

# THREE RIVERS COMMUNITY COLLEGE

COLLEGE CATALOG

*2009-2010*



## General Contact Info

### Three Rivers Campus

574 New London Turnpike  
Norwich, CT 06360-6598

### Off-Campus Centers/Locations

#### Ella Grasso Regional Vocational

Technical High School  
189 Fort Hill Road  
Groton, CT 06340

#### Naval Submarine Base

Building 83  
Groton, CT 06349

#### East Lyme High School

30 Chesterfield Road  
East Lyme, CT 06333

### Web Site

[www.trcc.commnet.edu](http://www.trcc.commnet.edu)

### Online Information Services

[www.online.commnet.edu](http://www.online.commnet.edu)

### E-mail

[Info3Rivers@trcc.commnet.edu](mailto:Info3Rivers@trcc.commnet.edu)

### Main number

(860) 886-0177

## Administration

President, Dr. Grace S. Jones	383-5206
Academic Dean, Ann Branchini	383-5204
Dean of Student Development & Services, Dr. 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, Marjorie Valentin	885-2608

## Department Chairs/ Directors

<b>Business:</b> Richard Bennett <a href="mailto:rbennett@trcc.commnet.edu">rbennett@trcc.commnet.edu</a>	383-5275
<b>Humanities:</b> Christine Hammond <a href="mailto:chammond@trcc.commnet.edu">chammond@trcc.commnet.edu</a>	892-5775
<b>Mathematics:</b> Kathy Gundersen <a href="mailto:cgundersen@trcc.commnet.edu">cgundersen@trcc.commnet.edu</a>	383-5274
Brian Kennedy <a href="mailto:lkennedy@trcc.commnet.edu">lkennedy@trcc.commnet.edu</a>	383-5281
<b>Nursing:</b> Ellen Freeman <a href="mailto:efreeman@trcc.commnet.edu">efreeman@trcc.commnet.edu</a>	383-5273
<b>Natural Sciences:</b> James Copeland <a href="mailto:jcopeland@trcc.commnet.edu">jcopeland@trcc.commnet.edu</a>	383-5238
<b>Social Sciences:</b> Jeffrey Crouch <a href="mailto:jcrouch@trcc.commnet.edu">jcrouch@trcc.commnet.edu</a>	892-5721
<b>Technologies:</b> Anthony Benoit <a href="mailto:abenoit@trcc.commnet.edu">abenoit@trcc.commnet.edu</a>	885-2347

## 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	887-6842
Career Placement Services	383-5298
Cashier	823-2810
Continuing Education Office	885-2608
Disability Services	892-5751
Financial Aid Office	823-2870
Library	383-5289
Registrar's Office	892-5756
Student Programs Office	885-2333
Subase Site	445-5575
Veteran's Office	383-5247

## Office Fax Numbers

Academic Division	886-7841
Admissions Office	885-0562
Business Office	886-0691
Cashier's Office	886-8128
Registrar's Office	885-1684
Student Services Center	886-6670
Subase	445-9186

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## About Three Rivers' Abridged and Unabridged Catalog

This printed catalog is an abridged publication that contains only academic and general information statements of policy in effect at Three Rivers as of March 2009. Since many of the policies, procedures, and programs of Three Rivers will change during the 2009-2010 academic year, the College advises all students and other readers of the printed catalog to consult the unabridged catalog on the Internet at [www.trcc.commnet.edu](http://www.trcc.commnet.edu). The unabridged catalog on the Internet provides the most complete, accurate and timely academic and general information statements of policy. In addition, students should consult subsequently published information in the student handbook, semester class schedules and program brochures for more current information.

It is each student's responsibility to become thoroughly familiar with college policies and procedures. Each student is

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

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

## Fall 2009 Semester

August 25 Professional Day & Orientation for New Students. Last Day for Full Tuition Refund  
 August 26 Classes Begin/Late Registration Begins. Add/Drop Period Begins

### FIRST 7-WEEK MODS BEGIN

September 2 Instructor Signature Required to Add Classes  
 September 7 Labor Day - College Closed  
 September 8 Last Day of Add/Drop and Partial Tuition Refund  
 September 15 Constitution Day – Classes In Session  
 September 22 Last Day to Select Audit Option  
 October 12 Columbus Day Observed – Classes In Session  
 October 19 First 7-Week Mods End  
 October 20 Second 7 Week Mods Begin  
 November 3 Last Day to Select Pass/Fail Option. Last Day to Submit Incomplete Work from Spring '09 & Summer '09 semesters  
 November 11 Veteran's Day Observed – Classes Not In Session  
 November 15 Last day to apply for Spring Graduation (May '10 and for Summer (August '10) completers who wish to attend the May '10 ceremony  
 November 24-25 Make-up/Supplemental sessions – Instructor Discretion  
 November 26-29 Thanksgiving Recess - College Closed  
 December 9 Last Day to Withdraw from classes  
 December 16 Last Day of 15 Week Session

### SECOND 7-WEEK MODS END

December 17-18 Makeup/Supplemental sessions – Instructor Discretion  
 December 21 Final Grades Due Registrar's Office  
 December 25 Holiday Recess - College Closed  
 December 29 Grades available on web

### FALL 2009 MODULAR COURSES

#### SEVEN WEEK - MOD 1

Monday & Wednesday Begins August 26/Ends October 19  
 Tuesday & Thursday Begins August 27/Ends October 15

#### SEVEN WEEK - MOD 2

Monday & Wednesday Begins October 21/ Ends December 16  
 Tuesday & Thursday Begins October 20/Ends December 15

### INTERSESSION 2010 (3-week session)

December 24 Last Day for Full Tuition Refund  
 December 28 Classes Begin  
 December 30 Instructor Signature Required to Add Classes  
 January 12 Last Day to Withdraw from classes  
 January 15 Last Day of Classes  
 January 19-20 Class/lab, makeup/ supplemental session  
 January 21 Final Grades Due  
 January 28 Student grades available on the web

## Spring 2010 Semester

January 18 Martin Luther King Day - College Closed  
 January 20 Professional Day & New Student Orientation. Last Day for Full Tuition Refund  
 January 21 Classes Begin/Late Registration Begins. Add/Drop Period Begins  
 January 25 First 7-Week Mods Begin  
 January 28 Instructor Signature Required to Add Classes  
 February 3 Last Day of Add/Drop and Partial Tuition Refund  
 February 4 College Professional Day – Classes Not in Session  
 February 15 President's Day Observed – Classes Not in Session  
 February 18 Last Day to Select Audit Option  
 March 24 First 7-Week Mods End  
 March 25 Second 7-Week Mods Begin  
 March 7 - 13 Spring Break - Classes Not in Session

*continued on  
next page*



## Spring 2010 Semester continued

April 8	Last Day to Select Pass/Fail Option. Last Day to Submit Incomplete Work from Fall '09 semester and Intersession '10.
April 2 - 4	Spring Recess – College Closed
April 15	Last Day to apply for Summer (August '10) Graduation
April 16	Faculty System Professional Day – Classes In Session
May 10	Last Day to Withdraw from Classes
May 17	Last Day of 15 Week Session
May 17	Second 7-Week Mods End
May 18 - 19	Makeup/Supplemental sessions – Instructor Discretion
May 21	Final Grades Due
May 27	Student grades available on Web
May 23	Commencement
May 31	Memorial Day - College Closed
June 15	Last day to apply for Fall Graduation (December '10)

### SPRING 2010 MODULAR COURSES

#### First 7-Week Mod

Monday & Wednesday	Begins January 25/ Ends March 24
Tuesday & Thursday	Begins January 26/ Ends March 23

#### Second 7-Week Mod

Monday & Wednesday	Begins March 29/ Ends May 17
Tuesday & Thursday	Begins March 25/ Ends May 13

## Summer 2008

### FIRST - 8 WEEK MODULE

June 4	Last Day to Drop Classes for Full Tuition Refund
June 7	Classes Begin
June 15	Last day to apply for fall (December '10) Graduation
July 5	Independence Day Observed - College Closed
July 13	Last Day to Withdraw from Classes
July 28	Last Day of Classes
July 30	Final Grades Due

### LATE START – 8 WEEK

June 15	Last day to apply for fall (December '10) Graduation
June 18	Last Day to Drop Classes for Full Tuition Refund
June 21	Classes Begin
July 5	Independence Day Observed - College Closed
August 7	Last Day to Withdraw from Classes
August 11	Last Day of Classes
August 13	Final Grades Due

### FIRST - 6 WEEK MODULE

May 21	Last Day to Drop Classes for Full Tuition Refund
May 24	Classes Begin
May 31	Memorial Day Observed – College Closed
June 15	Last day to apply for fall (December '10) Graduation
June 30	Last Day to Withdraw from Classes
July 5	Independence Day Observed – College Closed
July 7	Last Day of Classes
July 9	Final Grades Due

### LATE START - 6 WEEK MODULE

July 7	Last Day to Drop Classes for Full Tuition Refund
July 8	Classes Begin
August 10	Last Day to Withdraw from Classes
August 18	Last Day of Classes
August 20	Final Grades Due

### LATE START - 1 WEEK SESSION

July 16	Last Day to Drop Classes for Full Tuition Refund
July 19	Late Start – 1 week session Classes Begin
July 21	Last Day to Withdraw from Classes
July 23	Late Start – 1 week session Classes Ends
July 27	Final Grade Due

# Welcome to Three Rivers Community College

Congratulations on your decision to begin or continue your education with Three Rivers Community College. It is my honor, on behalf of the College, to welcome you to our new and evolving campus, which has recently transitioned from two campuses to one.

Although the final completion date for construction and renovation is months away, our students are already enjoying many of the new facility's features, such as state-of-the-art classrooms, instructional equipment, and a one-stop Student Services Center. Technology-rich classrooms and laboratories, such as the new nursing and laser optics labs, now enable faculty to replicate real-world challenges and implement the most effective instructional strategies for students. Informal meeting places scattered throughout the campus allow students to work together. Whether you are here with us part-time or full-time, I hope you will take advantage of these offerings.

Three Rivers is an exceptional institution because of the people who dedicate their professional lives to serving our learning community. Our faculty and staff are committed to helping you along the way. 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.

If you need further assistance, please visit the unabridged and official version of the catalog on our website ([www.trcc.commnet.edu](http://www.trcc.commnet.edu)) or stop or 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



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 the 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 college, now called Three Rivers Community College, consists of one main campus in Norwich, as well as three 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. More than 4,000 full- and part-time students in credit programs and 2,300 students in non-credit continuing education programs enroll each year at Three Rivers.

## Associate Degree Programs

- Accounting Career (A07)
- Accounting Transfer (A09)
- Architectural Design Technology (A21)
- Aviation Maintenance Technology (A28)
- Business Administration Management (B60)
- Business Administration Transfer (A62)
- Business Information Systems (B75)
- Business Office Technology: Office Management (A96)
- Civil Engineering Technology (A80)
- College of Technology:
  - Engineering Science (B 18)
  - Technology Studies (F11)
    - Biomolecular Science (F21)
    - CAD (Computer-Aided Drafting) (F15)
    - Electrical (F06)
    - Lean Manufacturing and Supply Chain Mgmt. (F20)
    - Photonics (K01)
    - Wastewater (F04)
- Computer Science Technology (B65)
- Construction Management Technology (B80)
- Criminal Justice:
  - Enforcement (A02)
  - Treatment (A04)
- Early Childhood Education (A46)
  - Montessori Teacher Education (A05)
- Electrical Engineering Technology (B17)
- Entrepreneurial Studies (A52)
- Environmental Engineering Technology (B19)
- Finance and Banking (F08)
- Fire Technology and Administration (F05)
- General Engineering Technology (B25)
- General Studies (B31)
  - Advising Tracks
    - Eastern Transfer Compact
    - Three Rivers Pre-Nursing
    - UNH Dental Hygiene
- Hospitality Management:
  - Casino Management (B68)
  - Hotel Management (B69)
  - Restaurant Management (B70)
- Human Services (B37)
- Laser and Fiber Optic Technology (A95)
- Liberal Arts and Sciences (B57)
  - Advising Track
    - UConn Guaranteed Admission
- Manufacturing Engineering Technology (B64)
  - Laser Manufacturing Option (B72)
- Marketing (B61)
- Marketing Transfer (A 91)
- Mechanical Engineering Technology (B 62)

- Nuclear Engineering Technology (A 92)
- \*Nursing

\*Selective admissions program. Contact the Nursing Admissions Office at (860) 892-5702 for special application information.

## Certificate Programs

- Accounting (J05)
- Advertising/Public Relations (J10)
- Architectural Drafting Technology (J19)
- Basic Business Skills (K25)
- Business Administration (J42)
- Business Office Technology (B21)
  - Word Processing (J20)
- CAD (Computer-Aided Drafting) (J46)
- College of Technology: Technological Studies:
  - Advanced Wastewater (N11)
  - Wastewater (N03)
- Computer Applications (J98)
- Construction Management (J02)
- Criminal Justice (J75)
  - Security and Loss Prevention (J26)
- Customer Service (J06)
- Early Childhood Education (J89)
- Entrepreneurial Studies (J91)
- Environmental Health and Safety Management (K09)
- General Studies (J57)
  - Advising Tracks
    - UNH Pre-Dental Hygiene
- Graphics and Communications Arts (J23)
- Health Career Pathways (K55)
- Hospitality Management:
  - Casino Management (K02)
  - Communication and Customer Relations (J03)
  - Hotel Management (K03)
  - Restaurant Management (K04)
- Human Services:
  - Case Management (K06)
- Laser and Fiber Optic Technology (K20)
- Lean Manufacturing (N13)
- Library Technology (J66)
- Marketing (J68)
- Networking Technology (K07)
- Retail Management (J24)
- Supply Chain Management (N14)
- Technical Writing (J04)
- Web Design and Development (K08)

## Non-degree Programs

- Non-Degree (Z98)

## Contacting Admissions @ Three Rivers

All inquiries regarding admission should be addressed to:

**Admissions Office**

**Three Rivers Community College**

**574 New London Turnpike**

**Norwich, CT 06360-2497**

**Tel: (860) 886-0177 or 383-5260**

**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, high school students accepted for early admission or those participating in the College Career Pathways Program or the High School Partnership Program.

Applications are accepted year-round for fall, spring, and summer sessions and may be printed from our website. To request an Application for Admission form, interested students should contact the Admissions Office. Applications are also available at all high school guidance offices, in the College's service area, and at the College's Subase Office in Groton. An Application for Admission form is also provided in the back of this catalog.

Applicants who are new to Three Rivers may also apply online. Instructions are found in the Admissions section of the College's home page at [www.trcc.commnet.edu](http://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 Connecticut Community Colleges Nursing Program.

## How to Apply

### Degree or Certificate Students

#### 1. New Students (first time attending college)

Students applying as degree or certificate candidates must:

- a. Complete the Application for Admission form (provided in the back of this catalog). A \$20 non-refundable application fee must accompany the completed application form. (If you have 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 must be submitted upon high school graduation.
- 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 (CPT). Information about the test and instructions on how to prepare for and schedule the test is sent to new students with the acceptance letter. More information on this requirement is included in the Additional Admissions Information section of this catalog. (Transfer students from other colleges please see next page.)
- d. If you were born after December 31, 1956, submit proof of measles/rubella immunization to the Admissions Office. More information on this requirement is included in the Registration and Records section of this catalog. Graduates from Connecticut high schools from 1999 or after 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 including the computerized placement test (if applicable) before registration. Applicants are encouraged to complete the admissions and financial aid process at least 6 weeks prior to their intended first semester. New students attend a freshman advising/orientation session in order to learn more about planning their program of study and to register for classes.

## 2. Transfer Students

Transfer students from another regionally accredited institution of higher education who wish to transfer credits to Three Rivers must follow the steps for new students. Transfer students will be required to take the computerized placement test unless they have earned college-level credits

including English 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 the General Academic Information section of this catalog.

## 3. Readmission Students

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 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 and have submitted proof of high school completion as described in this catalog.

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

## 4. International Students

Three Rivers is authorized under Federal law to enroll non-immigrant students with a permanent residence outside of the U.S. but who wish to be in the U.S. on a temporary basis and hold an appropriate visa. Applicants for a student visa (F-1 status) should contact the Admissions Office at (860) 383-5268 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 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. For students who are interested in Science, Math, Engineering, and Technology there are additional opportunities. To determine if a high school participates in this program, and to learn about other opportunities interested students should call Student Development at (860) 383-5217.

### 2. College Career Pathways Students

College Career Pathways is an integrated secondary and postsecondary 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. College Career Pathways 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 College Career Pathways Coordinator at (860) 885-2600.

## Additional Admissions Information

### Computerized Placement Testing

After being admitted, new first-time students must complete an assessment of basic skills in mathematics, reading and writing. This untimed computerized placement test is necessary to help advisors assess readiness for college-level classes and assist 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 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.

