and other selected experiences. Students explore history, trends, and current issues related to the role and function of the nurse, nursing education, nursing practice, professional organization, and the health system. Students prepare resumes, cover letters, and discuss interviewing skills in preparation for employment. This course must be taken in the final semester.

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* K110 (formerly NUC K1100)

2 CREDIT HOURS

RADIATION HEALTH SAFETY

Prerequisites: MAT K186, CHE* K121.*
Co-requisites: NUC K111, NUC* K117.*
This course is an introduction to basic concepts associated with nuclear physics and nuclear radiation, health, and safety. Topics include nuclear structure, radioactivity, interaction of radiation with matter, shielding, radiation measurement, exposure, and biological effects.

NUC* K111 (formerly NUC K1101)

1 CREDIT HOUR

RADIATION HEALTH SAFETY LAB

Prerequisites: MAT K186, CHE* K121.*
Co-requisites: NUC K110, NUC* K117.*
This course is designed to give the student hands-on experience working with a variety of radiation monitoring devices. The students will also gain experience in the processing and analysis of counting data.

NUC* K117 (formerly NUC K1107)

4 CREDIT HOURS

ATOMIC AND REACTOR PHYSICS

Prerequisites: MAT K186, NUC* K100, PHY* K114.*
Co-requisites: MAT K254, PHY* K115, NUC* K110/111.*
This course is an introduction to modern physics concepts of the structure of the atom, the properties of atomic particles, the nature of light, relativity theory and elementary quantum mechanics. An understanding of fission energy concepts, and transmutations will be provided.

NUC* K118 (formerly NUC K1117)

1 CREDIT HOUR

NUCLEAR CHEMISTRY

Prerequisites: CHE K121, MAT* K186, NUC* K100.*
Co-requisite: NUC K117.*
This course is an introduction to the basic concepts of nuclear reactor chemistry. Topics covered include oxidation-reduction reactions, principles of corrosion, corrosion control practices, and important nuclear chemical reactions.

NUC* K210 (formerly NUC K2100)

2 CREDIT HOURS

NUCLEAR INSTRUMENTS AND CNTRL

Prerequisites: EET K2104/05, NUC K100, NUC* K110/K111, NUC* K117, NUC* K250.*
Co-requisites: NUC K211, NUC* K220/K221.*
The study of the underlying electrical, mechanical, physical, and chemical principles by which the instrumentation and modern PWR (pressurized water reactor) and BWR (boiling water reactor) systems control the safe generation of nuclear-based power. Emphasis is placed on the full understanding of the nuclear fission process and the interactions of the numerous subsystems required to monitor and control this important energy technology.

NUC* K211 (formerly NUC K2101)

1 CREDIT HOUR

NUCLEAR INSTRUMENTS AND CNTRL LAB

Prerequisites: EET K2104/05, NUC K100, NUC* K110/111, NUC* K117, NUC* K250.*
Co-requisites: NUC K210, NUC* K220/K221.*
These laboratory exercises transfer acquired electrical, mechanical, physical, and chemical technology gained in earlier courses in hands-on applications to 15 selected nuclear instrument controlled subsystems. Emphasis is placed on the full understanding of the detection capabilities and subsequent safe nuclear system control.

NUC* K220 (formerly NUC K2110)

1 CREDIT HOUR

NUCLEAR SIMULATOR

Prerequisites: NUC K100, NUC* K110/K111, NUC* K117, NUC* K118, NUC* K230, NUC* K260/K261.*
Co-requisites: NUC K210/K211, NUC* K221.*
A study of the primary and secondary systems of a Pressurized Water Reactor (PWR), with emphasis on control and protective subsystems, plant start-up, normal plant operation, and critical shut-down procedures. Reactor "accident" analyses are stressed for total reactor system comprehension.

NUC* K221 (formerly NUC K2111)

1 CREDIT HOUR

NUCLEAR SIMULATOR LAB

Prerequisites: NUC K100, NUC* K110/K111, NUC* K117, NUC* K118, NUC* K230, NUC* K260/K261.*
Co-requisites: NUC K210/K211, NUC* K220.*
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.

NUC* K230 (formerly NUC K2116)

2 CREDIT HOURS

NUCLEAR TOPICS

Prerequisites: NUC K100, NUC* K110/K111, NUC* K117, NUC* K118, NUC* K260 /K261.*
Co-requisite: NUC K220/K221.*
This course is a state-of-the-art survey course studying factors impacting modern nuclear power generation, including environmental impacts, fuel management, preventive maintenance, equipment operation, failure and analysis, safety engineering, human factors engineering, and emergency planning procedures. Additionally, an overview of other regional nuclear related business activities will be presented.

NUC* K240 (formerly NUC K2117)

3 CREDIT HOURS

ADVANCED NUCLEAR CHEMISTRY

Prerequisites: CHE K121, MAT* K254, NUC* K100, NUC* K110/111, NUC* K117, NUC* K250.*
This course is a specific nuclear elective to comprehensively study concepts associated with nuclear reactor chemistry. The sophisticated analysis of chemistry principles on the safe and economical operation of commercial nuclear reactors will be the emphasis of this elective course.

NUC* K250
(formerly NUC K2118)

4 CREDIT HOURS
REACTOR THEORY

Prerequisites: MAT K254, NUC* K110/K111, NUC* K117, NUC* K118, PHY* K114, PHY* K115.*
Co-requisites: NUC K260/K261, MAT* K256.*
This course studies nuclear energy with emphasis on fission, reactor types, moderation of neutrons, activation and decay schemes, transmutations, neutron diffusion theory, and theoretical reactor operation including heat transfer, power transients, instrumentational and resultant radiation.

NUC* K260
(formerly NUC K2122)

2 CREDIT HOURS
NUCLEAR MATERIALS SCIENCE

Prerequisites: MAT K254, NUC* K100, NUC* K110/K111, NUC* K117, NUC* K118.*
Co-requisites: MAT K256, NUC* K250, NUC* K261.*
This course will acquaint the student with constitution, properties and characteristics of engineering materials and provide a foundation for stress analysis on structures in equilibrium with emphasis on applications to nuclear power, including effects of material irradiation.

NUC* K261
(formerly NUC K2123)

1 CREDIT HOUR
NUCLEAR MATERIALS SCIENCE LAB

Prerequisites: MAT K254, NUC* K100, NUC* K110/K111, NUC* K117, NUC* K118.*
Co-requisites: MAT K256, NUC* K250, NUC* K260.*
This lab will focus on performing experiments in metallographic examination, mechanical testing, and heat treatment of a variety of ferrous and nonferrous metals. Experiments to determine properties of materials such as strain, fatigue, corrosion, compression and tensions will also be conducted. Brittle fracture and thermal stress will be performed as well as effects of irradiating materials.

NUC* K270
(formerly NUC K2200)

3 CREDIT HOURS
NUCLEAR HEALTH PHYSICS

Prerequisites: MAT K186, NUC* K110/K111.*
This course is offered to provide the nuclear/environmental technology student as well as the general student with a working knowledge of radiation and its interaction with matter. Topics will include types of biological effects of radiation, radiation standards, and regulations, instrumentation, shielding, dosimetry, and practices and principles of radiation protection.

NUC* K295
(formerly NUC K2995)

3 CREDIT HOURS
NUCLEAR CO-OP

Prerequisite: Consent of Program Coordinator.
Co-requisite: Students must have completed all freshman level technology courses and have a GPA of 2.50 or better.
In this course, 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 contact hours must be devoted by the co-op student during the semester internship.