## Connecticut Community College Nursing Program

*Capital Community College, Gateway Community College, Naugatuck Valley Community College, Norwalk Community College, Three Rivers Community College*

Students seeking admission to the Associate Degree in Nursing 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.

Students accepted into the Associate Degree in Nursing Program begin in either the fall or spring semester. Meeting minimum admission requirements does not guarantee admission into the nursing program.

However, students may enter the College at any time to prepare for this program as pre-nursing students. Prospective nursing applicants are strongly encouraged to attend a nursing information session to learn more about this selective admission program. Call Nursing Admissions at 860-892-5702 for dates and times of upcoming sessions or visit the College website at [www.trcc.commnet.edu](http://www.trcc.commnet.edu) and select the link for admissions, and then nursing admissions.

## Nursing Application Process

### College of First Choice

When applying to the Connecticut Community College Nursing Program (CT-CCNP), students will complete a common application. "College of First Choice" is the college that the applicant would most like to attend. Applicants seeking admission into the CT-CCNP must file a common nursing application and related documentation through the Admissions Office at the College of First Choice by February 1st deadline date.

### College Application - Nursing Program Application

The nursing program requires the student to complete a common nursing application. The nursing application can be obtained online or from any of the five colleges and are available by November 1. The application period for the nursing program is November 1 - February 1 of each year.

On the common nursing application, applicants can list up to three colleges to which the applicant would like to be considered. Applicants should only list the college(s) to which s/he would be willing to commute. (Please note: clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.) The applicant may select a 2nd and 3rd choice college at the initial time of application which will eliminate the necessity for the applicant to apply to more than one College.

Students are to submit a common nursing application at the College of First Choice only. Submission of a common nursing application to more than one of the five nursing colleges could affect the application status of a student. Advisors/Counselors are available at each college to guide applicants through the application process.

### Nursing Application Requirements

Students are required to submit the following by the February 1, 2010 deadline date:

- College application (separate from the nursing program application) with application fee of \$20.00 for first-time applicant to any of the twelve Connecticut Community Colleges.
- Connecticut Community College Nursing Program (CT-CCNP) application.
- Proof of high school completion.
- If the student is using their high school chemistry to satisfy the admission requirement, official High School transcripts are required.
- Official SAT I score reports, if applicable.
- Official College/University transcripts from ALL colleges ever attended\*





The new TRCC nursing labs afford students the opportunity to work with the latest in nursing technology. Simulated patients, known as "SimMans" react like real live patients. Students can take vital signs, listen to heart and breath sounds, and perform all of their lab skills on SimMan.

- Official ATI-TEAS results, if not taken at a CT Community College.
- Proof of Measles and Rubella immunization.

\*Please be sure that all transcripts are the final transcripts. Students taking courses in the fall semester prior to applying need to submit transcripts that include their fall grades. Transcripts must be submitted regardless of age of transcripts and applicability to the nursing program.

Students who are currently attending one of the twelve Connecticut Community Colleges need to send all community college transcripts to the College of First Choice. The twelve Connecticut Community Colleges are independent of one another and the College of First Choice will not be able to access your transcripts from another Connecticut Community College.

All application materials should be sent to the admission office at the College of First Choice and must be post marked no later than February 1st. Late applications and transcripts will not be accepted. Applications will be accepted by admission offices from November 1st through February 1st. All applications that are completed by the February 1st deadline will be reviewed and applicants will be notified by mail prior to May 1 as to their admission status.

A student who has received a grade of failure (F) or unsatisfactory in the clinical component of any course in a health career program is not eligible for admission into the CT-CCNP. A "health career program" is defined as any nursing or allied health program whose curriculum has both a classroom and clinical component.

All initial communication with students will be done through email. Please be sure to provide a clearly written, valid email address on the CT-CCNP application. If you do not have an email address, please create an account with a site such as hotmail or yahoo prior to submitting your application.

## Nursing Admission Requirements

- HS graduate or equivalent.
- One year of HS Chemistry with a lab or Connecticut Community College CHE\*111 or equivalent with a grade of C or higher successfully completed within five years prior\*\* to application deadline of February 1, 2010.
- SAT I Math score of 550 or higher, or Accuplacer score indicating placement into a course higher than Connecticut Community College MAT\*136 or 137; or completion of Connecticut Community College MAT\*136 or 137, or equivalent or higher, with a grade of C or higher successfully completed prior to application deadline of February 1, 2010.
- 2.7 GPA – Based on all college courses taken within the past five years and any college courses taken prior to five years that meet the nursing admission and/or curriculum requirements.
- ATI-TEAS test score. Applicants must have an adjusted individual total score of 65% or higher. The test score will be valid for three years from the testing date.
- Computer literacy – A passing score on the computer proficiency test or completion of Connecticut Community College CSA\*105 or CSC\*101 or equivalent, with a grade of C or higher, completed prior to application deadline of February 1, 2010.
- Connecticut Community College BIO\*211: Anatomy and Physiology I, or equivalent, with a grade of C+ or higher, successfully completed within five years prior\*\* to application deadline of February 1, 2010.
- Connecticut Community College ENG\*101: English Composition, or equivalent, with a grade of C+ or higher, successfully completed prior to application deadline of February 1, 2010.
- Connecticut Community College BIO\*212: Anatomy and Physiology II, or equivalent, with a grade of C+ or higher, successfully completed within five years prior\*\* to application deadline of February 1, 2010 or success-



fully completed during, but no later, than spring semester of application year.

\*\* "Five years prior" is defined as having completed the course between December 2004 and February 1, 2010

There may be prerequisite courses that must be successfully completed prior to taking the admission requirements. Please consult with the college catalog at the College of First Choice for specific information. Students should complete the required Accuplacer computerized placement test. The placement test may be waived for students who have prior college English and/or mathematics credits.



## ATI-TEAS Standardized Admission Test for Nursing

Applicants must obtain an adjusted individual total score of 65% or higher on the ATI-TEAS test to be considered for admission. Test results are valid for three years from the testing date.

- The non-refundable fee for the test is \$25.
- Students may not reschedule.
- The test is a multiple choice test that evaluates essential academic skills: math, science, reading, and English.
- The test will take approximately 3 ½ hours to complete.
- It is recommended that applicants review biology, chemistry, and math content in preparation for taking the ATI-TEAS Test.
- The ATI-TEAS Study Manual is available through [www.atitesting.com](http://www.atitesting.com), (cost is approximately \$35). The study manual will assist the applicant in preparing for the exam. The applicant can also subscribe to practice tests offered on-line by ATI.
- For more information about the ATI-TEAS Test, visit the ATI website at [www.atitesting.com](http://www.atitesting.com).

## Testing Sites

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

Go to ATI's website ([www.atitesting.com/ctcctcas](http://www.atitesting.com/ctcctcas)) for all the testing schedules and registration information. If the test is taken at a site other than at one of the Connecticut Community Colleges, applicants must have official results sent by ATI to the College of First Choice by the application deadline.

An applicant may retake the ATI-TEAS test as many times as desired.

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

## Formula for Computing Ranking

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

25% = ATI-TEAS score

25% = BIO\*211 Anatomy & Physiology I grade

50% = GPA

## Selection Process: Rank, Random, Waitlist

**Rank Selection (60%):** All eligible applicants will be ranked by the CT-CCNP.

Once each college has filled 60% of their seats by rank, the remaining applicants will go into the random pool. 40% of the seats will then be filled by the random pool.

**Random Selection (40%):** Common pool of remaining applicants will consist of all students who were eligible for the program, but were not selected through the rank selection.

Applicants will be randomly selected from the pool and placed in their College of First Choice until college is full. If the College of First Choice is filled, the applicant's 2nd choice, then 3rd choice will be used to place the applicant. Once all colleges are filled, the remaining applicants will go onto a waitlist.

**Waitlist:** Applicants on the waitlist will be ranked using the original ranking from the CT-CCNP.

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

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

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

## Additional Nursing Information

Before being permitted to participate in clinical experiences, all students must have on file a health and immunization assessment by a Healthcare Provider which documents fitness to participate in the clinical area. This is to be documented per the instructions on the Health Assessment Form (available on the College Website on the Nursing Resources Page). All students must demonstrate proof of current Basic Life Support Certification as a Healthcare Provider through the American Heart Association or the American Red Cross. Clinical experiences are provided at various community hospitals and other health care facilities within the broader Eastern Connecticut community.

In addition to regular tuition and fees, nursing students incur additional expenses such as: uniforms, nursing textbooks and supplies, nursing lab fee, cost of required standardized testing and transportation to clinical settings. Please note that all nursing courses currently use an Internet based Course Management System that requires computer access and several specific software programs. If you have questions regarding computer requirements, please call the Nursing Division office at (860) 383-5241.

## First Year Experience Course

New, first-time college students admitted to Liberal Arts and Sciences or General Studies programs are encouraged 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.

## 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, and MAT 095 in the Credit Course Description in this catalog.

## Career Exploration Course

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

## Veterans and Reservists

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 (DD214). Reservists eligible for the Montgomery GI Bill (Chapter 1606 & 1607) must contact the College VA Representative and supply the Notice of Basic Eligibility form in order to file for benefits.

See the Tuition and Fee Information section for specific dates and times of service to determine eligibility. Connecticut tuition waiver may apply to some veterans. You do not have to be in a degree or certificate program if you are only going to use the tuition waiver. 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. Military tran-

scripts are evaluated after submission of the \$15 evaluation fee to the Cashier's Office.

- b. Vocational Rehabilitation – For information, students should contact the Veterans Administration in Newington, CT at 800-827-1000.

## Students with Disabilities

Three Rivers welcomes students with disabilities and strives to make their college experience successful. Students with documented disabilities have access to reasonable accommodations under the provisions of the Americans with Disabilities Act of 1992.

Disclosure of a disability must be voluntary. A confidential disabilities disclosure form is sent to all newly admitted students. Students who submit a self disclosure form will receive a letter indicating the name and phone number of the student's disability service provider, requesting that they contact the disability service provider to arrange an appointment.

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.

Elevators with wheelchair access are available to all students with physical disabilities. Special parking areas and entrances are conveniently located near the elevators.

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

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

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

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

**Rule 2:** When a degree or certificate program is offered at both in-state and out-of-state institutions, and the out-of-state institution is closer in traveling time to a qualified student's legal residence, then the student may enroll out-of-state. Upon admission into a degree or certificate program at Three Rivers, qualified out-of-state students pay the in-state tuition plus



a 50% surcharge. Additional information about the program may be obtained from the Three Rivers Admissions Office or from the New England Board of Higher Education, 45 Temple Place, Boston, MA 02111; (617) 357-9620.

## Admission for a Second Degree

Students who already hold an associate degree may earn a second degree in a different area of study at Three Rivers. A minimum of 25% of the coursework in the second degree must be specific to the second degree (not used in the first degree) and must be from Three Rivers Community College. This is the residency requirement for the second degree.

A student may earn two degrees simultaneously at Three Rivers by fulfilling all requirements stated in the above paragraph. Requests for additional degrees beyond the second require prior approval from the Academic Dean. Completion of requirements of an additional program option 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 [www.commnet.edu/planning/Research/SRK/srk.htm](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.

## 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.





## 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.

### Registration for New and Readmission Students

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

### Registration for Continuously Enrolled Students

Students who have attended Three Rivers within the last two years may register during the early registration period. Times and locations for registration are mailed to continuing students and appear on the web and in the schedule of classes.

#### There are two types of student classifications for registration:

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

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

Students in either of the above classifications may register for a full-time (minimum of 12 credits per semester) or part-time (maximum of 11 credits per semester) course load.

## Measles and Rubella Immunization Requirement

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

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

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

## Exemptions from Measles and Rubella Immunization Requirements

Exemptions are granted only 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 a confirmed case of measles and/or rubella
- if inoculation is contrary to student's religious beliefs, a letter of explanation must be submitted.
- if you graduated from a Connecticut high school from 1999 or later and you were not exempt from the high school for measles and/or rubella, you do not have to provide proof of adequate measles and rubella immunizations.

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

## Auditing Courses

A student who wishes to take a credit course without receiving credit can register as an auditor by the fourth week in the semester. Auditors are charged regular tuition and fees but do not receive a final letter grade. With instructor approval auditors attend class regularly but graded activities such as exams are limited. Audited courses are shown on a student's transcript. Students are not eligible to receive financial aid, VA, or Tuition Assistance for audited courses. Please check the Academic Calendar for the deadline to request an Audit.

## Change in Schedule or Program

### 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;
- the advisor approves and signs the add/drop form, if the student has less than 6 credits.

In addition to the above, a student must obtain written permission from the instructor to enroll in a course after the first week of classes.

### Dropping Courses

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

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

### Withdrawing from Courses

After the last drop date as specified in the academic calendar, students may withdraw from courses by completing the appropriate form which is available in 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

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 acceptable to 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 at <http://my.commnet.edu> or by calling the Admissions Office

## 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.

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

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and

security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

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

- to comply with a judicial order or a lawfully issued subpoena
  - to appropriate parties in a health or safety emergency
  - to officials of another school, upon request, in which the student seeks or intends to enroll
  - in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid
  - to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs
  - to accrediting organizations to carry out their functions
  - to organizations conducting certain studies for or on behalf of the College
  - the results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
  - directory information as defined in the policy of the Board of Trustees.
4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3. This is called the "Opt-Out" option. A student exercising this right must notify the Office of Registrar in writing. There is an "Opt Out" form on the college website that can be used for this purpose. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.
  5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office is available in the Registrar's Office.

## Directory Information

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

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

## Web Access to Student Information

Three Rivers' students can access college information including their academic history, schedule, and financial information via the internet: <http://my.commmnet.edu>. Students with a hold will not be able to access the Secured Information Area. The self service area also leads students to 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. Go to <http://my.commmnet.edu> or click on myCommNet from the college's web site [www.trcc.commmnet.edu](http://www.trcc.commmnet.edu). Students will need their Student ID # (@0012345) and other personal information to sign on.

## Official Transcripts of the Academic Record

Students can request their official transcripts via the Internet: <http://my.commmnet.edu>. In order to access a student's information, the student needs to login using their Student ID and some other personal information. Official transcripts can be sent to the student or to parties outside the college. There is no fee for this service.

If it has been more than two and a half years since you last attended TRCC, you will not be able to use the online request system. In this case, submit a written request for an official transcript. Requests should include the student's full name, former names if applicable, address, date of birth, signature, social security number or student ID number, date of graduation or last term of attendance and the complete name and address of the recipient of the transcript. Official transcripts bearing the College seal will be sent to the recipient designated by the student. Allow 5 to 7 working days for processing. There is a Transcript Request Form on the college's website. No telephone or fax requests can be accepted.

## Unofficial Transcripts of the Academic Record

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

## Age of Majority

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

Under 20 U.S.C. 1232g(d) all rights of parents (including the rights to inspect education records and consent to the disclosure of personally identifiable information) transfer to the student at the earlier of: 1) the attainment of age 18; or 2) attendance at an "institution of postsecondary education." FERPA regulations at 34 C.F.R. 99.3 define a student who thus acquires rights under FERPA as an "eligible student."







## Financial Aid Information

Most financial aid at Three Rivers is provided by federal programs. Grants are considered “gift” aid and do not need to be repaid. Low interest loans are to be repaid over an extended period once a student ceases half-time attendance. Part-time employment is another form of assistance; the student is paid an hourly wage (Work-Study Program). Any information provided to the Financial Aid Office is treated confidentially and used only to determine need and award of aid. The Financial Aid Office supplies information about the various forms of financial aid to students including loans, grants, scholarships, and work-study opportunities. This information is also fully described in the College catalog. Students must reapply each academic year for financial aid.

### Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA) is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application enables the student to apply for all sources of financial assistance awarded by the college as well as the Federal Pell Grant. Upon completion of the application procedures outlined below, the applicant will have applied for all sources of aid available through the Financial Aid Office.

Applications should be submitted to the Federal Government by May 1 for students enrolling in August (fall semester) or January 1 for students enrolling in January (spring semester). Adhering to these deadlines will assure students of an answer concerning eligibility before the semester begins. However, applications are accepted throughout the academic year since financial aid is awarded to students until funds are depleted.

To be considered for financial aid, the applicant must complete the following steps:

1. Complete the process for admissions (See the Admissions section of this catalog for detailed instructions).
2. Complete and submit the Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
3. Provide any additional documentation required by the Financial Aid Office after completion of the FAFSA application.

### Determination of Need

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

### Requirements for Financial Aid Recipients

Students receiving financial aid must:

- Be enrolled in a degree or certificate program by having completed all necessary admissions steps.
- Be in good academic standing and making satisfactory academic progress. This is defined as a progression toward successful academic completion of course requirements for a degree or certificate by maintaining a minimum Grade Point Average (GPA) and success-

fully completing at least 67% of the credits attempted on a cumulative basis. See the next section “Satisfactory Academic Progress Policy” for complete details.