OCE* K101
(formerly PSC K107)

3 CREDIT HOURS
OCEANOGRAPHY

Co-requisite: ENG K100 or higher*
This course covers the following topics: properties of sea water, marine ecology, waves, tides, currents, meteorology, ocean circulation, origin of the Long Island Sound, chemical oceanographic processes, life in the sea, and environmental modification and control.

PHL* K101
(formerly PHL K111)

3 CREDIT HOURS
INTRODUCTION TO PHILOSOPHY

Prerequisite: Placement test score indicating ENG K101 or successful completion of ENG* K100 with a "C" grade or better.*
This course is an introduction to the content and process of epistemology, metaphysics, and ethics is presented. The course will portray philosophizing as an active and dynamic life experience aimed at the creation of a world view. The course is designed to represent philosophy as an integrated experience of mind, body, feeling, and intuition.

PHL* K105
(formerly PHL K100)

3 CREDIT HOURS
THE MEANING OF LIFE

Prerequisite: Placement test score indicating ENG K101 or successful completion of ENG* K100 with a "C" grade or better.*
This course will focus on the issue of life's meaning and how to pursue it. Several of the great questions of existence will be examined from multiple points of view: Where do we come from? Why are we here? Why do we suffer and die? Reflection on these issues will help students to articulate a sense of purpose and value and ultimately serve as a guide for living the good life. In the process, they will consider the elements of a meaningful life that influence practical goals. Examples of these elements are God and spirit, love, family, education, meaningful work, community involvement, and various definitions of what a successful life might entail.

PHL* K111
(formerly PHL K215)

3 CREDIT HOURS
ETHICS

Prerequisite: ENG K101.*
This course will cover the fundamentals of ethics, including an introduction to the origins and nature of moral right and responsibility. Students will analyze and formulate positions on contemporary ethical issues.

PHL* K151
(formerly PHL K116)

3 CREDIT HOURS
WORLD RELIGIONS

Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C" grade or better.*
This course will begin by providing students with a philosophical framework that will be used to understand the world's major religious traditions. What is religion? How do each of the traditions considered illustrate the workings of myth, practice, experience, and community and how do all of these elements come together in the construction of a worldview particular to each? We will focus on Indigenous religious traditions, Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. We may also examine other religious expressions including emerging visions. Many topics will be interwoven into our studies including theistic, nontheistic, mystical, and devotional approaches, theological problems such as theodicy, as well as many social and ethical issues of current concern, particularly the role of women in traditional and emerging expressions.

PHO* K101
(formerly PHO K101)

4 CREDIT HOURS
INTRO TO PHOTONICS

This course explores optics as a science underlying many new "photonics" technologies such as laser manufacturing, arthroscopic surgery, CD and DVD technology, fiber optic telecommunications and high efficiency LED lighting. In this course, we will focus on the nature, production, and behavior of light and we will discuss common optical devices such as lenses and prisms. Throughout the course, we will emphasize optics application in medicine, communications, manufacturing and nature. A lab accompanies the course to illustrate and reinforce concepts (The online courses uses "home labs" for this purpose. Algebra and some trigonometry will be used. This course is equivalent to PHY* K103 Photonics Concepts).

PHO* K105
(formerly PHO K105)

0.5 CREDIT HOUR
LASER SAFETY

In this course, students will study safe laser operation practices and the various government regulations concerning classes of lasers. Must be passed with a grade of C or better before students can be admitted to senior level PHO classes.

PHO* K121
(formerly PHO K121)

3 CREDIT HOURS
INTRODUCTION TO FIBER OPTICS TECHNOLOGY

Prerequisite: MAT K095 or MAT* K107.*
The classroom portion of the course provides basic information on types of optical fiber, how optical fiber works, dispersion and distortion in fiber, safety issues, fiber

handling, math needed for understanding fiber optics terminology, components and systems that use optical fiber, and fiber optics applications. In the lab, students will learn the skills needed to work as entry-level fiber optic installers and assemblers, including connectorization, splicing, loss testing, measurement of pertinent fiber parameters, and OTDR.

PHO* K122
(formerly PHO K121)

1 CREDIT HOURS
INTRODUCTION TO FIBER OPTICS TECHNOLOGY LAB

In this course, students will learn to do fiber optic termination, mechanical and fusion splicing and loss testing. Both plastic and glass (multimode and single mode) fiber will be used, as well as a variety of connector types.

PHO* K124
(formerly PHO K124)

3 CREDIT HOURS
INTRODUCTION TO TELECOMMUNICATIONS

Prerequisite: MAT K095 or MAT* K107.*
This course provides an introduction to basic communication systems, modulation techniques, multiplexing, and transmission media. Emphasis will be on concepts and terminology of telecommunications systems. The latter part of the course will focus on the use of optical fiber in modern networks.

PHO* K230
(formerly PHO K230)

4 CREDIT HOURS
LASER ELECTRONICS

Prerequisites: EET K1120/K1121 and PHO K105.*
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; opto-isolators; optical sensors; solar cells; direct and external modulators. The lab portion of the course includes experiments and simulations to parallel the lecture.

PHO* K240
(formerly PHO K240)

4 CREDIT HOURS
INTRODUCTION TO LASERS

Prerequisite: PHY K141 or permission of instructor.*
This course gives an introduction to the structure of the atom, the production of light, stimulated emission, laser output characteristics, laser materials and components, and types of industrial lasers. It includes an overview of laser industrial applications. The lab experiments will reinforce and extend the lecture material.

PHO* K250
(formerly PHO K250)

4 CREDIT HOURS
FIBER AND INTEGRATED OPTICS

Prerequisite: PHY K141 or permission of instructor.*
This course will introduce parameters describing optical fibers, fiber optic system components, waveguide transmission, and fiber optic sensors. Fiber coupling, splicing, and testing will also be covered. A lab component will parallel the lectures and provide practical experience handling and testing optical fiber.

PHO* K290
(formerly PHO K290)

3 CREDIT HOURS
ADVANCED LASER TOPICS

Prerequisites: PHO K240.*
In this course, 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 state of the art in the laser industry. Students will be required to pursue individual areas of interest culminating in a research project and presentation.

PHO* K295
(formerly PHO K2995)

3 CREDIT HOURS
PHOTONICS CO-OP

Prerequisite: Consent of Program Coordinator.
Co-requisite: Students must have completed all freshman level technology courses and have a GPA of 2.50 or better.
In this course, 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 contact hours must be devoted by each co-op student during the semester internship.

PHY* K100
(formerly PHY K100)

1 CREDIT HOUR
ESSENTIAL TOPICS FOR PHYSICS

This course covers basic physics topics essential for the success of students in engineering technology programs, including: scientific notation, measurement and the SI (metric) system, right angle trig, vector addition and the concepts of velocity, acceleration, force, work, energy and power. The course is designed for students who have never studied physics and do not have PHO* K101 in their program of studies, or students who have received credit for PHO* 101 and need a refresher in these topics.

PHY* K103
(formerly PHY K103)

4 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 wavelike behavior of light. Concepts will be reinforced by demonstrations and lab exercises. Throughout the course, emphasis will be placed on applications of photonics in medicine, communications, environment and consumer devices. This course is equivalent to PHO* K101 Photonics Concepts.

PHY* K110
(formerly PHY K105)

4 CREDIT HOURS
INTRODUCTORY PHYSICS

Prerequisite: MAT K095 or equivalent.*
This course is a one semester exploration of the basic principles of classical physics. Topics will include classical mechanics, electricity, vibrations and waves. Students will have the opportunity to discover and explore the laws of physics using state-of-the-art instrumentation. Three-hour lecture; one two-hour laboratory.