- Be a citizen or eligible non-citizen of the U.S. or Trust Territories.
- Not be in default in the repayment of any educational loans or owe a refund on any Title IV grant program at any institution.
- Be registered with the Selective Service if you are a male.
- Never have been convicted of an illegal drug offense.

### **Satisfactory Academic Progress Policy:**

The Satisfactory Academic Progress Policy is available at [www.commnet.edu/finaid/Documents/FinAid\\_Academic\\_Progress\\_Policy.pdf](http://www.commnet.edu/finaid/Documents/FinAid_Academic_Progress_Policy.pdf).

If you are currently suspended you can appeal your status by completing the following form: [www.commnet.edu/finaid/download/K/SAPappeal.pdf](http://www.commnet.edu/finaid/download/K/SAPappeal.pdf)

The Satisfactory Academic Progress (SAP) appeals policy is: Students may appeal any decision under the SAP Policy. A student must complete the Satisfactory Academic Progress Appeal form which one can obtain from the financial aid office. Appeals will be considered for emergency circumstances including illness, death of a family member or other unusual situation.

All students will be expected to provide clear evidence in their appeal form of the following issues: 1) state the reason for appeal 2) what has changed from the time when unsatisfactory academic progress occurred and 3) how (s)he will be capable of overcoming past academic difficulties. In addition, students must provide third party documentation to support their claims (i.e., medical evidence of illness, death certificate, etc.).

## **Financial Aid Programs**

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

### **Federal Academic Competitive Grant**

To be eligible for this grant, students must have completed a rigorous secondary school program of study and be eligible for the Federal Pell Grant. Students self certify their eligibility on their FAFSA application.

### **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.

### **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 College Work-Study Program (FCWSP)\***

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

\*State work-study funds are also available.

## Non-Refundable Fees

All students at the time of registration for credit courses must make a non-refundable payment of the college services and student activity fees, plus lab fees, applicable to the courses for which a student is registered.

## Tuition

Tuition charges are based on the number of credits and the student's residency status at the time of registration. Students who register for more than 17 credits in any semester will be charged an additional flat amount of \$100 tuition. This tuition is subject to the normal tuition refunding rules. The total tuition owed is payable by the payment date deadline specified by the College each semester. All registrations between the announced deadline and the first day of classes shall be accompanied by full payment of all applicable tuition and fees unless an installment payment plan option or other deferred payment arrangement option has been approved by the College.

Student accounts that have not been paid by the tuition due date are subject to a \$15 late payment fee.

## On-Line Course Tuition and College Service Fees

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

## New England Regional Student Program (RSP/NEBHE)

Each New England state admits out-of-state New England residents for study at its public, degree-granting colleges, universities and institutions. At Three Rivers Community

College, these students pay the same tuition and fees as a Connecticut student, plus a 50% surcharge. See the "Admissions" section for program eligibility requirements.

## Tuition and Fee Waivers

### Senior Citizens

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

### Connecticut Tuition Waiver

This waiver is available for eligible Connecticut veterans. Public Act 03-85 amended the definition of "service in a time of war." For purposes of identifying eligible veterans, Connecticut has adopted the Federal definition (U.S. Code 38 USC 101, as amended). War periods include:

- Spanish-American War
- Mexican border period
- World 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

## Special Fees (Non-Refundable)

### Application Fee:

Full-time Student \$20

Part-time Student \$20

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

Late Payment Plan Fee \$15

Late Registration Fee \$5

Academic/Military Evaluation Fee \$15

Credit by Examination \$15

One-Time Replacement of Diploma \$10

Payment Plan Fee \$25

Portfolio Assessment Fee \$50

Returned Check Fee \$25

Montessori Fee \$210

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

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. 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 payment plan must make arrangements with the College's Cashier Office during specified times prior to each semester. The Cashier's Office will complete the Installment Payment Plan Agreement, which will be signed by the student or legal guardian.

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

## Tuition and Fee Schedule

Tuition and fees for Connecticut Community Colleges are established by the Board of Trustees of Connecticut Community-Technical Colleges. These charges are subject to change by the Board without prior notice. Students are urged to consult the College's web site 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 (860-886-6670). Students should retain a confirmation receipt for their records.

Withdrawal and reduced course load requests may also be made in person at the Registrar's office during normal business hours.

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

### Fall and Spring Full Semester Courses

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

### Fall and Spring Module Courses

Students wishing to drop from modular courses with beginning and ending dates which do not correspond to the full semester schedule are required to direct their request to the Registrar's Office. This must be done prior to the first scheduled class meeting in order to receive a 100% refund of tuition. A 50% refund of tuition will be granted if written notice is received according to the following schedule:

- 1 week module** - within the first day of the module
- 5 week module** - within the first 5 calendar days of the module
- 6 week module** - within the first 6 calendar days of the module
- 7 week module** - within the first 7 calendar days of the module
- 8 week module** - within the first 8 calendar days of the module

### Reduction in Course Load

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

### Reduction in Course Load for Financial Aid Students

Financial Aid students who reduce their course load 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.

### Summer Session Courses Supported by the Educational Extension Fund

Students who wish to drop all registered summer session courses shall direct their written requests for course drops and refunds to the Registrar's Office. One hundred percent of tuition will be refunded if notice is received prior to 4 p.m. on the day preceding the first scheduled class meeting (requests must be received by 4 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.): 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 Center at Three Rivers Community College provides a full range of academic and personal support services focused on enhancing students' academic success. Services are designed to help students develop to their fullest potential in and outside the classroom. Through skillful listening and goal-setting techniques, the Center's trained and experienced counselors help students clarify goals, sort through academic and life decisions, and build useful academic and life skills. Working closely with faculty and staff, the Center's student-focused services support students as they navigate through the varied and often complex choices of attending college.

The Center offers academic, career, personal, special needs, and transfer counseling.

## Student Handbook

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

## Orientation

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

## Academic Advising

All students are assigned an academic advisor. 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.

Students must meet with their advisor before registration and at other intervals prior to their final semester. In the semester prior to 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.

## 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 private and 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

The Center approaches career counseling with a four-step model:

1. explore self
2. explore careers
3. target careers
4. make the transition

Career counseling empowers students by helping each understand his or her skills, values, and interests. Armed with this knowledge, students are prepared to choose their best major and clarify career objectives. Career counseling supports student growth by providing the tools to identify an internship, network and search for employment, write an effective resume, prepare for an interview, and better understand the professional world. Counseling outcomes

result in short- and long-term goals that support academic study at the College as well as the selection of career or college transfer program.

Specific services include: individual counseling, career workshops, resume review, career assessment, job search techniques, internships, and choice of a major. Career assessments include the Myers-Briggs Type Indicator and the Strong Interest Inventory.

Students, alumni, and community members seeking employment or internship opportunities can attend on-campus recruiting events or register with College Central Network, the College's on-line job posting board. Students can also post resumes directly to the site for employers to peruse.

## Personal Counseling

Providing private and confidential short-term personal counseling services, all of the Center's counselors are professionally trained. Counselors offer help for students adjusting to college or needing to build new skills such as overcoming academic challenges, stress, and math anxiety; balancing family/school/work responsibilities; and developing appropriate study and time management skills. When appropriate, counselors also refer students to various community mental health agencies.

## 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 qualified students with documented disabilities (both physical and learning disabilities) within the limits of its resources.

Students with disabilities are urged to meet with a disabilities service provider several weeks before registering for classes. Please call 383-5217 for more information.

## College Transfer Advising

Three Rivers' graduates have transferred to a wide variety of four-year schools at all levels of competitiveness. With careful advanced planning, a student who earns an associate degree in one of Three Rivers' 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 college or university you wish to transfer. 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.

## Guaranteed Admission and Transfer Agreements

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

### Guaranteed Admission to the Connecticut State University System

Graduates of an associate degree program within the Connecticut Community College System with a grade point average of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System. Students shall be given the same consideration for admission to specific majors and admitted on the same terms as students who began their studies at the university.

In the case of majors for which articulation agreements have been adopted, Community College students preparing for transfer should follow the terms of the articulation agreement regarding course prerequisites, grade point averages, and other requirements stated in the agreement.

Graduates of the Community College will be admitted as juniors and will be expected to complete two years of full-time (or equivalent part-time) study at the university to be eligible for the bachelor's degree. Graduates of the Community College must make application by the date on the forms prescribed by the university, including the submission of all the required transcripts, documents, and fees.

### Transfer Compact Agreement with Eastern Connecticut State University

Three Rivers and ECSU have entered into an agreement for incoming Three Rivers' students who have completed less than 15 college credits and 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 must complete the associate's degree within five years of signing the compact and enter Eastern within two years of graduating Three Rivers. 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 or College of Agriculture and Natural Resources upon completion of associate degree with a 3.0 minimum cumulative average. Students enrolled in this program will be advised by both Three Rivers and UConn staff throughout their associate degree program.

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

This program is an agreement between the Connecticut Community College System and the Bachelor of General Studies Program at the University of Connecticut 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 in junior level status.

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

The Guaranteed Admission Agreement with Sacred Heart University serves to assist students in a seamless transition from Three Rivers to the University. This program guarantees incoming Three Rivers' students admission to Sacred Heart University upon completion of the associate degree with a 2.5 minimum cumulative average. Students must apply for this program before earning 15 college credits. Certain programs at Sacred Heart may require a higher grade point average, additional prerequisites or a separate admissions application to enter their program. Students enrolled in this program will be advised by both Three Rivers and Sacred Heart throughout their associate degree program.

## **Transfer Agreement Between Three Rivers Community College and Fairfield University School of Engineering**

The School of Engineering of Fairfield University will accept associate degree graduates from the Electrical Engineering Technology and Mechanical Engineering Technology programs at Three Rivers into its baccalaureate degree program in Electrical Engineering and Mechanical Engineering provided that these transfer students have earned a grade point average of 3.0 or better (on a 4.0 scale). Students with a GPA between 2.5 and 3.0 will be

considered on an individual-basis only. This transfer agreement requires also that the student pass Fairfield's specified bridge course (EG 32), which may be offered online, and pass Calculus I (at Three Rivers) with a grade of B or better before matriculation at Fairfield University. Fairfield agrees to transfer in most of the general education, science and engineering courses taken at Three Rivers, up to 64 credits.

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

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

## **Guaranteed Admission Agreement Between Three Rivers Community College and Mitchell College Early Childhood Education/Liberal & Professional Studies**

The Guaranteed Admission Agreement with Mitchell College's Early Childhood Education /Liberal & Professional Studies allows Three Rivers Community College students who graduate with an A.S. degree in Early Childhood Education to transfer a minimum of 55 credits into the Early Childhood Education/Liberal & Professional Studies at Mitchell College. Students must earn a minimum GPA of 2.67 upon completion of the associate degree in order to participate in the program. Students need to be continuous in courses at Three Rivers and have a "C+" or better in all Early Childhood courses. Students enrolled in this program will be advised by both Three Rivers and Mitchell College throughout their associate degree program.

## **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 see the College of Technology

program of study or contact the Admissions Office or Professor Anthony Benoit at 885-2386 for specific information and course availability.

## **Guaranteed Admission Agreement Between Three Rivers Community College and the University of Bridgeport**

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

## **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. For more enrollment information and cost, go to [www.uhcsr.com](http://www.uhcsr.com).

## **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.

## **Veteran Services and Benefits**

Eligibility for benefit use is determined by the Veterans Administration. Eligible students may use VA benefits to pursue a degree or certificate as approved by the Veterans Administration. Only students enrolled in approved degree or certificate programs may apply for educational benefits. With the exception of voc-rehab students, 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, which 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. Advisement sessions and personal counseling are available to veterans. Interested veterans should contact the Veterans Representative for further information and assistance. Additional information for veterans can be found in the Admissions and Tuition & Fees sections in this catalog.

## **College Cafeteria**

The cafeteria is a popular gathering spot for students and staff. In addition to eating areas, the cafeteria provides vending machines for food and beverages and also serves as a general lounge area. Breakfast items, hot meals, sandwiches, and snacks are provided when classes are in session.

A "Cyber Café" located at the main entrance also provides additional quick food and beverage services.

## **College Bookstore**

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

***A complete text of all institutional policies is available in the office of the Dean of Student Development and Services and is located on the College's web site.***

## **Affirmative Action Policy/Nondiscrimination Statement**

The Community College System of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental 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 board policy, the consumption of alcoholic beverages on campus may only be authorized by written permission of the president for special events as appropriate.
3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

Failure to comply with this policy will result in 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 lim-

ited 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).
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 number 4.
4. Advisory Committee: The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the 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.

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: Student Conduct Philosophy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference.

This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors.

This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

## Section 2: Application of the Student Conduct Policy

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

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

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

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

## Section 3: Expectations for Student Conduct

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

11. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations.
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student’s academic performance, including but not limited to: (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 assisting another student in any of the above, including 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.
3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises.
4. Demonstrate respect for others by:
  - a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury
  - b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities
  - c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person’s pursuit of his or her customary or usual affairs.
5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement)
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College-related matter, nor forge, alter or otherwise misuse any document or record
7. Comply with the directions of College staff members acting within the scope of their employment responsibilities
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others
9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement
10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;
11. Conduct oneself in a civil and respectful manner, both within and outside the College.

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

## Section 4: Sanctions

The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of Section 3 of this Policy. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student. A “sanction” may be any action affecting the status of an individual as a student taken by the College in response to a violation of this Policy, including but not limited to the following:

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

## Section 5: Procedures

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of

college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

- a. “Interim restrictions” are limitations on the student’s participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
  - b. “Interim suspension” is the temporary separation of the student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the student. At this meeting, the Dean shall inform the student of the information received and provide the student an opportunity to present other information for the Dean’s consideration. Based upon the information available at that time, the Dean shall determine whether the student’s continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) business days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the Dean’s investigation, the Dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this Policy, the Dean shall dismiss the matter and shall so inform the student in writing.
  4. If, upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the possible violation and the prior conduct record of the student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have



the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the student with a written explanation for the determination. The decision of the Dean shall be final.

5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the violation and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following: (a) a concise statement of the alleged facts; (b) the provision(s) of Section 3 that appear to have been violated; (c) the maximum permissible sanction; and (d) a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5 p.m. on the following business day.
6. If the student requests a hearing, he/she is entitled to the following:
  - a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean
  - b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student
  - c. to appear in person and to have a nonlawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter
  - d. to hear and to question the information presented
  - e. to present information, to present witnesses and to make a statement in his or her behalf
  - f. to receive a written decision following the hearing.

*(See Section 6 for additional procedures regarding sexual misconduct.)*

7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel

member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the student's request.
10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request and any supporting documentation submitted with the request by the student. The decision of the impartial party or the panel shall be upheld unless the President finds that: (a) a violation of the procedures set forth herein significantly prejudiced the student; and/or (b) the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or (c) the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

## Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

In any hearing conducted pursuant to Section 5, paragraph 6 of this Policy and involving allegations of sexual misconduct, the accuser and the accused student shall each have the right to: (a) be accompanied by a support person during the hearing (see Section 5, paragraph 6c regarding limited right to have a lawyer present.); and (b) receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

## Section 7: Miscellaneous

The written decision resulting from an administrative conference or a hearing under this Policy shall become part of the student's educational record and shall be subject to

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

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

## Section 8: Publication of Student Conduct Policy

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

## Section 9: Policy Review

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

## Sexual Misconduct and Relationship Violence Statement

To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

### Sexual misconduct is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise consti-

tute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner's knowledge.

### Definition of Consent

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

### Stalking is defined as:

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

### Relationship violence is defined as:

- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's pets and humiliating another person.
- Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to: (a) sexual flirtation, touching, advances or propositions; (b) verbal abuse of a sexual nature; (c) pressure to engage in sexual

activity; (d) graphic or suggestive comments about an individual's dress or appearance; (e) use of sexually degrading words to describe an individual; (f) display of sexually suggestive objects, pictures or photographs; (g) sexual jokes; (h) stereotypic comments based upon gender; and (i) threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

## Confidentiality

While the College will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the College can not assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

## Time for Reporting

Normally reports must be received by the Dean of Students or other designee of the President within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

## 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: (a) sexual flirtation, touching, advances or propositions; (b) verbal abuse of a sexual nature; (c) pressure to engage in sexual activity; (d) graphic or suggestive comments about an individual's dress or appearance; (e) use of sexually degrading words to describe an individual; (f) display of sexually suggestive objects, pictures or photographs; (g) sexual jokes; (h) stereotypic comments based upon gender; and (i) 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 the Three Rivers campus only in specifically designated locations. Due to ongoing construction, locations will change from time to time. Smokers may refer to the college web site for information about current locations or refer to signage posted at the college.