PHY* K114
(formerly PHY K110)

4 CREDIT HOURS
MECHANICS

Prerequisite: High School Algebra or MAT K095, with a "C#" grade or better.*
Co-requisite: MAT K137.*
This course 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 SOUND LIGHT

Prerequisite: High School Algebra or MAT K095, with a "C#" grade or better.*
Co-requisite: MAT K137.*
This course 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

Prerequisites: MAT K095 and high school Physics or equivalent.*
This course gives an introduction to the physics of the twentieth century. Topics include special relativity, quantum physics, atomic physics and nuclear physics, as well as an overview of electricity and magnetism. Many classic experiments of Modern Physics, such as Frank-Hertz and the photoelectric effect, will be performed. Three-hour lecture; one two-hour laboratory.

PHY* K121
(formerly PHY K151)

4 CREDIT HOURS
GENERAL PHYSICS I

Prerequisite: MAT K186. A prior physics (PHY* K114 or high school physics) strongly recommended.*
This course will cover the fundamental principles of classical mechanics, properties of matter, heat, harmonic motion, waves, and sound.

PHY* K122
(formerly PHY K152)

4 CREDIT HOURS
GENERAL PHYSICS II

Prerequisites: MAT K186, PHY* K121.*
This course will cover the fundamental principles of electricity and magnetism, AC & DC circuits, electromagnetic fields and waves, optics, relativity and quantum and atomic physics.

PHY* K140
(formerly PHY K140)

4 CREDIT HOURS
INTRODUCTION TO OPTICS

Prerequisites: MAT K095.*
Co-requisites: MAT K137.*
In this course, students will be introduced to the physics underlying today's optics-based technologies. Topics will include the nature of light, geometric optics (reflection, refraction, imaging with thin lenses and mirrors), wave optics (superposition, interference and interferometers, diffraction and polarization), introduction to laser physics and principles of optical fiber. Throughout the course, basic physics principles and mathematical techniques will be reinforced. A laboratory section will reinforce concepts through hands-on experiments with both educational and industrial quality components.

PHY* K141
(formerly PHY K141)

4 CREDIT HOURS
APPLIED OPTICS

Prerequisites: MAT K137 and PHY* K140.*
Co-requisites: MAT K186.*
Building on the foundation of PHY 140 Introduction to Optics, 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, optical image processing, and polarization. Emphasis will be on applications of optics in modern technology. A laboratory section will reinforce concepts through hands-on experiments with industrial quality components.

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.*
This course is a 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 analyzed. The causes of international tensions with emphasis on contemporary conflict situations will also be considered.

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.*
Through open discussion of political issues and controversies, this course examines the framework of our democracy. The broad study focuses on the strengths and weaknesses of American national government. Topics such as election campaigns, political parties, presidential power, and individual liberties are explored.

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.*
This course examines the puzzling process of local governmental decision-making. 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* K207
(formerly POL K207)

3 CREDIT HOURS
AMERICAN POLITICAL THOUGHT

Prerequisite: Any 100-level social science course or permission of the instructor.
This course explores American political thought from the colonial to the contemporary period. The course will focus on such political values as equality, personal liberty, individualism, and justice. This course also examines such concepts as liberalism, pluralism, exceptionalism, racism, sexism, and nativism.

POL* K289
(formerly POL K298)

3 CREDIT HOURS
TEACHING ASSISTANTSHIP IN POLITICS

Prerequisite: At least two prior courses in politics, and permission of the instructor.
In this assistantship, students will assist a faculty member in conducting an academic course offered in the field of politics. Students may lead discussion groups, work with individual students, organize field trips, make presentations, and/or other work to be arranged.

PSY* K104
(formerly PSY K104)

3 CREDIT HOURS
PSYCHOLOGY OF ADJUSTMENT

This course is a theoretical and experiential exploration and understanding of the self encountering the self and the self encountering the other. The course is designed to facilitate students' progress beyond "insight" to initiating constructive change where so desired. Topics include: the healthy personality, the body, emotion, self-disclosure, social roles, love, work, play, religion and self, communication patterns, families and healthy personality, and loss and death.

PSY* K111
(formerly PSY K111)

3 CREDIT HOURS
GENERAL PSYCHOLOGY I

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 theories and research findings pertaining to scientific psychology with an emphasis on: the origins of psychology, theoretical models, research methodology, biological bases of thought and behavior, learning theory, sensation and perception, memory, cognition as well as emotion and motivation.

PSY* K112
(formerly PSY K112)

3 CREDIT HOURS
GENERAL 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: human development, in-depth treatment of personality theory and assessment, abnormal behavior, psychotherapy, sexuality and gender, social psychology, consciousness, stress and health, and workplace psychology.

PSY* K200
(formerly PSY K215)

3 CREDIT HOURS
CHILD PSYCHOLOGY

Prerequisite: PSY K111.*
This course presents the basic principles, current research and traditional theories of child development, from the prenatal period to the onset of adolescence, with an emphasis on the earlier years of childhood. Students will be guided in 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. 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 developments. This course is equivalent to ECE* K182 Child Development.

PSY* K201
(formerly PSY K201)

3 CREDIT HOURS
LIFE SPAN DEVELOPMENT

Prerequisite: PSY K111.*
This course will study the psychosocial and cognitive development of humans from birth to death. There will be an emphasis on distinct time periods such as conception and development of the fetus, infancy, childhood, puberty and adolescence, young, middle, and late adulthood, and gerontology.

PSY* K205
(formerly PSY K205)

3 CREDIT HOURS
ADOLESCENT DEVELOPMENT
Prerequisite: PSY K111.*
This course will study the psychological causes and manifestations of thinking, feeling, and acting in the second decade of life. Theoretical material, research, and applied material will be included with particular emphasis on major theories. Considerable attention is given to cultural influences and trends.

PSY* K240
(formerly PSY K241)

3 CREDIT HOURS
SOCIAL PSYCHOLOGY
Prerequisites: PSY K111 or PSY* K112.*
This course presents an in-depth and extensive psychological study of social behavior. The major thrust of this course will focus upon attitude formation, language and communication, group interaction, leadership roles, and cultural forces. These factors will be examined as they affect individuals in contemporary society.

PSY* K243
(formerly PSY K243)

3 CREDIT HOURS
THEORIES OF PERSONALITY
Prerequisites: PSY K111 or PSY* K112.*
This course will study the major theories of personality, with emphasis on psychoanalytic theory, and descendants, learning theory, and phenomenological theories. Models in literature will be examined in the context of the major theories of personality.

PSY* K245
(formerly PSY K245)

3 CREDIT HOURS
ABNORMAL PSYCHOLOGY
Prerequisites: PSY K111 or PSY* K112.*
This course offers an introduction to psychopathology and psychotherapy. A study of emotional disturbance includes: neuroses and personality disorders, psychoses, psycho diagnosis, and psychotherapy with an emphasis on how disorders begin and various treatments that are used. Topics in the course are: the nature of neurosis, anxiety reactions, obsessive-compulsive reactions, depressive reactions, hysteria and psycho-physiological reactions, personality disturbance, sexual deviance, addictions, theories of psychosis, forms of psychosis, somatic therapies, psychoanalytic therapies, behavior therapy, client-centered therapy, and group therapies.

PSY* K247
(formerly PSY K247)

3 CREDIT HOURS
INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY
This course provides an examination of the structure and property of organizations with emphasis on business and industrial organizational functioning. Psychological factors include: motivation, leadership, group processes, incentives, and conflict resolution.