- Since the success of this program is largely dependent on the support of the entire college community, everyone, including smokers and non-smokers are asked to comply or assist with the following new rules:
- Don't smoke or use tobacco products in front of the main campus or within 100 feet of any entrances or windows (unless in a specifically designated smoking area).
- To the fullest extent possible try to extinguish smoking materials before leaving your vehicle.
- 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 or security 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.

***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 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	PHONE	E-MAIL
Alikhanova, Larissa	Mathematics	885-2375	LAlikonova@TRCC.commnet.edu
Anderson, Allan	Computer Science	885-2392	AAnderson@TRCC.commnet.edu
Ashton, Teri	Nursing	383-5208	TAshton@TRCC.commnet.edu
Baker, Victoria	Liberal Arts/General Studies	383-5213	VBaker@TRCC.commnet.edu
Bennett, Richard	Business Administration	892-5704	RBennett@TRCC.commnet.edu
Benoit, Anthony	Environmental Engineering Technology	885-2386	TBenoit@TRCC.commnet.edu
Braza, Arthur	Accounting	383-5222	ABraza@TRCC.commnet.edu
Carroll, Pamela	Liberal Arts / General Studies	383-5256	PCarroll@TRCC.commnet.edu
Clampet, Irene	Marketing/Advertising	383-5231	IClampet@TRCC.commnet.edu
Comeau, Mark	Architectural Design Technology	885-2387	MComeau@TRCC.commnet.edu
Copeland, James	Liberal Arts/General Studies	383-5238	JCopeland@TRCC.commnet.edu
Crootof, Linda	Publications/ Liberal Arts	383-5242	LCrootof@TRCC.commnet.edu
Crouch, Jeffrey	Criminal Justice	892-5721	JCrouch@TRCC.commnet.edu
Decker, June	Technologies	892-5747	JDecker@TRCC.commnet.edu
DeFrance, Jennifer	Early Childhood	383-5214	JDeFrance@TRCC.commnet.edu
Delaney, Terry	Liberal Arts/General Studies	383-5248	TDelaney@TRCC.commnet.edu
Donnelly, Judith	General Engineering Tech/Photonics	885-2353	JDonnelly@TRCC.commnet.edu
Dopirak, William	Liberal Arts/General Studies	892-5758	WDopirak@TRCC.commnet.edu
Edmondson, Peter	Travel and Tourism	383-5259	PEdmondson@TRCC.commnet.edu
Freeman, Ellen	Nursing	383-5273	EFreeman@TRCC.Commnet.edu
Flick, Larry	Business Administration	383-5277	LFlick@TRCC.Commnet.edu
Garcia, Aida	All Curricula	383-5268	AGarcia@TRCC.commnet.edu
Gladue, Betti	Business Office Technology	885-2320	BGladue@TRCC.commnet.edu
Graham, Joan	Nursing	383-5228	JGraham@TRCC.commnet.edu
Gray, Kathleen	All Curricula	885-2328	KGray@TRCC.commnet.edu
Greenier, Ronald	Computer Aided Drafting	885-2380	RGreenier@TRCC.commnet.edu

# General Academic Information

NAME	PROGRAM	PHONE	E-MAIL
Gundersen, Kathryn	Liberal Arts/General Studies	383-5274	KGundersen@TRCC.commnet.edu
Hagen, Janet	Liberal Arts/General Studies	892-5738	JHagen@TRCC.commnet.edu
Hammond, Christine	Liberal Arts/General Studies	892-5775	CHammond@TRCC.commnet.edu
Harding, G. Kent	Business Administration	885-2382	GHarding@TRCC.commnet.edu
Hare, Will	Liberal Arts/General Studies	383-5216	WHare@TRCC.commnet.edu
Hawes, Susan	Liberal Arts/General Studies	892-5779	SHawes@TRCC.commnet.edu
Hightower, Matt	Accounting	383-5275	MHightower@TRCC.commnet.edu
Holmes, Gayla	All Curricula	892-5714	GHolmes@TRCC.commnet.edu
Hoskins, Claudia	Nursing	892-5735	CHoskins@TRCC.commnet.edu
Jeknavorian, Sandra	Liberal Arts/General Studies	885-2345	SJeknavorian@TRCC.commnet.edu
Kennedy, Brian	Liberal Arts/General Studies	383-5281	BKennedy@TRCC.commnet.edu
Khan-Bureau, Diba	Civil / Environmental Engineering Tech.	885-2383	DKhan-Bureau@TRCC.commnet.edu
Kirkpatrick, William	Liberal Arts/General Studies	383-5282	WKirkpatrick@TRCC.commnet.edu
Krcmar, Chantal	Liberal Arts/General Studies	892-5788	CKrcmar@TRCC.commnet.edu
Kugelmass, Dov	Liberal Arts/General Studies	892-5791	DKugelmass@TRCC.commnet.edu
Lamondy, Anne	Nursing	383-5218	ALamondy@TRCC.Commnet.edu
Lantz, Robert	Mechanical Engineering Technology	885-2385	RLantz@TRCC.commnet.edu
Leask, Ronald	Computer Science Technology	885-2391	RLeask@TRCC.commnet.edu
Liscum, Matthew	All Curricula	885-5240	MLiscum@TRCC.commnet.edu
Marcy, Nancy	Liberal Arts/General Studies	885-2396	NMarcy@TRCC.commnet.edu
Martin, Joyce	Human Services	892-5701	JMartin@TRCC.commnet.edu
Maurice, Barbara	Math	383-5221	BMaurice@TRCC.commnet.edu
Mayer, Phillip	Liberal Arts/General Studies	892-5749	PMayer@TRCC.commnet.edu
McNamara, Ann	Food Service Management	892-5705	AMcNamara@TRCC.commnet.edu
Mercuri, Lou	Computer Science Technology	885-2397	LMercuri@TRCC.commnet.edu
Nasser, Raquel	Liberal Arts/General Studies	892-5709	RNasser@TRCC.commnet.edu
Neufeld, Steven	Social Sciences	383-5233	Sneufeld@TRCC.commnet.edu
Neupane, Ram	Liberal Arts/General Studies	885-2341	RNeupane@TRCC.commnet.edu
Parker, Joyce	Computer Science Technology	885-2395	JParker@TRCC.commnet.edu
Patsouris, Peter	Liberal Arts/General Studies	892-5703	PPatsouris@TRCC.commnet.edu
Rafeldt, Lillian	Nursing	383-5257	LRafeldt@TRCC.commnet.edu
Rich, John	All Curricula	885-2326	JRich@TRCC.commnet.edu
Roychoudhuri, Minati	Liberal Arts/General Studies	892-5712	MRoychoudhuri@TRCC.commnet.edu
Rozek, Amy	Dental Hygiene	892-5722	Arozek@TRCC.commnet.edu
Rymut, Nancy	Nursing/Pre-Nursing	892-5718	NRymut@TRCC.commnet.edu
Samuelson, Leslie	Liberal Arts/General Studies	892-5720	LSamuelson@TRCC.commnet.edu
Sauter, Patricia	Liberal Arts/General Studies	892-5739	PSauter@TRCC.commnet.edu
Scarborough, Chris	All Curricula	892-5751	Cscarborough@TRCC.commnet.edu
Scrivano, Nancy	Nursing	383-5250	Nscrivano@TRCC.commnet.edu
Seebeck, Randy	Electrical Engineering Technology	885-2399	RSeebeck@TRCC.commnet.edu
Seelhorst, Jennifer	Liberal Arts/General Studies	892-5719	JSeelhorst@TRCC.commnet.edu
Selke, Sarah	Liberal Arts/General Studies	892-5706	SSelke@TRCC.commnet.edu

NAME	PROGRAM	PHONE	E-MAIL
Skahan, Sheila	Early Childhood Education	383-5252	SSkahan@TRCC.commnet.edu
Sherrard, James	Nuclear Engineering Technology	885-2393	JSherrard@TRCC.commnet.edu
Skiba, Jean	Liberal Arts/General Studies	383-5227	JSkiba@TRCC.commnet.edu
Snayd, Judy	Nursing/Pre-Nursing	892-5726	JSnayd@TRCC.commnet.edu
Spaziani, Rhonda	All Curricula	383-5265	Rspaziani@TRCC.commnet.edu
Tessier, William	Fire Technology	887-6228	WTessier@TRCC.commnet.edu
Topping, Susan	Liberal Arts/Sciences	892-5763	STopping@TRCC.commnet.edu
Tremer, Linda	Technologies	885-2349	LTremer@TRCC.commnet.edu
Wallett, Francine	Nursing/Pre-Nursing	892-5742	FWallett@TRCC.commnet.edu
Wengertsman, John	Liberal Arts/General Studies	892-5771	JWengertsman@TRCC.commnet.edu
Wentzell, Timothy	Mechanical Engineering Technology	885-2347	TWentzell@TRCC.commnet.edu
Wichser, Meg	All Curricula	383-5239	MWichser@TRCC.commnet.edu
Yanofsky, Barbara	Liberal Arts/General Studies	892-5724	BYanofsky@TRCC.commnet.edu

## 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. Nontraditional 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

This three-credit course is designed to help new college students meet the expectations of college life. Prerequisite(s) for the course require completion of ESL\* K060 and ESL\* K061, if appropriate. For additional information, refer to [www.trcc.commnnet.edu/academics/first\\_yr\\_exp.htm](http://www.trcc.commnnet.edu/academics/first_yr_exp.htm).



## 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 Registrars 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 showing the transferred credits. 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 technology plan of study. Students are reminded, however, that acceptance of all transfer credit is at the discretion of the College

# Acceptance of Transfer Credit at Community Colleges

## Board of Trustees of Connecticut Community-Technical Colleges Policy

### 1. Credit from Other Collegiate Institutions

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

- a. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the College. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the board of trustees.
- b. Degree and certificate credits shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass) with the following exceptions: all technology programs and the Nursing Program where a "C" grade or better is required. Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
- c. Notwithstanding the number of degree credits which shall be granted in accordance with the foregoing, the student must complete at least 25% of the minimum credit requirements for the degree or certificate requirements through course work at the college awarding the degree or certificate.
- d. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specialty accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas. TAC/ABET-accredited programs, such technical specialty credits should be from TAC/ABET-accredited programs.

### 2. Credit for Recognized Courses from Non-Collegiate Organizations

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

- a. Credit may be awarded for military training, ratings and occupational specialties as recommended in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.
- b. Credit may also be awarded for work completed in specific areas at non-collegiate institutions if formal approval has been sought and granted by the Connecticut Community Technical Colleges Chancellor's Office and the Connecticut Department of Higher Education. Only an institution may apply for recognition of non-collegiate work, not an individual student.

### 3. Completing Degree Requirements at Other Colleges

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

### 4. Credit By Examination

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

#### a. External Examinations

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

The specific policy for awarding credit in the foreign languages follows: Students can receive academic credit for proficiency in the languages offered at Three Rivers (French and Spanish). They can receive up to six academic credits for proficiency in Elementary French I and II and Elementary Spanish I and II by taking the CLEP standardized test. If the student's CLEP score entitles him or her to twelve credits, the additional six credits will be awarded as Language Electives. Or, if they wish, they may receive academic credit for Intermediate

Spanish I and II and Intermediate French I and II (third and fourth semester Spanish and French) by taking an institutional exam.

CLEP and DSST tests are administered at Three Rivers during the fall and spring semesters. Contact the Student Development Office for information about this program.

## **b. Internal (Challenge) Examinations**

In specific areas sanctioned by the College, a student may, on the basis of previous study and experience 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.

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% 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. A minimum of 25% of degree requirement credits must be granted in residence by Three Rivers.

## **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, courses in progress, or no basis for a grade). The “N” grade can only be awarded by the Registrar.

#### P Pass

An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Pass (“P”) is a final grade awarded to a student who elects the P/F Option prior to the end of the 10th week of the fall or spring semester 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 for credit completed at all institutions within the Connecticut state system of higher education and at all other regionally accredited collegiate institutions in accordance with policy adopted by the Board of Trustees of Community-Technical Colleges.

#### W Withdrawal

An administrative transcript notation used to indicate that a student is 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 13th week of classes. Financial aid students and International students withdrawing from all courses must notify respectively the Financial Aid Office and the International Student advisor through the end of the semester.

## Grades For Developmental Courses

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

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



## Grades For Credit-Free Courses

- CS Completed satisfactorily, eligible for CEU as assigned.  
 CU Completed unsatisfactorily, not eligible for CEU award.  
 CX Course not completed by student.  
 CN Indicates no grade assigned by instructor.

### Repeated Courses

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

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

For the benefit of all students who repeated courses during the period of Fall 1993 through Summer 1995, the earlier restriction on repeating courses graded "C" or better has been removed. The revised policy of unrestricted repeats introduced with the Fall 1995 semester has been applied retroactively to those students who received an unauthorized repeat symbol instead of an earned grade 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:

Points			Per			
Course	Grade	Credits		Credit		
MAT K109	B	3	X	3.0	=	9.0
ENG K111	A-	3	X	3.7	=	11.1
PSY K111	C	3	X	2.0	=	6.0
BIO K111	A	4	X	4.0	=	16.0
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		13				42.1

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

## Standards of Progress

### 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 Hours	Overall GPA	Academic GPA 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 – 99.99	2.0 – 4.0	Good Standing
31 – 99.99	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  $12 = \frac{1}{2}$  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 Academic	Combined Evaluation
Good Standing	Good Standing	Good Standing
Good Standing	Probation	Progress Probation
Written Warning	Good Standing	GPA Written Warning
Written Warning	Probation	GPA Written 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 at the end of each semester.
- 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 may 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 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 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 suspension, 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 above ( $\geq 1.70$ ), 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 January 8, 2003)

The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with

integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the following policy in addition to the Student Discipline Policy, sections 2:10 and 3:1-10, as provided by the Board of Trustees of Connecticut Community Colleges. Since collaboration is central to the learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.

## Definitions of Academic Dishonesty

### General Definition

*(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 instead refer a suspected incident of academic dishonesty to the Dean's office.
2. During the course of the meeting, the faculty member should explain why he/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. Three Rivers accepts applications and certifies student eligibility for graduation three times each year following the fall and spring semesters and at the end of the summer session. All graduates are invited to attend the annual commencement ceremony held in the spring.

Application for graduation 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 are encouraged to apply early.

Students who do not qualify for graduation in the semester for which they apply will be required to reapply or notify the Registrar's office if completion will be in the same academic 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% of the degree requirement credits must be granted by Three Rivers.
4. Successful completion of at least 50% of all courses attempted at Three Rivers.
5. Prompt and timely completion of the Application for Graduation.
6. 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 in 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 recommended that the computer literacy requirement be fulfilled by the end of the first semester.

Certification of literacy will be based on the accomplishment of one of the following criteria:

1. An acceptable score on CLEP or DSST 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 Processing);

BOT\* K137 (Word Processing I)

BOT\* K215 (Word II)

BOT\* K219 (Integrated Office)

COM\* K121 (Journalism)

ENG K231 (Presentations Using the Computer)

GRA\* K140 (Desktop Publishing)

GRA\* K155 (Advertising from the Desktop)

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/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 these 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 State 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 downloaded to College equipment if they are converted to a compressed format prior to receipt and the procedures for compressed files are followed.





## The Learning Resource Center

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 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 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 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.

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

## Tutoring and Academic Success Centers (TASC Website)

The Tutoring and Academic Success Centers (TASC) are located in Rm. C-117, next to the Learning Resource Center. TASC provides individual academic assistance to students in a comfortable environment. Also, TASC sponsors seminars and workshops on topics such as study skills, calculator use, test taking, writing skills, and basic English and mathematics skills. Skilled professional and peer tutors, as well as faculty volunteers and staff members, provide free one-to-one or group tutoring to Three Rivers students in many subject areas. 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 the link above. For an appointment or for more information, contact TASC by phone at 860 892-5713 or e-mail TASC@trcc.commnet.edu.

TASC consists of a Tutoring Center, a Writing Center, a Math Lab, and a Language Arts Lab. All tutoring is available by appointment or on a walk-in basis. The specific functions of each area are outlined below.

### Tutoring Center

The Tutoring Center provides one-to-one tutoring for most courses taught at Three Rivers. Group tutoring sessions can be arranged as well. The Tutoring Center also coordinates in-class tutoring programs, which supply supplemental instructional support to a variety of career programs. In addition, the Tutoring Center 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.

### Writing Center

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. The Writing Center staff can help with your research paper development in ways such as exploring topics, finding a thesis, drafting, revising, MLA or APA documenting, etc. Walk-in appointments are available 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 computer workstations that are fully networked with the rest of the campus, a local printer, copies of the most recent writing handbooks, and up-to-date references on citation and documentation for research.

## The Math Lab

The Math Lab has tutoring available for ALL mathematics courses and has a computer lab with software support for the various math course taught at Three Rivers and also provides automated tutorials and videos for some courses. The Math Lab also has textbooks, handouts, worksheets, and practice tests available for student use.

## Language Arts Lab

The Language Arts Lab has computer stations and specialized software both for ESL students and for students learning a foreign language.

## Distance Learning

Distance Learning offers you a convenient way, without leaving the comforts of your home or office, to earn college credit part-time while continuing to work full-time. Distance Learning courses allow you to customize your higher education goals and to gain the collaborative and technical skills needed in today's workplace.

Learners should have some general knowledge of the Internet, e-mail and file transfer. In addition, students should be self-starters with strong organization and time management skills.

At present, Three Rivers offers individual courses in a variety of academic areas. It is also possible for a student to take a sufficient number of distance learning courses offered by the twelve public community colleges in Connecticut to earn an A.S. degree in General Studies, Computer Information Systems, Criminal Justice, and Health Information Management. However, a student pursuing one of these degrees may find it mandatory to fulfill resident credit requirements at Three Rivers or another degree granting college. For example, the General Studies degree requires that a student a minimum of fifteen credits at Three Rivers.

Students are strongly encouraged to have virus protection software installed on the computer. Any infected files that are uploaded to the Blackboard Servers will be deleted to prevent the spread of infection.

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

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

## Blackboard Vista Troubleshooting and Support: Technical Requirements

Some of the courses require a DVD/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 or Mozilla Firefox will automatically download any plug-ins required by a particular page. To learn more about computer requirements visit the Browser Tune-up link at [www.commnet.edu/portal/tuneup](http://www.commnet.edu/portal/tuneup).

To learn more about computer requirements visit the Distance Learning link on the College Web site at <http://www.trcc.commnet.edu> and by visiting the myCommNet support site at <http://my.commnet.edu> (there, click the Blackboard Vista Support link).

Technical Requirement/ Support	Blackboard Vista
<b>Browsers</b>	
Microsoft Internet Explorer	5.5 SP2, 6.0, 7
Netscape Communicator/Navigator	7.0, 7.1, 7.2
America Online	8.0, 9.0
Mozilla	1.5, 1.7
Firefox	1.0, 1.5
<b>Browser Settings</b>	
Requires Javascript Enabled	Yes
Requires Java Enabled	Yes
Requires Cookies Enabled	Yes
<b>Operating Systems</b>	
Microsoft Windows	98 or higher
MacOS*	OS X
Linux O/S	Supported

\*OS X has been validated to work with the IE 5.1; Netscape 7.0, 7.1, 7.2; Mozilla 1.5, 1.7; Firefox 1.0; & Safari 1.2, 1.3.1, 2.0.1 & higher. Some restrictions may apply; more information can be found at [www.webct.com/tuneup](http://www.webct.com/tuneup)



## Department of Continuing Education & Community Services

Three Rivers offers a wide variety of noncredit courses and programs to accommodate the academic, business, and cultural needs of the community. Courses may be offered at the Three Rivers campus, offsite locations within the local community and online.

## Three Rivers Software Training Center

Three Rivers' Software Training Center offers state-of-the-art computer software training. Some of the courses we can offer to you and your staff are: Adobe Photoshop CS, Windows, Internet, QuickBooks, and the Office XP products.

## Enrollment

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

## Contact Continuing Ed

For information about the noncredit programs and services of the Continuing Education Department and Community Services, call 860-885-2608 or visit our website at [www.trcc.commnet.edu/cont\\_ed](http://www.trcc.commnet.edu/cont_ed).

## Registration

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

## Payments

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

## Third Party Payments

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

## Noncredit Installment Payment Plans

Students registering for noncredit programs costing \$300 or more may enter into a payment plan agreement. This allows students to defer full payment of tuition beyond the initial registration date. An initial payment of 1/2 tuition plus a nonrefundable \$25 payment plan fee is due with the registration form. The balance is due two weeks prior to the start of the initial program. To initiate the payment plan, contact the Continuing Education Office.

## Financial Aid for Noncredit Programs

There is no financial aid available for noncredit courses as they do not meet the federal guidelines. If you have financial aid for credit courses and have an account balance, please contact the TRCC financial aid office at (860) 823-2870 for details on how your balance could apply to noncredit program payments.

## Veterans' Tuition Reimbursement

Please contact the Three Rivers' Veterans Representative at 860-383-5247 for qualification requirements.

## Refund Policies for Noncredit Courses

A written or verbal withdrawal from noncredit courses will only be accepted when a student drops a class up to one business day PRIOR to the first scheduled meeting. You may submit your request to the Continuing Education Department by mail, e-mail (Continuing\_Education@trcc.commnet.edu), phone (860-885-2608), or fax (860-886-5063). No refunds OR credit towards another program will be considered after the first class has begun.

## Noncredit Course Cancellation and Changes

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

## Continuing Education Units

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

## Transcripts

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

## Workforce Development

### Allied Health

We currently offer on-site and on-line programs in allied health. On-site allied health programs are taught on campus within a classroom setting and clinical hours are spent at local medical facilities such as rehabilitation centers and community hospitals: Certified Nurse Aide (CNA), Patient Care Technician (PCT), Medical Billing & Coding, Electrocardiogram (EKG) Technician and Pharmacy Technician.

## Professional Development

Three Rivers offers a variety of professional development in the areas of leadership skills, small business, health and wellness, Residential Radon Certification and more.



## Special Interests/ Personal Enrichment

We offer a variety of personal enrichment and special interest courses throughout the year. Interest programs have included programs such as boating safety, digital photography, culinary and fine art workshops.

## Instructor-Facilitated Online Learning Ed2go®

Ed2go®, in conjunction with TRCC, offers wide variety of online courses ranging from preparatory certifications programs to personal enrichment. Every course includes an expert instructor and all can be taken from the convenience of your home or office. Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas. Courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from



your home or office and at any time of the day or night. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course.

All ed2go® courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements.

Visit the Online Instruction Center for more information and a complete listing of courses at [www.ed2go.com/trccce](http://www.ed2go.com/trccce).

## Seniors' Programs

### Adventures in Lifelong Learning

Adventures in Lifelong Learning (ALL), an affiliate of the Elderhostel Institute Network, is locally sponsored by the Continuing Education Department of Three Rivers. The program offers an extensive selection of learning enrichment courses. The noncredit programs encompass such topics as art, history, religion, politics, and a myriad of other subjects. The curriculum also provides courses for entertainment, such as the classic movie series.

Field trips to art galleries and studios, museums, and historic edifices are also an integral part of each semester's lifelong learning agenda.

The programs are open to those aged 50 years and older. Registration is in the fall and spring; the cost is \$15 for both semesters. This yearly membership due enables you to participate in as many classes as you wish. Classes are held at the Three Rivers as well as locations within the local community. For more information, please call 464-8411.

## The Business and Industry Services Network (B.I.S.N.)

B.I.S.N. is a collaborative effort of the Connecticut Community Colleges that provides a statewide link between business, education, and training. Three Rivers can help you define and assess your needs as well as design and deliver complete training programs on a demand basis. Our experience with business and industry can help you reach your business goals. No other single source can provide you with so many different resources, conveniently and reliably.

Your business is unique; no prepackaged solution can effectively meet its needs. The B.I.S.N. department has the flexibility to customize our services to your specific requirements. Workshops and seminars, even courses for college credit, are planned to fit your schedule at your facility or ours. Program content is tailored to answer your specific questions and solve your problems whether you have 10 employees, 100 employees, or more.

- Meet with us free of charge to discuss and analyze your organization's training ideas and needs
- Invite us to design a training solution specifically for your organization
- Let us work with you to develop an innovative training approach that will accomplish the results that you want
- Learn about our top-notch team of trainers and instructors – all of whom have industry experience
- Schedule training at your convenience.

Employers for whom we have provided customized training programs in the new millennium are: 3M, Atlantic Packaging, Birk Manufacturing, CECO Concrete, CiDRA, City of Norwich, Coherent DEOS, Community Partnership, Department of Mental Retardation, Electric Boat Corp., General Dynamics, HELLIER/Acuren, Hospice of Southeastern Connecticut, Independent Electrical Contractors of New England, JDS Uniphase, Joining Technologies, Monsanto, New England Board of Higher Education, Pfizer, Inc., Phelps Dodge, Trumpf, Thames Valley Council for Community Action, Inc., W. W. Backus Hospital, and Wyman Gordon/PCC Structural.

Topics for which we are currently experiencing the greatest demand are leadership and management development, computer-related software applications, laser safety training, cultural competence, team building and communication skills.

Three Rivers specializes in unique hybrid-courses, which combine credit, as well as noncredit classes, and many can be customized for distance learning.

**SHOULD WE PUT A  
"TOP 10 REASONS TO  
CHOOSE 3 RIVERS"  
HERE?**

*Throughout this catalog 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 ADVISING**

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

**ACADEMIC ADVISOR**

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

**ACADEMIC TERM (SEMESTER)**

Fall and spring periods with 14 weeks of instruction and one week of finals.

**ADD A COURSE**

To enroll for additional courses after registration is complete, accomplished through the Registrar's Office.

**ADD/DROP PERIOD**

A period of approximately two weeks (Fall and Spring semester) after the first day of classes when students can add or drop a class through the Registrar's Office.

**ADMINISTRATIVE NOTATIONS**

Grades 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 College Career Pathways or 2 +2 articulated college credit.

**APL/ASSESSMENT OF PRIOR LEARNING**

A process through which students may earn credit for college-level learning acquired through non-collegiate experiences such as employment, military training, community service, and volunteer activities.

**AUDIT**

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

**CAREER PROGRAM**

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

**CERTIFICATE PROGRAM**

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

**COMMENCEMENT**

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

**COMMON COURSE NUMBERING**

Courses that are numbered the same at all Connecticut Community Colleges. Courses which have been converted to a common number are 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**

All courses in art, music, theatre, and ARC K1100 History of Architecture.

## **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.

## **HYBRID**

A course offered via the Internet and on-ground, a combination of on campus class time and off campus online time. The College encourages 50% online instruction and 50% off campus instruction.



## **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 scholarship 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.

## **SELF-PACED COURSE**

A self paced course is run like a regular course with an opportunity for students to work at their own pace on materials, in combination with computer aided instruction. A faculty member is assigned to the course and attendance is required. Note: a self-paced course is not a distance learning course.

## **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.



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.

# Associate Degree Programs

- Accounting Career
- Accounting Transfer
- Architectural Design Technology
- Aviation Maintenance Technology
- Business Administration Management
- Business Administration Transfer
- Business Information Systems
- Business Office Technology:
  - Office Management
- Civil Engineering Technology
- College of Technology:
  - Engineering Science
  - Technology Studies
  - Biomolecular Science
  - CAD (Computer-Aided Drafting)
  - Electrical
  - Lean Manufacturing and Supply Chain Mgmt.
  - Photonics
  - Wastewater
- Computer Science Technology
- Construction Management Technology
- Criminal Justice:
  - Enforcement
  - Treatment
- Early Childhood Education
  - Montessori Teacher Education
- Electrical Engineering Technology
- Entrepreneurial Studies
- Environmental Engineering Technology
- Finance and Banking
- Fire Technology and Administration
- General Engineering Technology
- General Studies
  - Advising Tracks
  - Eastern Transfer Compact
  - Three Rivers Pre-Nursing
  - UNH Dental Hygiene
- Hospitality Management:
  - Casino Management
  - Hotel Management
  - Restaurant Management
- Human Services
- Laser and Fiber Optic Technology
- Liberal Arts and Sciences
  - Advising Track
  - UConn Guaranteed Admission
- Manufacturing Engineering Technology
  - Laser Manufacturing Option
- Marketing
- Marketing Transfer
- Mechanical Engineering Technology
- Nuclear Engineering Technology
- \*Nursing
  - \*Selective admissions program. Contact the Nursing Admissions Office at (860) 892-5702 for special application information.

## 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 63-64 credit curriculum.

### 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	3
ACC* K271°	Intermediate Accounting I	3
BBG* K115°	Business Software Applications	3
BBG* K231°	Business Law I	3
BBG* K232°	Business Law II	3
BBG* K291°	Business Capstone	
or	or	3
BBG* K294°	Business Internship	
BFN* K201°	Personal Finance	
or	or	3
BFN* K101°	Principles of Finance	
BMG* K202°	Principles of Management	3
BMK* K201°	Principles of Marketing	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
MAT* K137	Intermediate Algebra	3
_____	Fine Arts Elective	3
_____	Natural Sciences Elective	3-4
_____	Social Sciences Elective	3
	<b>GRAND TOTAL</b>	<b>63-64</b>

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

### Program Outcomes

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

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Accounting.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Accounting.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. obtain a well-rounded general education.
5. obtain employment in the field of Accounting after graduating.

## 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 must be planned to meet specific baccalaureate requirements. A minimum of 64 credits is required for graduation.

### 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* K115°	Business Software Applications	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
ECN* K101°	Principles of Macroeconomics	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
MAT* K137 or higher	Intermediate Algebra or higher	3
MAT* K167 or higher	Principles of Statistics or higher	3
_____	Fine Arts Elective	3
_____	History Elective	3
_____	Natural Sciences Elective with Lab	4
_____	Social Sciences Elective	3
	<b>GRAND TOTAL</b>	<b>64</b>

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

### Program Outcomes

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

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

# Architectural Design Technology

## ASSOCIATE IN SCIENCE

**Program Coordinator: Mark Comeau - 885-2387**

This 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, draftsman for construction or development firms, architectural representative for vendor sales, and designer/draftsman for facility planners.

## CURRICULUM (suggested two year sequence)

### SEMESTER I

Course ID	Title of Course	Credits
ARC* K102	Architecture of the World	3
ARC* K135	Construction Graphics	1
ARC* K135L	Construction Graphics Lab	2
CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
ENG* K101°	Composition	3
PHY* K114°	Mechanics	4
	<b>TOTAL</b>	<b>16</b>

### SEMESTER II

ARC* K108	Building Materials	3
ARC* K137°	Architectural Detailing	1
ARC* K137L°	Architectural Detailing Lab	2
CAD* K214°	Computer-Aided Drafting - Construction	1
CAD* K215°	Computer-Aided Drafting Lab - Construction	2
COM* K173°	Public Speaking	3
MAT* K186°	Precalculus	4
MEC* K114°	Statics	3
	<b>TOTAL</b>	<b>19</b>

### SEMESTER III

ACC* K111°	Principles of Accounting I	
or	or	
BBG* K101	Introduction to Business	3
or	or	
BMG* K202°	Principles of Management	
ARC* K211°	Architectural Design I	1
ARC* K211L°	Architectural Design I Lab	2
ARC* K221	Contracts & Specifications	3
ARC* K282°	Trends & Issues	3
	Humanities: Humanities and Arts	
	<b>TOTAL</b>	<b>15</b>

### 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 Science	3
	Open Elective	3
	<b>TOTAL</b>	<b>15.5</b>
	<b>GRAND TOTAL</b>	<b>65.5</b>

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

## Program Outcomes

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

1. demonstrate a mastery of the basic 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/productively in collaborative 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.

## 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* K152°	Fundamentals of Engineering Graphics	1
MEC* K153°	Fundamentals of Engineering Graphics Lab	2
PHY* K114°	Mechanics	4
	TOTAL	14

### SEMESTER II

CHE* K111°	Concepts of Chemistry	4
COM* K173°	Public Speaking	3
ENG* K202°	Technical Writing	3
MAT* K254°	Calculus I	3
PHY* K115°	Heat Sound Light	4
	TOTAL	17

### SEMESTER III

EET* K142°	Electrical and Power Systems Fundamentals	3
EET* K143°	Elec. and Power Systems Fundamentals Lab	1
MEC* K262°	Materials of Science	3
MEC* K263°	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.

## 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.

# 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 63-64 credit curriculum. Recent surveys show that there are increasing opportunities for managerial employment in areas such as finance, retailing, and many other business services. Individuals already employed in business or industry seeking career advancement would also benefit from this program as a source of professional development.

## CURRICULUM

### SEMESTER I

Course ID	Title of Course	Credits
ACC* K111°	Principles of Accounting I	4
BBG* K115°	Business Software Applications	3
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	3
	Social Sciences Elective	3
	TOTAL	16

### SEMESTER II

ACC* K112°	Principles of Accounting II	4
BMG* K202°	Principles of Management	3
ECN* K102°	Principles of Microeconomics	3
ENG* K202°	Technical Writing	3
	Fine Arts Elective	3
	TOTAL	16

### SEMESTER III

ACC* K118°	Managerial Accounting	4
BBG* K231°	Business Law I	3
BMG* K220°	Human Resources Management	3
BMK* K201°	Principles of Marketing	3
MAT* K167°	Principles of Statistics	3
	TOTAL	16

## SEMESTER IV

BBG* K232	Business Law II	3
BBG* K291°	Business Capstone	
or	or	3
BBG* K294°	Business Internship	
BFN* K201°	Principles of Finance	3
BMG* K218°	Operations Management	3
	Natural Science Elective	3-4
	TOTAL	15-16
	GRAND TOTAL	63-64

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

## Program Outcomes

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

1. students will demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Business Administration.
2. students will demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Business Administration.
3. students will demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. students will obtain a well-rounded general education.
5. students will obtain employment in the field of Business Administration after graduating.