PSY* K296
(formerly PSY K298)

3 CREDIT HOURS
TEACHING ASSISTANTSHIP IN PSYCHOLOGY
Prerequisite: At least two prior courses in psychology and permission of the instructor.
In this assistantship, students will assist a faculty member in conducting an academic course offered in the field of psychology. Students may lead discussion groups, work with individual students, organize field trips, make presentations, and/or other work to be arranged.

SCI* K250
(formerly SCI K250)

4 CREDIT HOURS
PROCESS & INQUIRY OF NATURAL SCIENCE
Prerequisites: 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.*
This 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. This course does not meet the pre-admission requirement for the Nursing Program. Three hour lecture; one two hour laboratory.

SGN* K101
(formerly ENG K115)

3 CREDIT HOURS
SIGN LANGUAGE I
This course introduces students to American Sign Language (ASL), its principles and performance. Specifically, students learn the vocabulary of signs, the concepts to which they refer, inflection through body movement, facial expression and gesture, and finger spelling. Students learn to develop a personal style and to translate. (Course does not fulfill foreign language requirement.)

SGN* K102
(formerly ENG K116)

3 CREDIT HOURS
SIGN LANGUAGE II
Prerequisite: SGN K101 or permission of the instructor.*
This course is a continuation of Sign Language I. American Sign Language (ASL) is stressed. Knowledge of issues surrounding deafness is given some emphasis. (Course does not fulfill foreign language requirement.)

SGN* K110
(formerly ENG K124)

3 CREDIT HOURS
CONVERSATIONAL SIGN LANGUAGE
Prerequisite: SGN* K101 and SGN* K102.
This course will focus 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. The goals are proficiency and fluency in receptive and expressive American Sign Language, reinforcement and enhancement of current skills and knowledge; and strengthening and developing confidence and competence in using American Sign Language.

SOC* K101
(formerly SOC K111)

3 CREDIT HOURS
PRINCIPLES OF SOCIOLOGY
Prerequisite: Placement test score indicating ENG K101 or completion of ENG* K100 with a "C-" grade or better.*
This course is 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.*
This course is designed to increase the understanding of the nature, scope, history, causes and complexity of contemporary social problems. The course emphasizes not only the problems but also proposed strategies for solution. Topics are studied in the context of many societies around the world, including those of Europe, 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 according to current concerns and interests. Topics often included are poverty, crime, violence, substance abuse, racism, family issues, sexism, health care, environmental destruction, cities, and population.

SOC* K210
(formerly SOC K213)

3 CREDIT HOURS
SOCIOLOGY OF THE FAMILY
Prerequisite: SOC K101.*
This course examines the history, structure, functions, and varieties of modern American families. Changing definitions of marriage, sexual expression, child rearing, sex 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* K211
(formerly SOC K218)

3 CREDIT HOURS
SOCIOLOGY OF GENDER
Prerequisite: SOC K101 or SOC* K103 or ANT* K105.*
This course is designed for anyone interested in a better understanding of what it means to be male or female in societies, past and present, in the U.S. and around the

world. Some topics to be explored include the transformation of gender roles; women's rights in education and at the workplace; the problems of rape and domestic violence; gender in politics, the military, and religion; the impact of gender on intimate relationships such as love, sexuality, friendship, marriage and family; the nature of sexual orientation and the problem of homophobia; and the global struggle for human rights of women and gays. Interrelationships of gender, sexual orientation, social class, race and ethnicity will be studied as an integral aspect of the course. The class format varies - lecture, discussion, films, and speakers.

SOC* K220
(formerly SOC K216)

3 CREDIT HOURS
RACIAL & ETHNIC DIVERSITY
Prerequisite: SOC K101.*
This course studies the relationships between racial and ethnic groups in diverse, multi-ethnic societies. It emphasizes the historical and social causes of prejudice and discrimination and their impact on the life experiences of the members of both dominant and subordinate groups in society. It also focuses on social movements to bring about racial/ethnic equality. The course also examines the issues in the context of many societies, including societies in Africa, Europe, South America, and the Middle East to provide the student with a broad-based understanding. Format of the course includes lectures, videos, speakers, and discussion.

SOC* K278
(formerly SOC K240)

3 CREDIT HOURS
COMMUNITY RESEARCH
Prerequisite: One of the following courses: SOC K101 or SOC* K103 or SOS K210 or ANT* K105 and permission of the instructor.*
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 research the instructor has developed with a local agency. Much of the work takes place at off-campus sites in the region. Students will gain experience in one or more 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: At least two prior courses in sociology and permission of the instructor.
In this assistantship, students assist a faculty member in conducting an academic course offered in the field of sociology. Students may lead discussion groups, work with individual students, organize field trips, make presentations, and/or other work to be arranged.

SOS K100

3 CREDIT HOURS
PARENTING THE CHILD WITH A DISABILITY
Parents of children with disabilities often confront difficult decisions and challenges. Through guided independent study and monthly seminar sessions, this course introduces a wide range of parental concerns, including educational choices and dilemmas, social and community integration, sibling and family relationships, the transition to adulthood, and the challenges of effective advocacy. Students will also investigate a particular disability, explore community, on-line, and other resources, assess adaptive technology and assistive devices, consider a complex question of personal relevance, and participate in a simulated P.P.T. (Planning and Placement Team) conference.

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, or have completed career Introduction 101 level courses are not eligible.*
This team-taught course has a two-fold purpose. The first is to introduce students to the major ideas in the social sciences and to the similarities and differences in emphasis among the fields of anthropology, economics, history, psychology, 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.

SOS K210

3 CREDIT HOURS
WORLD ISSUES
Prerequisite: Any 100's level Social Science course, or permission of the instructor.
This course surveys social issues confronting the people of the U.S. and other nations due to ever-increasing global interdependence. Topics vary from semester to semester depending on current concerns and interests. Topics often covered include: the impact of economic globalization on jobs and communities, the role of the U.S. military in the world, the international drug trade, changing immigration patterns, the globalization of hate groups, environmental destruction, population growth, global health issues, the survival of indigenous peoples, and women's rights as human rights. Attention is paid both to the underlying social patterns giving rise to world problems, and to solutions proposed by actors on the world scene, including elites, grassroots movements, and international organizations such as the UN.

SPA* K111
(formerly SPA K101)

4 CREDIT HOURS
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.

SPA* K112
(formerly SPA K102)

4 CREDIT HOURS
ELEMENTARY SPANISH II
Prerequisite: SPA K111.*
This course is a 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 literary readings offer a wide range of historical, social, political and artistic information to increase the student's knowledge and understanding of the Spanish speaking world. Language laboratory is available.

SPA* K211
(formerly SPA K201)

4 CREDIT HOURS
INTERMEDIATE SPANISH I
Prerequisite: SPA K112.*
This course is an intensive and extensive review of grammatical principles offered in previous semester. More emphasis is given to communicative, writing and reading skills, and introduces selected readings from Spanish and Latin American writers.

SPA* K212
(formerly SPA K202)

4 CREDIT HOURS
INTERMEDIATE SPANISH II
Prerequisite: SPA K211.*
This course is a continuation of Intermediate Spanish I. It offers further practice and review, continued work on communicative skills, composition, and readings from Spanish and Latin American authors.

THR* K101
(formerly THE K111)

3 CREDIT HOURS
INTRODUCTION TO THEATER
Prerequisite: ENG K101 eligibility.*
This course is a basic survey of theatre including: the literature, history, structure, critical theory, theatre arts, and important figures. Note: This course satisfies the fine arts requirement.

THR* K110
(formerly THE K117)

3 CREDIT HOURS
ACTING I
Acting is the art of giving tangible life to the characters in a play. To do this actors use their physical, mental, and emotional apparatus individually and in concert with their peers. This course deals with these basic issues as well as the many other related topics that arise naturally from them.