## 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 64 credits is required for graduation.



## CURRICULUM

### SEMESTER I

Course ID	Title of Course	Credits
BBG* K115°	Business Software Applications	3
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
MAT* K137° or higher	Intermediate Algebra or higher	3
	Social Sciences Elective	3

### SEMESTER II

ACC* K111°	Principles of Accounting I	4
ECN* K102°	Principles of Microeconomics	3
ENG* K102°	Literature & Composition	3
	Fine Arts Elective	3
MAT* K167° or higher	Principles of Statistics or higher	3

### SEMESTER III

ACC* K112°	Principles of Accounting II	4
BBG* K231°	Business Law I	3
BMG* K202°	Principles of Management	3
BMG* K220°	Human Resources Management	3
BMK* K201°	Principles of Marketing	3

### SEMESTER IV

ACC* K118°	Managerial Accounting	4
BFN* K201°	Principles of Finance	3
BMG* K218°	Operations Management	3
	Natural Sciences Elective with Lab	4
	History Elective	3
	GRAND TOTAL	64

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

## Program Outcomes

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

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

## Business Information System Option

### ASSOCIATE IN SCIENCE

**Program Coordinator: Betti Gladue - 892-5768**

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

### CURRICULUM

Course ID	Title of Course	Credits
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
BBG* K115°	Business Software Applications	3
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
CSC* K108°	Introduction to Programming	4
CSA* K205°	Advanced Applications	3
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° or higher	Intermediate Algebra or higher	3
MAT* K167° or higher	Principles of Statistics or higher	3
	Fine Arts Elective	3
	Natural Sciences Elective with lab	4
	Social Sciences Elective	3
	<b>GRAND TOTAL</b>	<b>65</b>

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

### Program Outcomes

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

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

## Business Office Technology: Office Management

### ASSOCIATE IN SCIENCE

**Program Coordinator: Betti Gladue - 892-5768**

The Business Office Technology Office Management 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.

### CURRICULUM

#### FALL SEMESTER

Course ID	Title of Course	Credits
ACC* K125	Computer Applications for Accounting	3
BOT* K111	Keyboarding for Info Processing I	3
ENG* K101°	Composition	3
MAT* K137° or higher	Intermediate Algebra	3
	Fine Arts Elective	3
	<b>TOTAL</b>	<b>15</b>

#### SPRING SEMESTER

ACC* K111°	Principles of Accounting I	4
BBG* K115°	Business Software Applications	3
BOT* K137°	Word Processing Applications I (Spring Only)	3
ECN* K101°	Principles of Macroeconomics	3
ENG* K202°	Technical Writing	3
	<b>TOTAL</b>	<b>16</b>

#### FALL SEMESTER

BBG* K231°	Business Law I	3
BMG* K202°	Principles of Management	3
BOT* K219°	Integrated Office (Fall Only)	3
GRA* K140°	Desktop Publishing I	3
	Natural Sciences Elective	3-4
	<b>TOTAL</b>	<b>15-16</b>

#### SPRING SEMESTER

BBG* K291°	Business Capstone	3
or	or	
BOT* K295°	Administrative Internship	3
BMG* K220°	Human Resources Management	3
BMK* K201°	Principles of Marketing	3
BOT* K251°	Administrative Procedures I (Spring Only)	3
	Social Sciences Elective	3
	<b>TOTAL</b>	<b>15</b>
	<b>GRAND TOTAL</b>	<b>61-62</b>

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

## Program Outcomes

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

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Office Management.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Office Management.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. obtain a well-rounded general education.
5. obtain employment in the field of Office Management after graduating.

## 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.

### Curriculum (suggested two year sequence)

#### SEMESTER I

Course ID	Title of Course	Credits
CIV* K101°	Civil Engineering Materials	3
CIV* K150°	Surveying I	3
CIV* K151°	Surveying I Lab	1.5
COM* K173	Public Speaking	(3)
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	(3)
PHY* K114°	Mechanics	(4)
	TOTAL	10.5

#### SEMESTER II

CIV* K203°	Civil Hydraulics	3
CIV* K250°	Surveying II	3
CIV* K251°	Surveying II Lab	1.5
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MEC* K114°	Statics	3
	TOTAL	17.5

#### SEMESTER III

CIV* K236/ ENV* K245°	Water Resources Engineering	3
CIV* K237/ ENV* K245L°	Water Resources Engineering Lab	1
ENV* K101	Environmental Studies	3
ENV* K265°	Fundamental Measurements and Applications Lab	3
MAT* K254°	Calculus I	3
MEC* K250°	Strength of Materials	3
MEC* K252°	Strength of Materials Lab	1
_____	Humanities/Social Sciences Elective	3
	TOTAL	20

#### SEMESTER IV

CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
CIV* K200°	Soils	3
CIV* K201°	Soils Lab	1
CIV* K222°	Structural Design	3
CIV* K223°	Structural Design Lab	1
ENV* K110°	Environmental Regulations	3
_____	Civil/Environmental Engineering Technical Elective@	3
_____	Math/Science Elective	3
	TOTAL	20
	GRAND TOTAL	67

( ) 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.

## 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.
12. apply AutoCad and explain orthographic projection as it relates to standard board drafting.

## Computer Science Technology

### ASSOCIATE IN SCIENCE

**Program Coordinator: Joyce Parker - 885-2395**

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

### CURRICULUM

#### SEMESTER I

Course ID	Title of Course	Credits
CSC* K108°	Introduction to Programming	4
ENG* K101°	Composition	3
COM* K173°	Public Speaking	3
MAT* K137°	Intermediate Algebra	3
_____	Technical Elective	3
	<b>TOTAL</b>	<b>16</b>

#### 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
	<b>TOTAL</b>	<b>18</b>

#### SEMESTER III

CSC* K216°	Intermediate C++ Programming	4
CSC* K233°	Database Development I	4
_____	Literature, History, Political	3
_____	Science Elective	3
_____	Technical Elective	3
_____	Technical Elective	3
	<b>TOTAL</b>	<b>17</b>

#### SEMESTER IV

CSC* K223°	JAVA Programming I	4
_____	Psychology, Sociology,	
_____	Economics Elective	3
_____	Technical Elective	3
_____	Technical Elective	3
_____	Open Elective	3
	<b>TOTAL</b>	<b>16</b>
	<b>GRAND TOTAL</b>	<b>67</b>

°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, CST\* K141°, CST\* K176°, CST\* K177°, CST\* K241°, EET K1130/31, EET\* K254/255°, EET\* K258/21°, MAT\* K163, MAT\* K167, 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

### Program Outcomes

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

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

# Construction Management Technology

## ASSOCIATE IN SCIENCE

**Program Coordinator: Mark Comeau - 885-2387**

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

## CURRICULUM

### SEMESTER I

Course ID	Title of Course	Credits
ARC* K135	Construction Graphics	1
ARC* K135L	Construction Graphics Lab	2
ENG* K101°	English Composition	
MAT* K137°	Intermediate Algebra	3
PHY* K114°	Mechanics	
	Fine Arts Elective	3
	<b>TOTAL</b>	<b>16</b>

### SEMESTER II

ARC* K221	Contracts and Specifications	3
BMG* K202°	Principles of Management	3
CIV* K150°	Surveying I	3
CIV* K151°	Surveying I Lab	1.5
ENV* K101	Environmental Studies	3
	Technical Elective	3
	<b>TOTAL</b>	<b>16.5</b>

### SEMESTER III

ARC* K108	Building Materials	3
ARC* K227°	Building Codes and Ordinances	3
CAD* K214°	CAD-Construction	1
CAD* K215°	CAD-Construction Lab	2
CTC* K120	Fundamentals of Construction Management	3
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
	<b>TOTAL</b>	<b>19</b>

### SEMESTER IV

ACC* K111°	Principles of Accounting I	4
ARC* K241°	Site Analysis	2
ARC* K241L	Site Analysis Lab	1.5
CTC* K229°	Construction Estimating	3
ECN* K102	Principals of Microeconomics	3
	Technical Elective	3
	<b>TOTAL</b>	<b>16.5</b>
	<b>GRAND TOTAL</b>	<b>68</b>

## Program Outcomes

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

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



# Criminal Justice Enforcement Option

## ASSOCIATE IN SCIENCE

**Program Coordinator: Jeffrey Crouch - 892-5721**

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

## CURRICULUM

Course ID	Title of Course	Credits
ANT* K105°	Natural Science Elective "Cultures": An Introduction to Cultural Anthropology	3
or	or	3
PSY* K245°	Abnormal Psychology	3
CJS* K101°	Introduction to Criminal Justice	3
CJS* K124	Spanish for Criminal Justice Professionals	3
CJS* K201	Criminology	3
or	or	3
CJS* K202	Juvenile Delinquency	3
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	3
or	or	3
CJS* K294°	Contemporary Issues in Criminal Justice	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
or	or	3
ENG* K202°	Technical Writing	3
COM* K173°	Public Speaking	3
HIS* K122	World Civilization II	3
MAT* K137°	Intermediate Algebra or higher	3

PHL* K111°	Ethics	3
PSY* K111°	General Psychology I	3
SOC* K101°	Principles of Sociology	3
	Natural Science Elective	3-4
	Liberal Arts and Sciences Elective	3
	<b>GRAND TOTAL</b>	<b>63-64</b>

° 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.

## 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: Jeffrey Crouch - 892-5721**

This 66-67 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.

## CURRICULUM

Course ID	Title of Course	Credits
ANT* K105°	Introduction to Cultural Anthropology	3
or	or	
PSY* K245°	Abnormal Psychology	3
CJS* K101°	Introduction to Criminal Justice	
CJS* K102°	Introduction to Corrections	3
CJS* K124	Spanish for Criminal Justice Professionals	3
CJS* K201°	Criminology	3
or	or	
CJS* K202°	Juvenile Delinquency	3
HSE* K183°	Substance Abuse	
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	3
or	or	
CJS* K294°	Contemporary Issues in Criminal Justice	3
or	or	3
HSE* KXXX	Human Services Elective	
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	
or	or	3
ENG* K202°	Technical Writing	
COM* K173°	Public Speaking	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
	Fine Arts Elective	3
	Natural Science Elective	3-4
	GRAND TOTAL	66-67

° 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.

## 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

## ASSOCIATE IN SCIENCE

**Program Coordinator: Sheila Skahan - 383-5252**

This 61-62 credit program is designed to provide education and experiences as a basis for employment in the field of early childhood working with children ages 0-8 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 knowledge. The goal of the plan is to create an "accessible pathway for career mobility for early childhood educators." The plan will award a minimum of 18 credits in early childhood education, 3-6 credits in child growth and development and a minimum of 30 credits in General Education. TRCC is currently has working relationships with the following colleges: ECSU, SCSU, University of Hartford, Mitchell College, St. Joseph College, Charter Oak State College and The University of Connecticut: Human Development and Family Relations major.

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.

## CURRICULUM

Course ID	Title of Course	Credits
CSA* K105 or BBG* K115°	Introduction to Software Applications or Business Software Applications	3
ECE* K101°	Introduction to Childhood Education	3
ECE* K182°	Child Development	
or	or	3
PSY* K200°	Child Psychology	
ECE* K210°	Observation Participation & Seminar	3
ECE* K215°	The Exceptional Learner	3
ECE* K222°	Methods & Techniques in Childhood Programs	3
ECE* K231°	Early Language & Literacy Development	3

ECE* K290°	Student Teaching I	3
ECE* K291°	Student Teaching II	3

ECE Electives (6 Credits):

ECE* _____	_____	3
ECE* _____	_____	3

Liberal Arts Courses (13 credits):

ENG* K101°	Composition	3
HLT* K155°	Personal Health	3
MAT* K137°	Intermediate Algebra or higher	3
_____	Science Elective with Lab	4

Social Sciences - Select ONE track - nine (9) credits

Psychology track: 9

PSY* K111°	General Psychology I
PSY* K112°	General Psychology II
PSY* K2XX	
Any 200 level (see Transfer Data)	

Sociology track:

SOC* K101°	Principles of Sociology
SOC* K1XX or 2XX	
Any 100/200 level course	
SOC* K1XX or 2XX	
Any 100/200 level course	

General Education Track:

PSY* K111°	General Psychology I
SOC* K101°	Principles of Sociology
SOC* K2XX or PSY* K2XX or PHL* K111°	
Any 200 level course in Sociology or Psychology or Ethics	

Restricted Electives (6-7 credits) (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; COM\* K173° - Public Speaking; 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; SSC\* K210° - World Issues) 6-7

\_\_\_\_\_ GRAND TOTAL 61-62

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

## 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 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.

## Electrical Engineering Technology TAC/ABET Accredited

### ASSOCIATE IN SCIENCE

**Program Coordinator: Randy Seebeck - 885-2399**

For more than 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 studies a core of related courses such as physics and advanced mathematical applications. To meet the requirements of the degree, the student also pursues studies in the humanities and social sciences. Excellent transfer programs exist throughout New England for graduates who wish to continue on to a four-year degree.

## CURRICULUM (suggested two year sequence)

### SEMESTER I

Course ID	Title of Course	Credits
CAD* K106	Introduction to Computer Aided Drafting	1
CAD* K107	Introduction to Computer Aided Drafting Lab	2
EET* K105°	Electric Circuits and Systems	3
EET* K106°	Electric Circuits and Systems Lab	1
ENG* K101°	College Composition	3
MAT* K137°	Intermediate Algebra	(3)
PHY* K114°	Mechanics	(4)
	<b>TOTAL</b>	<b>10</b>

### SEMESTER II

EET* K119°	Advanced Circuits and Systems	4
EET* K120°	Advanced Circuits and Systems Lab	1
EET* K134°	Electronics I	3
EET* K135°	Electronics I Lab	1
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
PHY* K115°	Heat Sound Light	4
	<b>TOTAL</b>	<b>20</b>

### SEMESTER III

EET* K234°	Electronics II	3
EET* K235°	Electronics II Lab	1.5
EET* K254°	Digital Electronics I	3
EET* K255°	Digital Electronics I Lab	1.5
EET* K264°	Automated Controls I	3
EET* K265°	Automated Controls I Lab	1
	Fine Arts Elective	3
MAT* K254°	Calculus I	4
	<b>TOTAL</b>	<b>20</b>

### SEMESTER IV

COM* K173°	Public Speaking	3
EET* K258°	Microprocessors & Controls	3
EET* K259°	Microprocessors & Controls Lab	1.5
EET* K266°	Automated Controls II	3
EET* K267°	Automated Controls II Lab	1
	Humanities/Social Sciences Elective	3
	<b>TOTAL</b>	<b>14.5</b>
	<b>GRAND TOTAL</b>	<b>64.5</b>

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

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

## 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 system math model for electromechanical systems to determine system stability, steady state error, 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.

## Engineering Science: A College of Technology Pathway

The Connecticut College of Technology is an innovative program leading to a Bachelor of Science Degree in engineering or technology. The program consists of two distinct pathways, one in Engineering Science and one in Technology Studies. After completing the Technology Studies Pathway Program at Three Rivers, students may enter directly into technical fields at Central Connecticut State University or Charter Oak State College (Connecticut's External Degree Program). The Engineering Science Pathway leads directly into the School of Engineering at the University of Connecticut or the University of New Haven.

The pathway courses will transfer to engineering and technology programs at many other public and private universities as well.

### 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 65-credit core of courses, 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 program focuses upon building a foundation in the fields of mechanical, industrial, or civil engineering. Graduates receive a background in math, 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 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.

## CURRICULUM

Course ID	Title of Course	Credits
<b>GENERAL EDUCATION:</b>		
<b>Arts/Humanities</b>		
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
_____+	Fine Arts Elective (art, music)	3
<b>Science</b>		
CHE* K121°	General Chemistry I w/Lab	4
CHE* K122°	General Chemistry II w/Lab	4
PHY* K221°	Calculus-based Physics I w/Lab	4
PHY* K222°	Calculus-based Physics II w/Lab	4
<b>Mathematics</b>		
MAT* K254°	Calculus I	4
MAT* K256°	Calculus II	4
MAT* K268°	Calculus III	4
MAT* K285°	Differential Equations	3
<b>Social/Behavioral Sciences</b>		
_____++	History Elective	3
PHL* K111°	Ethics	3
_____+++	Social Sciences Elective	3
<b>Technical</b>		
CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
CSC* K108°	Intro to Programming w/Lab	4
EGR* K211°	Engineering Statics	3
EGR* K212°	Engineering Dynamics	3
_____	Technical Elective	3
	<b>GRAND TOTAL</b>	<b>65</b>

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

+ ARC\* K102, ART\* K101, ART\* K102, ART\* K260, or MUS\* K101 recommended for transfer to UCONN.