THR* K115
(formerly THE K113)

3 CREDIT HOURS
IMPROVISATION
This is a workshop course designed to make actors aware of themselves as creative instruments, working in orchestration with others to develop theater pieces.

THR* K116
(formerly THE K101)

3 CREDIT HOURS
ORAL INTERPRETATIONS
Standing between literature and acting, oral interpretation will deal with a range of narrative, dramatic, and poetic forms asking the student to find the structure and hear the voices in the texts; then, learn how to use his or her instrument to give utterance to those voices. The course is, therefore, both analytic and expressive. In each specific performance, issues such as relaxation, relationship to the audience, eye contact, gesticulation, and use of stage space will also be dealt with. A final expressive projection will be required.

THR* K121
(formerly THE K121)

3 CREDIT HOURS
PLAY IN PRODUCTION I
This course will examine all aspects of production of a play. Students will work within the limitations of the college environment and explore stage management, publicity, costuming, makeup, limited set design, lighting, script analysis, and of course, acting. One play will be the focus of the course and will be presented at the end of the session.

THR* K210
(formerly THE K219)

3 CREDIT HOURS
ACTING II
Prerequisite: THR K110 or permission of the instructor.*
This course builds on the skills and content taught in Acting I with greater emphasis on movement and expression in historical "period" acting pieces from 1400 to 1880 as well as in post-modern pieces. The concentration will be on European styles of acting.

THR* K223
(formerly THE K221)

3 CREDIT HOURS
PLAY IN PRODUCTION II
Prerequisite: THR K121.*
This course is a continuation of THR* K121. Students will assume a leadership role in the production of a play, such as a more advanced acting role, publicity coordinator, stage manager, producer, technical supervisor, or assistant to the faculty director.

THR* K237
(formerly THE K201)

3 CREDIT HOURS
20TH CENTURY DRAMA
Prerequisite: ENG K102 or permission of instructor.*
This course covers a study of important plays written by American dramatists. By way of introduction we will briefly survey plays written before the watershed year 1920. Paralleling the plays will be readings in American history to place them in their cultural, social, and political contexts.

THR* K291
(formerly THE K292)

3 CREDIT HOURS
THEATRE CO-OP
Prerequisite: THR K223.*
This course allows students to apply their experience in theatre to practical applications such as Community and Regional Theatre Productions. The number of credits, course requirements, and means of evaluation are specified in a contract between the student and instructor.

WWT* K110
(formerly ENV K1300)

3 CREDIT HOURS
WASTEWATER I
Co-requisites: MAT K137, WWT* K112*
This course will introduce students to the safe and effective operation and maintenance of wastewater treatment plants. Basic operational aspects will be covered including grit removal, sedimentation and flotation trickling filters, biological contractors, activated sludge, waste treatment ponds, and disinfection and chlorination. Upon successful completion, students will be prepared for the State of Connecticut Wastewater Class I Operator examination.

WWT* K112
(formerly ENV K1400)

3 CREDIT HOURS
WASTEWATER II
Co-requisites: MAT K137, WWT* K110*
In this course, 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.

WWT* K114
(formerly ENV K2222)

3 CREDIT HOURS
WASTEWATER III
Prerequisites: MAT K137, WWT* K110, WWT* K112.*
Co-requisite: WWT K116.*
In this course, the safe and effective operation and maintenance of wastewater treatment facilities will be further investigated with an emphasis on larger, conventional treatment plants. Topics include activated sludge, sludge digestion and handling, effluent disposal, plant maintenance safety and housekeeping, and laboratory procedures. Computer use and application in the laboratory for data acquisition and analysis will also be covered. Students completing the course will be prepared for the State of Connecticut Wastewater Operator Class II examination.

WWT* K116
(formerly ENV K2223)

3 CREDIT HOURS
WASTEWATER IV
Prerequisites: MAT K137, WWT* K110, WWT* K112.*
Co-requisite: WWT K114.*
In this course, students will participate in an internship at an operating wastewater treatment facility. A comprehensive report for the project will be required for successful completion of the course.

Administration/Staff/Faculty Directory

OFFICE OF THE PRESIDENT
Grace S. Jones, President – B.Ed., Washburn University; M.S., George Williams College; Ph.D., Union Institute & University

Wayne Silver, Assistant to the President – B.A., M.Ed., University of Miami, Ph.D., University of Utah

Linda B. Waitkus, Executive Assistant to the President – A.S., Manchester Community College; B.G.S., Eastern Connecticut State University

INSTITUTIONAL ADVANCEMENT
Janet S. Zito, Acting Director of Institutional Advancement; B.A., Southern Connecticut State University; M.A., University of Connecticut

Vacant, Director of Communications

Michelle Royce, Assistant to the Director of Institutional Advancement – B.A., University of Connecticut

INSTITUTIONAL RESEARCH
George J. Rezendes, Director of Institutional Research – B.S., U. S. Coast Guard Academy; M.S. (2 degrees), Rensselaer Polytechnic Institute; M.S., Ph.D., University of Connecticut

Kacey McCarthy-Zaremba, Educational Assistant – B.A., Eastern Connecticut State University

ACADEMIC SERVICES
Ann Z. Branchini, Academic Dean – B.S.N., University of Wisconsin-Milwaukee; M.S.N., Marquette University

Karen Aubin, – Assistant to the Academic Dean – A.S., Mohegan Community College; B.S., M.S., Eastern Connecticut State University

Carole Lee, Administrative Assistant to the Academic Dean – A.S., Three Rivers Community-Technical College

Marie C. Chartier, Secretary I – A.S., Mohegan Community College

Jessica S. McGuire, Laboratory Manager, Department of Natural Sciences – A.S., Three Rivers Community-Technical College

Kacey McCarthy-Zaremba, Educational Assistant – B.A., Eastern Connecticut State University

ASSESSMENT OF PRIOR LEARNING
Karen Aubin, Coordinator of APL Program – A.S., Mohegan Community College; B.S., M.S., Eastern Connecticut State University

LEARNING SUPPORT
Christopher M. Scarborough, Learning Specialist – B.A., M.A., University of Connecticut

LIBRARY
Mildred H. Hodge, Director, Learning Resources Center – B.A., Eastern Connecticut State University; M.L.S., University of Rhode Island; 6th Year Certificate, Southern Connecticut State University

Celeste Brooks, Educational Assistant – A.S., Three Rivers Community College

Janice M. DeWolf, Library Associate/Circulation – A.S., Mohegan Community College

Mona Florea, Librarian – Master's Degree, University of Bucharest; M.L.S., Southern Connecticut State University

Sandy Furr, Educational Assistant – B.S., Charter Oak State College

Judith Anne Gill, Educational Assistant – A.S., Three Rivers Community College

Van Nguyen, Educational Assistant – A.S., Three Rivers Community-Technical College

Amy Orlomoski, Educational Assistant – B.S., Eastern Connecticut State University, M.L.I.S., University of Rhode Island

Lois A. Rodgers, Library Technical Assistant and Media Assistant – A.S., Mohegan Community College

NURSING AND ALLIED HEALTH
Linda M. Perfetto, Director of Nursing & Allied Health – B.S., Southern Connecticut State University; M.S., University of Connecticut

Erica Dean, Educational Assistant – A.S., Three Rivers Community College

ENGINEERING TECHNOLOGY
Anthony Benoit, Director of Engineering Technology – B.S., Yale University; M.A., Connecticut College

SCHOOL TO CAREER/TECH PREP
Damayanti Vega, Tech Prep Coordinator – B.A., Shippensburg University; M.S., West Chester University