++ HIS\* K201 or HIS\* K202 recommended for transfer to UCONN.

+++ ANT\* K101, ECN\* K101, ECN\* K102, or PSY\* K102 recommended for transfer to UCONN.

### 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.



## Entrepreneurial Studies

### ASSOCIATE IN SCIENCE

**Program Coordinator: Larry Flick- 383-5277**

The Entrepreneurial Studies associate degree program prepares students to start their own businesses as well as developing careers in business management. It gives students the knowledge and skills needed to develop a business plan and run a small business. This program also serves those individuals who are already in business or in corporations and want to develop entrepreneurial components of that business.

## CURRICULUM

Course ID	Title of Course	Credits
<b>SEMESTER I</b>		
ACC* K111°	Principles of Accounting I	4
BBG* K115°	Business Software Applications	3
ENG* K101°	Composition	3
MAT* _____	Intermediate Algebra or higher	3
_____	Social Sciences Elective	3
	<b>Total</b>	<b>16</b>
<b>SEMESTER II</b>		
ACC* K118°	Managerial Accounting	4
BES* K118°	Small Business Management	3
BMK* K201°	Principles of Marketing	3
ECN* K102°	Principles of Microeconomics	3
_____	Fine Arts Elective	3
	<b>Total</b>	<b>16</b>
<b>SEMESTER III</b>		
ACC* K125	Accounting Computer Applications I	3
BBG* K231°	Business Law I	3
BES* K218°	Entrepreneurship	3
BMG* K220°	Human Resource Management	3
MAT* K167°	Principles of Statistics	3
	<b>Total</b>	<b>15</b>
<b>SEMESTER IV</b>		
BBG* K232°	Business Law II	3
BBG* K291°	Business Capstone	3
BES* K239°	Business Plan Development	3
_____	Business Elective (please choose one course from the following course prefixes: BMG, BMK, or HSP)	3
_____	Natural Sciences Elective	3-4
	<b>Total</b>	<b>15-16</b>
	<b>GRAND TOTAL</b>	<b>62-63</b>

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

### Program Outcomes

Students who complete the requirements in this program will:

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Entrepreneurship.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Entrepreneurship.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. obtain a well-rounded general education.
5. obtain employment in the field of Entrepreneurship after graduating.



# 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. Learn more at [www.trcc.commnet.edu/environmentalet](http://www.trcc.commnet.edu/environmentalet).

## CURRICULUM (suggested two-year sequence)

### SEMESTER I

Course ID	Title of Course	Credits
CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
CHE* K111°	Concepts of Chemistry	
or	or	4
CHE* K121°	General Chemistry I	
ENG* K101°	College Composition	3
ENV* K101	Environmental Studies	3
ENV* K220°	Hazardous Materials	(3)@
MAT* K137°	Intermediate Algebra	
or	or	3-4
MAT* K186°	Precalculus	
	TOTAL	16-17

### SEMESTER II

CHE* Elective##	Chemistry Elective	4
CIV* K203°	Civil Hydraulics	3
ENG* K202°	Technical Writing	3
ENV* K110°	Environmental Regulations	3

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	16-17



### SEMESTER III

BIO* K121°	General Biology I	4
ENV* K230°	Environmental Control Processes	3
ENV* K245/ CIV* K236°	Water Resources Engineering	3
ENV* K245/ CIV* K237°	Water Resources Engineering Lab	1
ENV* K265°	Fundamental Measurements and Applications Lab	3
MAT* K167°	Principles of 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* K200°	Soils	3
CIV* K201°	Soils Lab	1
ENV* K238°	Air Quality	3
_____**	Civil/Env Engineering Technical Elective	3
	TOTAL	17
	GRAND TOTAL	66-68

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

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

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

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

## Program 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.

## Finance and Banking

### ASSOCIATE IN SCIENCE

**Program Coordinator: Larry Flick - 383-5277**

This 63-64 credit curriculum is for students intending on entering the workforce and pursuing a business career immediately after graduating. This curriculum places greater emphasis on Business Specialization courses and less on General Education. The goal is for graduates to be sufficiently competent to perform in the business world within their chosen career field immediately upon graduation.

### CURRICULUM

Course ID	Title of Course	Credits
ACC* K111°	Principles of Accounting I	4
ACC* K112°	Principles of Accounting II	4
ACC* K118°	Managerial Accounting	4
BBG* K115°	Business Software Applications	3
BBG* K231°	Business Law I	3
BBG* K232°	Business Law II	3
BBG* K292° or BBG* K294°	Business Capstone or Internship	3
BFN* K110°	Personal Finance	3
BFN* K201°	Principles of Finance	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
ECN* K250°	Money and Banking	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
MAT* K137°	Intermediate Algebra or higher	3
_____	Fine Arts Elective	3
_____	Natural Sciences Elective	3-4
_____	Social Sciences Elective	3
_____	GRAND TOTAL	63-64

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

### Program Outcomes

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

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Finance and Banking.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Finance and Banking.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. obtain a well-rounded general education.
5. obtain employment in the field of finance and banking after graduating.

# 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.

## CURRICULUM

### SEMESTER I

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

### SEMESTER II

COM* K173°	Public Speaking	3
ENG* K202°	Technical Writing	3
FTA* K116°	Building Construction	3
MAT* K167°	Principles of Statistics	
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	4
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 Sys	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..

## 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 (GET)

### ASSOCIATE IN SCIENCE

**Program Coordinator: Robert Lantz - 885-2385**

The 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.

## CURRICULUM (suggested two-year sequence)

### SEMESTER I

Course ID	Title of Course	Credits
CHE* K111°	Concepts of Chemistry	4
CSA* K105	Introduction to Software Applications	3
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	3
MFG* K102	Manufacturing Processes	3
MFG* K103	Manufacturing Processes Lab	1
TCN* K105	Laser and Lab Safety	1
	TOTAL	18

### SEMESTER II

COM* K173°	Public Speaking	3
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MEC* K152°	Fundamentals of Engineering Graphics	1
MEC* K153°	Fundamentals of Engineering Graphics Lab	2
PHY* K114°	Mechanics	4
	TOTAL	17

### SEMESTER III

CAD K106	Computer-Aided Drafting	1
CAD K107	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* K142°+	Electrical and Power Systems Fundamentals	3
EET* K143°+	Electrical and Power Systems Fundamentals Lab	1
	Humanities/Social Sciences Elective	3
	Open Elective	3
	Technical Elective	3
	Technical Elective	3
	TOTAL	16
	GRAND TOTAL	68

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

+ May substitute EET\* K105/106 Electric Circuits & Systems/Lab

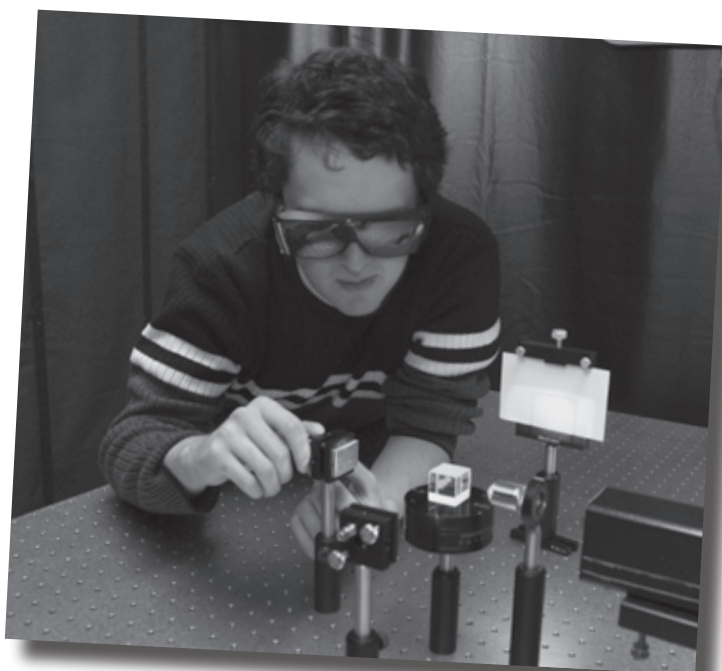
## ELECTIVES FOR OPTION IN PHOTONICS (OPTICS):

PHO* K101	Introduction to Photonics	4
PHO* K241/242	Introduction to Lasers and Lab	4
PHO* K250 or	Fiber and Integrated Optics or Computer	
MFG* K118/119	Controlled Laser Materials Processing and Lab	4
PHY* K141	Applied Optics	4
PHO* K290	Advanced Laser Topics	
or	or	3
PHO* K295	Photonics Co-Op	

## 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.







### Oral Communication Requirement

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

COM* K109	Speech Practice	1 credit
COM* K173	Public Speaking	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**

This 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.

### CURRICULUM

Course ID	Title of Course	Credits
ACC* K111°	Principles of Accounting I	4
BBG* K115°	Business Software Applications	3
BBG* K231°	Business Law I	3
BBG* K291°	Business Capstone	3
or	or	
HSP* K296	Cooperative Education	3
BMG* K202°	Principles of Management	3
BMK* K201°	Principles of Marketing	3
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
GRA* K140°	Desktop Publishing	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K108	Sanitation & Safety	3
HSP* K111°	Basic Food Preparation	4
HSP* K117	Beverage Management	3
HSP* K134	Hospitality Customer Relations	3
HSP* K152°	Introduction to Casino Management	3
MAT* K137°	Intermediate Algebra	3
	Fine Arts Elective	3
	Natural Science Elective	3-4
	Social Science Elective	3
	GRAND TOTAL	63-64

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

### Program Outcomes

Upon successful completion, graduates will be able to:

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

## Hospitality Management Hotel Management Option

### ASSOCIATE IN SCIENCE

**Program Coordinator: Peter Edmondson - 383-5259**

This program prepares students for career opportunities in the growing hospitality industry in Southeastern Connecticut. Students completing the 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.

### CURRICULUM

Course ID	Course Title	Credits
ACC* K111°	Principles of Accounting I	4
BBG* K115°	Business Software Applications	3
BBG* K231°	Business Law I	3
BBG* K291°	Business Capstone	3
or	or	3
HSP* K296	Cooperative Education	
BMG* K202°	Principles of Management	3
BMK* K201°	Principles of Marketing	3
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
GRA* K140°	Desktop Publishing	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K108	Sanitation & Safety	3
HSP* K111°	Basic Food Preparation	4
HSP* K117	Beverage Management	3
HSP* K134	Hospitality Customer Relations	3
HSP* K245°	Hospitality Sales & Marketing	4
MAT* K137°	Intermediate Algebra	3
	Fine Arts Elective	3
	Natural Science Elective	3-4
	Social Science Elective	3
	<b>GRAND TOTAL</b>	<b>63-64</b>

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

### Program Outcomes

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

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

## Hospitality Management Restaurant Management Option

### ASSOCIATE IN SCIENCE

**Program Coordinator: Peter Edmondson - 383-5259**

This program prepares students for career opportunities in the growing hospitality industry in Southeastern Connecticut. Students completing the 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.

### CURRICULUM

Course ID	Title of Course	Credits
ACC* K111°	Principles of Accounting I	4
BBG* K115°	Business Software Applications	3
BBG* K231°	Business Law I	3
BBG* K291°	Business Capstone	3
or	or	3
HSP* K296	Cooperative Education	
BMG* K202°	Principles of Management	3
BMK* K201°	Principles of Marketing	3
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
GRA* K140°	Desktop Publishing	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
MAT* K137°	Intermediate Algebra	3
	Fine Arts Elective	3
	Natural Science Elective	3-4
	Social Science Elective	3
	<b>GRAND TOTAL</b>	<b>63-64</b>

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

### 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

### ASSOCIATE IN SCIENCE

**Program Coordinator: Joyce Martin - 892-5701**

This program responds to the need to prepare students for entry-level positions in human services, and to prepare students who plan to transfer to a four-year college or university for a baccalaureate degree in social work (BSW) or a 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.

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\* K155. 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.

## 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 K155°	Personal Health	
or	or	
BIO* K115	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
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.

### 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.





# Laser and Fiber Optic Technology

## ASSOCIATE IN SCIENCE

**Program Coordinator: Judith Donnelly - 885-2353**

This program was created to meet the critical need for laser electro-optic technicians in Connecticut, which has the third highest concentration of laser and fiber optic firms in the nation. 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 laser and fiber optics field.

## CURRICULUM (suggested two-year sequence)

### SEMESTER I

Course ID	Title of Course	Credits
TCN* K105 <sup>1</sup>	Laser and Lab Safety	(1.0)
CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
EET* K105°	Electric Circuits and Systems	3
EET* K106°	Electric Circuits and Systems Lab	1
ENG* K101°	Composition	3
MAT* K____ <sup>2</sup>	Math I	3
PHO* K101	Introduction to Photonics	3
	TOTAL	16

### SEMESTER II

EET* K119°	Advanced Electrical Circuits and Systems	4
EET* K120°	Advanced Electrical Circuits and Systems Lab	1
MAT* K____ <sup>2</sup>	Math II	4
PHO* K140°	Optoelectronics	4
PHY* K141°	Applied Optics	4
	TOTAL	17

### SEMESTER III

PHY* K114	Mechanics	4
PHO* K230°	Laser Electronics	4
PHO* K240°	Introduction to Lasers	4
MAT* K____ <sup>2</sup>	Math III	3-4
	Social Science Elective	3
	TOTAL	18-19

### SEMESTER IV

ENG* K202	Technical Writing	3
PHO* K250°	Fiber and Integrated Optics	4
PHO* K290°	Advanced Laser Topics	3
	Humanities Elective	3
	Technical Elective	3
	TOTAL	16
	GRAND TOTAL	67-68

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

<sup>1</sup> This course is considered a prerequisite to the program and must be taken before PHY\* K141.

<sup>2</sup> Minimum 10 credits of math required from MAT\* K137, K167, K186, K254, and K256. Students transferring to Physics or Engineering programs should take math through MAT K256.

## 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 connection 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 material processing.

# Liberal Arts and Sciences

## ASSOCIATE IN SCIENCE

**Program Leader: Susan Topping - 892-5763**

This 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 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.

## CURRICULUM

Course ID	Title of Course	Credits
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
COM* K173++	Public Speaking	1-3
or	or	
COM* K109	Speech Practice	3
MAT* K146°	Math for the Liberal Arts	
or	or	
HIGHER MAT		
Arts Electives: ART* K101 Art History I, ART* K102 Art History II, MUS* K101 Music History & Appreciation I, MUS* K104/ANT* K136 Music Cultures of the World, or THR* K101 Introduction to Theatre		3
Foreign Language Electives: (Two semesters of the same foreign language are required. Only Liberal Arts & Sciences electives may be substituted if two years of the same language with a grade of "C" or higher were completed at the high school level. High school transcript and college verification required for substitution.)		3-4
		3-4

Social Sciences Electives: (One course must be in history. Others may be chosen from anthropology, economics, geography, 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, SCI\* K250 Process & Inquiry of Natural Science; one course must include a lab).

_____	3-4
_____	4

Liberal Arts and Sciences Electives: (Courses may be chosen from anthropology, biology, chemistry, earth science, economics, foreign languages, geography, history, literature, math (higher than 146), philosophy, physical science, SCI\* K250, physics, political science, psychology, sociology, ART\* K101, ART\* K102, LAS K198, LAS K250, MUS\* K101, MUS\* K104, THR\* K101).

_____	3
_____	3

Advanced Liberal Arts and Sciences Electives: (Any 200 level course in anthropology, biology, chemistry, economics, foreign languages, geography, history (except HIS\* K201 and HIS\* K202), LAS K250, literature, math, philosophy, physical science and SCI\* K250; physics, political science, psychology, sociology.

_____	3
_____	3
Open Electives:	3
_____	3
_____	3
_____	3
_____	3

**GRAND TOTAL 61-64**

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

++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.

Students who are planning on transferring to a four year institution should check with their advisors, their future schools, or refer to Selecting Electives list regarding General Education Requirements.

## OTHER REQUIREMENTS

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

### 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 that satisfy this requirement are:

ANT* K105	Introduction to Cultural Anthropology
ANT* K136	Music Cultures of the World
ANT* K242	Native Peoples of North America
BIO* K180/	Principles of Environmental Science
ENV* K101	/Environmental Studies
ENG* K240	Studies in World Literature
ENG* K250	Studies in Ethnic Literature
ENG* K261	Women Writers Across Cultures
GEO* K111	World Regional Geography
HIS* K121	World Civilization I
HIS* K122	World Civilization II
HIS* K218	African American History
HIS* K271	Modern Asia
MUS* K104	Music Cultures of the World
/ANT* K136	
PHL* K151	World Religions
POL* K103	Introduction to International Relations
SOC* K103	Social Problems
SOC* K220	Racial & Ethnic Diversity
SSC* 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:

COM* K109	Speech Practice	1 credit
COM* K173	Public Speaking	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 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.