Patricia A. Petrone, Educational Assistant – A.A., Nassau Community College

TUTORING CENTER
Marie A. Peloquin, Educational Assistant/Asst. Coord. of Tutoring and Learning Assistance – A.S., Mohegan Community College

Matthew Burbine, Educational Assistant – A.S., Three Rivers Community College; B.S., Eastern Connecticut State University

Patricia Tellekamp, Educational Assistant – A.S., Three Rivers Community College; B.S., Eastern Connecticut State University; M.S., Lenox Institute of Water Technology

ADMINISTRATION
Joseph S. Anderson, Jr., Dean of Administration – B.S., U.S. Coast Guard Academy; M.S., U.S. Naval Postgraduate School

Susan Moore, Administrative Assistant to the Dean of Administration – A.S., Mohegan Community College

MAINTENANCE
Marilee Cohen, Director of Facilities – B.F.A., University of Connecticut

Mohegan Campus
Marc Filiatreault, Maintenance Supervisor 1 (Electrical) – A.S., University of Connecticut

Peter Bolstridge, General Trades Worker

Milton Hill, Skilled Maintainer

John Mills, Educational Assistant – B.S., Pepperdine University

Domingo Rivera, Maintainer

Constance Sullivan, Lead Custodian

Thames Valley Campus
Gary Pawlik, Building Superintendent I

Margaret Harrelle, Supervising Custodian

Dale Hill, Skilled Maintainer

Bruce Rossi, Lead Custodian

Murial Sylvestri, Lead Custodian

Roy Tookes, Maintainer

BUSINESS OFFICE
Gayle C. O'Neill, Director of Finance and Business Services – A.S., Mohegan Community College, B.S., Eastern Connecticut State University, M.B.A, Quinnipiac College

Rosemarie Rakowitz, Accountant– A.S., Three Rivers Community-Technical College

ACCOUNTS RECEIVABLE
Diane Jewett, Fiscal Administrative Officer – A.S., Mohegan Community College

Ellen Wilson, Accountant – A.S., Mohegan Community College, B.S., Eastern Connecticut State University

CASHIER
Sharon Pirt, Accountant – B.S., Slippery Rock University of Pennsylvania

Amy Rezendes, Financial Clerk – A.S., Three Rivers Community College

PURCHASING

Michael J. Breen, Purchasing Services Officer II – A.S., State University of New York at Canton

Deborah Plante, Purchasing Assistant – A.S., Mohegan Community College

Kathleen Siscavage, Office Assistant – A.S., Mohegan Community College

HUMAN RESOURCES

Louise J. Summa, Director of Human Resources – B.A., M.B.A., Anna Maria College

Barbara Billups, Administrative Assistant

Lori Oldfield, Coordinator of Benefits/HRIS – A.S., Three Rivers Community-Technical College

PAYROLL

Anthony Mitta, Payroll Officer I – B.S., Eastern Connecticut State University

Sandra Dean, Educational Assistant – A.S., Three Rivers Community College

INFORMATION TECHNOLOGY SERVICES

Stephen H. Goetchius, Dean of Information Technology – B.S., U.S. Coast Guard Academy, M.S., U. S. Naval Postgraduate School

Cheryl A. Salva, Administrative Assistant to the Dean of Information Technology – A.S., Three Rivers Community-Technical College

Cathy Palmer, Director of Information Technology Support – A.S., Quinnipiac College; A.S., Thames Valley State Technical College; B.G.S., Eastern Connecticut State University

Steven E. Pudlo, Network Coordinator – A.S., Thames Valley State Technical College; A.S. (2 Degrees), Three Rivers Community-Technical College; B.S., Eastern Connecticut State University; M.B.A., Rensselaer Polytechnic University

Larry Davenport, Network Systems Manager – B.S., Roger Williams University

Victoria Baker, Information Technology Technician 2 – A.S., Thames Valley State Technical College, B.G.S., M.A., University of Connecticut

Terry Browder, Information Technology Technician 2 – A.S., Three Rivers Community College; B.S., Eastern Connecticut State University; CompTIA A+ Certified

Skye Cohen, Information Technology Technician 2 – B.S., University of Connecticut

Mark Davis, Coordinator of Academic Information Technology – Certificate, Porter & Chester Institute; A.S., Three Rivers Community College; Microsoft Certified Systems Engineer + Internet

Christine M. Laverty, Information Technology Technician 1 – A.S. (2 Degrees), Mohegan Community College; B.A., Eastern Connecticut State University

William Lopez, Information Technology Technician 2 – A.S., Community College of Rhode Island; B.S., Rhode Island College

Deborah G. Civitello, Head Telecommunications Operator

Minnie DeBarros, General Worker

CONTINUING EDUCATION/ BUSINESS SERVICES NETWORK

Marjorie R. Valentin, Associate Dean of Continuing Education/ Community Service – A.S./A.A., Quinebaug Valley Community College, B.S., Nichols College, M.P.A., University of Hartford

Margaret Hogan Stroup, Director of Business & Industry Services Network, – B.A., M.A., Ohio State University

Ana A. Gonzales, Labor Grant Trainer/Coordinator – A.S., Mohegan Community College

Elizabeth Marino, Coordinator, Allied Health Programs – B.S., American State University; Legal Nurse Consultant

Linda M. Mathieu, Administrative Assistant to the Associate Dean of Continuing Education/Community Service – A.S., Three Rivers Community College

Carol Amborn, Educational Assistant

Donna Miller, Educational Assistant – B.S., Indiana University of Pennsylvania

STUDENT DEVELOPMENT AND SERVICES

Karin Edwards, Dean of Student Development and Services – B.A., M.S., State University of New York at Albany

Vacant, Administrative Assistant to the Dean of Student Development and Services

Christy Chiekezie, Career Placement Counselor – B.S., Nebraska Christian College; M.S., Pittsburg State University; Ph.D., Kansas State University

ADMISSIONS/OUTREACH

Dan Zaneski, Director of Recruitment/Outreach – B.S., M.S., Central Connecticut State University

Amy Rozek, Assistant Director of Admissions and Coordinator of the Dental Hygiene Transfer Program – B.S., The Pennsylvania State University; Graduate Certification in Human Resources, Chapman University

Aida Garcia, Admissions/ Recruitment Counselor – B.A., University of Puerto Rico

Brenna Jaskiewicz, Educational Assistant (Recruitment and Admissions for Technical Programs), A.S., Three Rivers Community-Technical College, B.A., Eastern Connecticut State University

Rashita L. Corey, Enrollment Services Assistant – A.S., Quinebaug Valley Community College

Deborah DiCarlo, Registration Services Assistant – A.S., Mohegan Community College; B.S., Eastern Connecticut State University

Joanna Doherty, Secretary II – A.S., Three Rivers Community-Technical College

CHILD CARE SERVICES

Sharon Platner Lincoln, Child Care Services Coordinator – B.A., Connecticut College

COUNSELING AND STUDENT DEVELOPMENT

Gayla D. Holmes, Director of Counseling – B.A., Stockton State College; M.S., Upsala College

Matthew Liscum, Counselor – B.S., State University of New York–Cortland; M.S., State University of New York–Oneonta

Rhonda Spaziani, Counselor – B.A., Quinnipiac College; M.S., Southern Connecticut State University

Elaine M. Lafayette, Processing Technician – A.S., Mohegan Community College, B.G.S., University of Connecticut

Catherine E. Lewis, Placement Testing Coordinator – A.S., Three Rivers Community College; B.S., Eastern Connecticut State University

FINANCIAL AID/VETERANS AFFAIRS

Dan Zaneski, Director of Financial Aid – B.S., M.S., Central Connecticut State University

Hong-Yu Kovic, Financial Aid Counselor – B.S., Peking University; M.A., University of Texas; M.Div., Unification Theological Seminary; M.Ed., SUNY College

Cynthia Andeen, Office Assistant

Donna Ramos, Financial Aid Assistant – A.S., Three Rivers Community-Technical College

VETERANS AFFAIRS

Terri DeBarros, Processing Technician

REGISTRAR

Christine Languth, Registrar – B.A., Marist College; M.P.S. New York Institute of Technology

Eva M. Holland, Assistant Registrar – B.A., Eastern Connecticut State University; M.S., Southern Connecticut State University

Veda C. Dixon, Office Assistant – A.S., Three Rivers Community-Technical College

Pauline Goyette, Office Assistant – A.S., Quinebaug Valley Community-Technical College; B.A., Eastern Connecticut State University

Betty Williamson, Transfer Credit Evaluator – A.S. Three Rivers Community College; B.S., Eastern Connecticut State University

STUDENT PROGRAMS

Karen F. Westerberg, Coordinator of Student Programs/Alumni – A.A., Mohegan Community College; B.S., University of New Haven

Norma-Jean Surprenant, Secretary II – A.S., Three Rivers Community-Technical College

Felicia Bullock, Evening Student Services Assistant

Rosalyn Falkner, Student Services Assistant – A.A.S., Weber State University

Jean Gustafson, Student Services Assistant–Subase – A.S., Mitchell College

Marilee Jones, Evening Student Services Assistant – A.S., Three Rivers Community-Technical College

Kathy Williams, Evening Student Services Assistant – A.S., Mohegan Community College; B.S., Eastern Connecticut State University

EMERITI

Booker T. DeVaughn, President Emeritus – A.A., Massachusetts Bay Community College; B.A., M.Ed., Boston State College; Ed.D., Boston University

Robert N. Rue, President Emeritus – B.A., Michigan State University; M.A., Eastern Michigan University; Ph.D., Michigan State University

Howell Aarons, Professor Emeritus – B.S., New York University; M.A., University of Connecticut; C.A.G.S., University of Hartford; Ed.D., Nova University

Gary S. Adams, Professor Emeritus – B.S.Ch.E., Worcester Polytechnic Institute; M.A.L.S., Wesleyan University

James Altieri, Professor Emeritus – B.S.I.E., Yale University; M.S.U.I.E., Central Connecticut State University

Herbert L. Arnold, Jr., Professor Emeritus – B.A., University of Connecticut

Marilyn Barber, Professor Emeritus – B.S., Florida State University; M.S., University of Texas; Ph.D., University of Connecticut

John Peter Basinger, Professor Emeritus – B.S., Bluffton College; M.A., M.A.T., Wesleyan University;

Frederick K. Casavant, Director of Technical Instructional Services Emeritus – A.A.S., Thames Valley State Technical College; B.S.B.A., M.A., University of Connecticut

James A. Coleman, Professor Emeritus – Ph.B., M.A., University of Detroit

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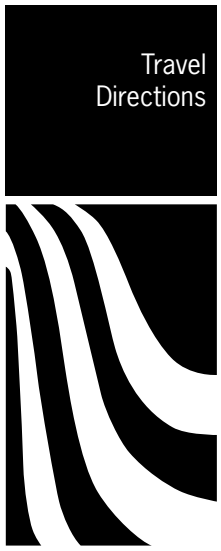

Travel Directions

TO THE MOHEGAN CAMPUS:
7 Mahan Drive
Norwich, Connecticut 06360
(860) 886-0177

From New London:
Follow Route 32 to I-395. Take Exit 81 east.*
(travel time approximately 18 minutes)

From Groton/Mystic:
Follow I-95 south to Route 32 - Norwich. Take I-395 north to Exit 81 east.*
(travel time approximately 30 minutes)

From Colchester and points west:
Follow Route 2 east until it merges with Route 32 south. Go to the end of the expressway.*
(travel time approximately 17 minutes)

From Jewett City and points north:
Take I-395 south to Exit 81 east.*
(travel time approximately 15 minutes)

From Ledyard/Navy Subase area:
Follow Route 12 to the junction of route 2A. Take Route 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 81 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 81 east. *
(travel time approximately 70 minutes)

* From all points above:

Go to the end of the expressway off Exit 81 east. Follow the signs for Route 169 - Taftville (Harland Road). Turn right at intersection of Harland Road and Ox Hill Road. Take next right onto Mahan Drive. The Mohegan campus is the corner building.

TO THE THAMES VALLEY CAMPUS:
574 New London Turnpike
Norwich, Connecticut 06360
(860) 886-0177

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 east 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 south 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. Thames Valley campus is about .2 miles on left.

By Bus:
SEAT bus transportation is available directly to the college during the day.
Contact the Southeastern Transit for further information.

From: Mohegan Campus to Thames Valley Campus:

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 3/10 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 Bldge 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 1-95 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.

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APPLICATION FOR ADMISSION OR READMISSION

Three Rivers
COMMUNITY COLLEGE

State of Connecticut Board of Governors for Higher Education
Board of Trustees Connecticut Community Colleges

5 STEPS TO YOUR FUTURE!

FOR COLLEGE INFORMATION, CONTACT ANY OF THESE CAMPUS OR OFF-CAMPUS OFFICES:

Main Telephone Number:
(860) 886-0177
Admissions Office Number:
(860) 383-5260
Subase Office Number:
(860) 445-5575

Or visit our website at:
www.trcc.commnet.edu

MAILING INSTRUCTIONS
Please return the completed application to:

Admissions Office
Three Rivers Community College
7 Mahan Drive • Norwich, CT
06360-2497

INSIDE:

5 You're Just Easy Steps Away From Starting Your Education at Three Rivers!

Step 1 APPLY FOR ADMISSION

All students desiring to enroll in classes at Three Rivers Community College must complete an application for admission. Fill out and return the enclosed 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 against Measles and Rubella. Connecticut State Law requires that all students born after December 31, 1956, and enrolled in post-secondary school must provide proof of immunization before registration. Students who graduated from a Connecticut High School after 1998 are exempt from providing proof of immunization if s/he provides proof of high school graduation by either diploma or high school transcript with the graduation date on it. All degree-seeking and full-time students must comply with this law in order to be eligible to register for classes.

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 number. 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 onto **www.online.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 with an associate degree or higher and other transfer students who have earned college-level math and English credits may be waived from the placement test when they provide unofficial transcripts of prior college coursework.

Step 5 REGISTER FOR CLASSES

After placement testing, it is time to register for classes! Make an appointment with the Student Development Office or walk-in to the admissions office to review your placement test scores with an academic advisor and select your courses for your first semester at Three Rivers Community College. Students with previous college work will want to bring copies of their unofficial transcripts in order to facilitate the registration process. Transfer students should send official prior college transcripts to the registrar's office if desiring a formal transfer credit evaluation.

Three Rivers COMMUNITY COLLEGE

Application for Admission

STATE OF CONNECTICUT • REVISED 7/04

For office use only: Date _____
Banner ID @ _____
Received _____ Entered _____
Entered by _____
Admit type _____ Student Type _____
Ability to Benefit met __ Yes __ No
Application fee paid __ Yes __ No
Cash ____ Check # _____ Waived ____
Credit Card _____ Exp. _____
Deferred _____

STUDENT INFORMATION

Applicant's Legal Name _____
LAST FIRST MIDDLE

Former Last Name(s) _____
(IF APPLICABLE)

Social Security # *(Required by Federal Law)* _____ Birth Date _____
MM DD YYYY

Mailing Address _____
NUMBER STREET APT. #

_____ – _____
CITY STATE ZIP + 4

Permanent Address _____
NUMBER STREET APT. #

_____ – _____
CITY STATE ZIP + 4

Telephone:

Home _____ Work _____ Cell _____
AREA CODE AREA CODE AREA CODE

Email: _____ Gender: __ Male __ Female

Have you previously attended this college? __ Yes __ No If Yes, when? _____

Have you previously attended a CT Community College? __ Yes __ No If Yes, where? _____

For what semester are you applying? __ Fall __ Spring __ Summer N/A Winter Year _____

CITIZENSHIP

Are you a United States citizen? __ Yes __ No

If not, are you a Permanent Resident (green card holder) ? __ Yes __ No

ETHNICITY

__ White (non-Hispanic) (10)
__ Hispanic (30)
__ American Indian/Alaskan native (50)
__ Black (non-Hispanic) (20)
__ Asian/Pacific Islander (40)
__ Prefer Not to Respond (60)
__ Other (60) specify

FAMILY EDUCATIONAL BACKGROUND

Does either of your parents hold a Bachelor's degree (four year college degree) or higher? __ Yes __ No

MILITARY STATUS

Are you a United States Veteran? __ Yes __ No
Are you currently on active military duty? __ Yes __ No
Are you currently a dependent of an active military family? __ Yes __ No

CONNECTICUT RESIDENCY

Are you a legal resident of Connecticut? __ Yes __ No

(Connecticut law requires that a student be a citizen or permanent resident living in Connecticut for 12- months prior to the beginning of the semester to be eligible to receive in-state tuition.)

DEGREE STATUS

In which Degree/Certificate Program are you planning to enroll?

** Use list of majors/codes on Page 175*

_____ _____
LIST MAJOR HERE CODE

HIGHEST EDUCATIONAL LEVEL *(check only one)*

__No High School Diploma or GED (01) __High School Diploma or G.E.D. (02) __Some College (06)

__Undergraduate Certificate (05) __Associate Degree (07) __Bachelor Degree (08)

__Master Degree (09) __Other Advanced Degree (10) __Doctoral Degree (11)

__First Professional Degree (J.D., M.D., D.D.S., L.L.B.) (12) __Sixth Year Certificate (13)

EDUCATIONAL GOALS *(check only one)*

__Certificate (Credit) (CT) __Transfer without Associate Degree (DN)

__Improve English skills/proficiency (ES) __Associate Degree (DG) __Job preparation/retraining course (JB)

__Developmental (college preparation) education (DV) __Fulfill another college's requirement(s) (AC) __Job Promotion (JP)

__Unsure at this time (UN) __Transfer with an Associate Degree (DT) __Personal Development course(s) (PD)

__Other goal (NL) (*please describe)* _____

ACADEMIC BACKGROUND

Do you have a high school diploma? __Yes __No __Pending Graduation Year (anticipated or actual) _____

Name of high school _____ Town _____ State ____ Country _____

Do you have a general equivalency diploma? (GED) __Yes __No Year _____ GED # _____ Town/State _____

Do you have an adult high school diploma? __Yes __No Year _____ Town/State _____

Do you have a home schooled diploma? __Yes __No Graduation Year (anticipated or actual) _____

Have you participated in the High School Partnership program through the CT Community Colleges? __Yes __No

Have you participated in the Tech Prep program through the CT Community Colleges? __Yes __No

PREVIOUS COLLEGE BACKGROUND

College Name	State	Dates of Attendance	Graduation Date	Degree Awarded
College Name	State	Dates of Attendance	Graduation Date	Degree Awarded

Degree or Certificate students who wish to have their credits transferred, must submit official transcript(s) to the Admissions Office.
If you wish to receive consideration for exemption from placement testing enclose an unofficial transcript.

INTERNATIONAL STUDENT INFORMATION

Are you an International Student who needs an I-20 form for an F-1 Visa? __Yes __No Other Visa Holder (indicate type) ____

Visa Admission Number _____ Visa Start Date _____ Visa End Date _____

International Address _____

EMPLOYMENT INFORMATION *Check appropriate option:* __Employed full-time __Employed part-time

Name of Employer _____ Town and State of Employer _____

Title/Position _____ Does your employer have a tuition reimbursement program? __Yes __No

APPLICANT'S STATEMENT:

Applicant's Statement: *If admitted, I pledge myself to comply, in good faith to all the rules and regulations of the College. I realize that any misleading information on this application may be cause for dismissal.*

SIGNATURE DATE

Statement of Parent: *(Required if applicant is a minor.) This application is made with my consent and I hereby guarantee the payment of all financial obligations incurred by the applicant.*

SIGNATURE DATE

Programs of Study

Three Rivers COMMUNITY COLLEGE

Associate Degree Programs

Accounting:
- Career (A 07)
- Transfer (A 09)

Architectural Design Technology (A 21)
Aviation Maintenance Technology (A 28)
Business Administration:
- Business Information Systems (KA63)
- Management Career (B 60)
- Transfer (A 62)

Business Office Technology:
- Administrative Assistant (A 14)

Civil Engineering Technology (A 80)
College of Technology:
- Engineering Science (B 18)
- Technological Studies (F 02)
  - Electrical (F 06)
  - Photonics
  - Wastewater (F 04)

Computer Science Technology (B 65)
Criminal Justice:
- Enforcement (A 02)
- Treatment (A 04)

Early Childhood Education (A 46)
- Special Education (B 15)
- Montessori Teacher Education (A05)

Electrical Engineering Technology (B 17)
Environmental Engineering Technology (B 19)
Fire Technology and Administration (F 05)
General Engineering Technology (B 25)
General Studies (B 31)

Advising Tracks

- Eastern Transfer Compact
- Three Rivers Pre-Nursing
- UNH Dental Hygiene

Hospitality Management:
- Casino Management (B 68)
- Hotel Management (B69)
- Restaurant Management (B 70)

Human Services (B 37)
Liberal Arts and Sciences (B 57)
- UCONN Guaranteed Admission

Manufacturing Engineering Technology (B 64)
Marketing:
- Career (B 61)
- Transfer (A 91)

Mechanical Engineering Technology (B 62)
Nuclear Engineering Technology (A 92)
*Nursing (A 93)
Photonics Engineering Technology (A 47)

Certificate Programs

Accounting (J 05)
Advertising/Public Relations (J 10)
Architectural Drafting Technology (J 19)
Business Administration (J 42)
Business Office Technology:
- Word Processing (J 20)

CAD (Computer-Aided Drafting) (J 46)
College of Technology: Technological Studies:
- Advanced Wastewater (N 11)
- Wastewater (N 03)

Computer Applications (J 98)
Construction Management (J02)
Criminal Justice (J 75)
- Security and Loss Prevention (J26)

Early Childhood Education (J 89)
- Special Education (J 90)

Environmental Health and Safety Management (K 09)
Fiber Optics (K 01)
General Studies (J 57)
- Advising Tracks
  - UNH Pre-Dental Hygiene

Graphics and Communications Arts (J 23)
Hospitality Management:
- Casino Management (K 02)
- Hotel Management (K 03)
- Restaurant Management (K 04)

Human Services:
Case Management (K 06)
- Community Health Outreach Worker (J 01)

Library Technology (J 66)
Marketing (J 68)
Networking Technology (K 07)
Retail Management (J 24)
Web Design and Development (K 08)

Non-Degree Program:

- Non-Degree (Z 98)

NOTES: * Selective admissions program. Contact the Admissions Office at (860) 383-5260 for special application information. Revised 03/10/2005