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## Manufacturing Engineering Technology-TAC/ABET Accredited

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### ASSOCIATE IN SCIENCE

**Program Coordinator: Robert Lantz - 885-2385**

This 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 program has TAC/ABET (Technology Accreditation Commission of the Accreditation Board for Engineering and Technology) accreditation and a very active student chapter of the Society of Manufacturing Engineers on campus. Local industries advise and work with the department on keeping the curriculum and equipment up to date to maintain a "state-of-the-art" program.

## **CURRICULUM** (suggested two-year sequence)

### **SEMESTER I**

Course ID	Title of Course	Credits
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	(3)
MEC* K152°	Fundamentals of Engineering Graphics	1
MEC* K153°	Fundamentals of Engineering Graphics Lab	2
MFG* K102	Manufacturing Processes	3
MFG* K103	Manufacturing Processes Lab	1
PHY* K114°	Mechanics	(4)
TCN* K105	Laser and Lab Safety	1
	<b>TOTAL</b>	<b>11</b>

### **SEMESTER II**

CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MEC* K114°	Statics	3
EET* K105°+	Electric Circuits and Systems	3
EET* K106°+	Electric Circuits and Systems Lab	1
	Fine Arts Elective	3
	<b>TOTAL</b>	<b>20</b>

### **SEMESTER III**

EET* K264°	Automated Controls I	3
EET* K265°	Automated Controls I Lab	1
MAT* K167°	Principles of Statistics	3
MEC* K250°	Strength of Materials	3
MEC* K252°	Strength of Materials Lab	1
MEC* K262°	Materials Science	3
MEC* K263°	Materials Science Lab	1
	Social Sciences Elective	3
	<b>TOTAL</b>	<b>18</b>

### **SEMESTER IV**

MFG* K118°	Computer Control Laser Material Process	3
MFG* K119°	Computer Control Laser Material Process Lab	1
MFG* K230°	Statistical Process Control	3
MFG* K214°	Mechatronics	1
MFG* K215°	Mechatronics Lab	2
EET* K266°	Automated Controls II	3
EET* K267°	Automated Controls II Lab	1
	<b>TOTAL</b>	<b>18</b>
	<b>GRAND TOTAL</b>	<b>67</b>

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

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

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

## **Program 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.



# Manufacturing Engineering Technology-TAC/ABET Accredited Laser Manufacturing Option

## 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.

## CURRICULUM (suggested two-year sequence)

### SEMESTER I

Course ID	Title of Course	Credits
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	(3)
MEC* K152°	Fundamentals of Engineering Graphics	1
MEC* K153°	Fundamentals of Engineering Graphics Lab	2
MFG* K102	Manufacturing Processes	3
MFG* K103	Manufacturing Processes Lab	1
PHY* K114°	Mechanics	(4)
TCN* K105	Laser and Lab Safety	1
	<b>TOTAL</b>	<b>11</b>

### SEMESTER II

CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
EET* K105° +	Electric Circuits and Systems	3
EET* K106° +	Electric Circuits and Systems Lab	1
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MEC* K114°	Statics	3
PHO* K101	Introduction to Photonics	3
	<b>TOTAL</b>	<b>20</b>

### SEMESTER III

EET* K264°	Automated Controls I	3
EET* K265°	Automated Controls I Lab	1
MAT* K167°	Principles of Statistics	3
PHO* K140°	Optoelectronics	4
PHO* K240°	Introduction to Lasers	4
	Fine Arts Elective	3
	<b>TOTAL</b>	<b>18</b>

### SEMESTER IV

MFG* K118°	Computer Control Laser Material Process	3
MFG* K119°	Computer Control Laser Material Process Lab	1
MFG* K230°	Statistical Process Control	3
PHO* K230°	Laser Electronics	4
	Science Elective	4
	Social Sciences Elective	3
	<b>TOTAL</b>	<b>18</b>
	<b>GRAND TOTAL</b>	<b>67</b>

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

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

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

## Program 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.

### 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* K115°	Business Software Applications	3
BBG* K231°	Business Law I	3
BBG* K232°	Business Law II	3
BBG* K291°	Business Capstone	3
or	or	3
BBG* K294°	Business Internship	3
BMG* K202°	Principles of Management	3
BMK* K201°	Principles of Marketing	3
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
GRA* K140°	Desktop Publishing	3
MAT* K137°	Intermediate Algebra	3
	Fine Arts Elective	3
	Natural Science Elective	3-4
	Social Science Elective	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		63-64

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

## Program Outcomes

Students who complete the requirements in the Marketing program will:

1. demonstrate knowledge of general business vocabulary and vocabulary specific to the field of Marketing.
2. demonstrate knowledge of those principles and skills applicable to general business and those specific to the field of Marketing.
3. demonstrate the ability to apply learned principles and skills to unique factual settings using correct vocabulary.
4. obtain a well-rounded general education.
5. obtain employment in the field of Marketing after graduating.

## 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.

### 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* K115°	Business Software Applications	3
BBG* K231°	Business Law I	3
BFN* K201°	Principles of Finance	3
BMG* K202°	Principles of Management	3
BMK* K106°	Principles of Selling	3
BMK* K201°	Principles of Marketing	3
BMK* K241°	Principles of Advertising	3
ECN* K101°	Principles of Macroeconomics	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3
ENG* K102°	Literature and Composition	3
MAT* K137 or higher	Intermediate Algebra or higher	3
MAT* K167 or higher	Principles of Statistics or higher	3
	Fine Arts Elective	3
	History Elective	3
	Natural Sciences Elective with lab	4
	Social Sciences Elective	3
GRAND TOTAL		64

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

\*\* Computer literacy requirement. The Program Coordinator must approve substitute course requests.

## Program Outcomes

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

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

## 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 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.

## CURRICULUM (suggested two-year sequence)

### SEMESTER I

Course ID	Title of Course	Credits
ENG* K101°	Composition	3
MAT* K137°	Intermediate Algebra	(3)
MEC* K152°	Fundamentals of Engineering Graphics	1
MEC* K153°	Fundamentals of Engineering Graphics Lab	2
MFG* K102	Manufacturing Processes	3
MFG* K103	Manufacturing Processes Lab	1
PHY* K114°	Mechanics	(4)
TCN* K105	Laser and Lab Safety	1
	TOTAL	11

### SEMESTER II

CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
CSA* K105	Introduction to Software Applications	(3)
COM* K173°	Public Speaking	3
ENG* K202°	Technical Writing	3
MAT* K186°	Precalculus	4
MEC* K114°	Statics	3
PHY* K115°	Heat, Sound, Light	4
	TOTAL	20

### SEMESTER III

EET* K105°+	Electric Circuits and Systems	3
EET* K106°+	Electric Circuits and Systems Lab	1
MAT* K254°	Calculus I	4
MEC* K231°	Computer-Aided Engineering	1
MEC* K232°	Computer-Aided Engineering Lab	2
MEC* K250°	Strength of Materials	3
MEC* K252°	Strength of Materials Lab	1
MEC* K262°	Materials Science	3
MEC* K263°	Materials Science Lab	1
	TOTAL	19

### SEMESTER IV

MEC* K241°	Thermodynamics	3
MEC* K270°	Introduction to Fluid Mechanics	3
MEC* K275°	Thermal Sciences Lab	1
MEC* K281°	Machine Design	3
MEC* K282°	Machine Design Lab	2
	Humanities/Social Sciences Elective	3
	Technical Elective	2-3
	TOTAL	17-18
	GRAND TOTAL	67-68

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

° 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\* K144/145 Fundamentals Electric Circuits and Machines/Lab.

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

° 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\* K142/143 Electric and Power Systems Fundamentals/Lab.

## 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 and explain orthographic projection as it relates to standard drafting practices.
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. apply Excel, Autocad, TI Graph Link, TI calculators, Mark Mentat 2000 finite element programs and Microsoft Windows.
10. apply concepts of Centroids, Moments of Inertia, and centers of Mass.
11. 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).

## CURRICULUM (suggested two-year sequence)

### SEMESTER I

Course ID	Title of Course	Credits
CHE* K121°	General Chemistry I	4
_____f	Computer Science Elective	3-4
ENG* K101°	Composition	3
MAT* K186°	Precalculus	(4)
NUC* K100	Introduction to Nuclear Systems	3
PHY* K114°	Mechanics	(4)
	<b>TOTAL</b>	<b>13-14</b>

### SEMESTER II

COM* K173°	Public Speaking	(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
	<b>TOTAL</b>	<b>19</b>

### SEMESTER III

EET* K144°	Fundamentals Electrical Circuits and Machines	3
EET* K145°	Fundamentals Electrical Circuits and Machines Lab	1
MAT* K256°	Calculus II	4
MEC* K272°	Fluid Mechanics/Thermodynamics	4
NUC* K250°	Reactor Theory	4
NUC* K260°	Nuclear Materials Science	2
NUC* K261°	Nuclear Materials Science Lab	1
	<b>TOTAL</b>	<b>19</b>



#### SEMESTER IV

MEC* K274°	Heat Transfer	2
MEC* K275°	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/ Fine Arts Elective	3
_____ff	Restricted Elective	3
	TOTAL	16
	GRAND TOTAL	67-68

°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.

f Typical selections are CSA\* K105, Intro to Software Applications, or CSC\* K108, Intro to Programming, to support future employment and education.

ff An additional Humanities/Social Sciences/Fine Arts Elective is recommended. Or, another course appropriate for future employment or education may be selected with approval of the Program Coordinator.

#### 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.

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## The Connecticut Community Colleges Nursing Program: Three Rivers Community College Campus

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### ASSOCIATE IN SCIENCE

Ellen Freeman, MS, RN, CNE

#### Director of Nursing and Allied Health - 383-5273

Three Rivers Community College is one of the five campuses offering The Connecticut Community Colleges Nursing Program (CT-CCNP), an innovative associate degree nursing program offered at five Connecticut Community Colleges. The CT-CCNP is designed to prepare registered nurses to function in the professional role utilizing current standards of nursing practice. As a campus site of the CT-CCNP, TRCC is committed to the educational preparation of safe, competent, associate degree entry level practitioners of nursing. This is accomplished through an educational experience which involves active and diverse learning processes. Program graduates are prepared to assume the multi-faceted role of the professional nurse which includes planning and provision of care, client advocacy, communication, teaching, and managing human, physical, financial and technological resources. Graduates possess the ability to recognize and respond to current trends and issues while upholding standards of care through life-long learning.

Nursing is a dynamic profession that incorporates evidenced-based theory and skills required for safe practice. Nursing practice integrates the art and science of nursing with theoretical principles from the natural, social, behavioral, biological and physical sciences. Six core values provide the framework for organizing the curriculum. The core values are:

- Critical Thinking
- Safe and Competent Practice
- Caring
- Professionalism
- Communication
- Holistic Care

The CT-CCNP is a two-year four semester program which, upon successful completion, awards an Associate in Science Degree. Sixty-eight credits are required for graduation. These include general education courses and nursing courses sequenced to build from fundamental skills to complex critical thinking skills. The program is challenging in nature, demanding mathematics, science, social science and English skills as building blocks to all that encompasses nursing practice.

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

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

### Nursing Admission Requirements

See the catalog section on Selective Nursing Admission Criteria for explanation of nursing admissions criteria and process. Please visit us online at [www.trcc.commnet.edu/Admissions/Updates/NursingAdmissions.htm](http://www.trcc.commnet.edu/Admissions/Updates/NursingAdmissions.htm) to obtain additional information. Please plan to attend a Nursing Information Session at the college, schedule is available on the website.

### Articulation

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



## CURRICULUM

### ADMISSION REQUIREMENTS

Course ID	Title of Course	Credits
BIO* K211°	Anatomy and Physiology I	4
ENG* K101°	English Composition	3

### PRE-REQUISITE REQUIREMENT

BIO* K212°	Anatomy and Physiology II	4
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### FIRST SEMESTER

BIO* K235°#	Microbiology	4
PSY* K111°#	General Psychology I	3
NUR* K101°	Introduction to Nursing Practice	8

### SECOND SEMESTER

PSY* K201°#	Life Span Development	3
SOC* K101°#	Principles of Sociology	3
NUR* K102°	Family Health Nursing	8
NUR* K103°	Pharmacology for Families Across the Lifespan	1

### THIRD SEMESTER

ENG* K102°#	Literature and Composition	3
NUR* K201°	Nursing Care of Individual and Families I	9
NUR* K202°	Pharmacology for Individuals and Families with Intermediate Health Care Needs	1

### FOURTH SEMESTER

NSG* K203°	Nursing Care of Individuals and Families II	8
NSG* K204°	Pharmacology for Individuals, Families and Groups with Complex Health Care Needs	
NSG* K205°	Nursing Management and Trends	2
_____#	Humanities or Fine Arts Elective	3
	<b>GRAND TOTAL</b>	<b>68</b>

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

Students must be enrolled in the Nursing program in order to enroll in nursing courses.

#May be taken prior to admission to the nursing program.

A transition plan for some requirements exists at the Three Rivers campus for students admitted for Academic Year 2008-09, only.

## Nursing Program Outcomes

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

- integrate the principles of the natural, physical, social, biological, and behavioral sciences and nursing theory to provide holistic care to individuals, families and groups across the wellness-illness continuum.
- integrate nursing process and critical thinking skills for decision making in nursing practice.
- provide safe and competent care to clients utilizing evidenced-based practice, quantitative reasoning and technological proficiency.
- integrate effective communication skills through professional interactions with individuals, families, groups and the health care team.
- create an environment where therapeutic interventions reflect a respect for human dignity.
- collaborate as a member of a multidisciplinary health team.
- integrate accountability and responsibility for practice within the legal and ethical standards of the nursing profession.
- function in the professional role utilizing current standards of nursing practice.

## Waiver of Licensure Guarantee

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

## Felony Conviction

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

## A College of Technology Pathway

The Connecticut College of Technology is an innovative program leading to a Bachelor of Science Degree in engineering or technology. The program consists of two distinct pathways, one in Engineering Science and one in Technology Studies. After completing the Technology Studies Pathway Program at Three Rivers, students may enter directly into technical fields at Central Connecticut State University or Charter Oak State College (Connecticut's External Degree Program). The Engineering Science Pathway leads directly into the School of Engineering at the University of Connecticut or the University of New Haven. The pathway courses will transfer to engineering and technology programs at many other public and private universities as well.

## 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 "Technology Studies Pathway" consists of courses which provide the foundation for:

- A Bachelor of Science Degree from Central Connecticut State University in engineering technology, industrial technology, or technology education.
- A Bachelor of Science Degree from Charter Oak State College.

A minimum course grade of "C" and college credit, as described below, are required for continuing at CCSU's School of Technology or at Charter Oak.

## Curriculum

Course ID	Title of Course	Credits
General Education:		
Arts/Humanities		
COM* K173°	Public Speaking	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
_____	Fine Arts Elective (art, music)	3
_____	Philosophy Elective	3
Math and Science		
CHE* K111° or	Concepts of Chemistry of	
CHE* K121°	General Chemistry I	4
MAT* K167°	Principles of Statistics	3
MAT* K186°	Precalculus	4
PHY* K114°	Mechanics	4

## Social/Behavioral Sciences

_____	Behavioral Sciences Elective (psychology or sociology)	3
_____	Social Sciences Elective (economics or history recommended)	3
_____	Social Sciences Elective (geography, political science, or history recommended)	3
_____	Social Sciences Elective (economics recommended)	3

## Specialized Core

CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
_____	Directed Elective	3
_____	Directed Elective	3

## Options

_____	Technical Elective	3
_____	Technical Elective	3
_____	Technical Elective	3
_____	Technical Elective	3
_____	Technical Elective	3
	<b>GRAND TOTAL</b>	<b>66</b>

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

## Program Outcomes

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

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

## Technology Studies: Biomolecular Science Option

### ASSOCIATE IN SCIENCE

**Program Coordinator: Anthony Benoit - 885-2386**

This option will create a new area of emphases for the College of Technology, providing an area of specialty for students who wish to go into a biomolecular science career as a laboratory technician and/or pursue a baccalaureate degree through the Pathways program at Central Connecticut State University in Biomolecular Sciences. The associate's degree can also serve as a career-oriented degree for students who choose to enter workforce in various laboratory environments such as an academic research laboratory, environmental laboratory, or medical laboratory.

### CURRICULUM

Course ID	Title of Course	Credits
General Education Core:		
COM* K173°	Public Speaking	3
ECN* K102°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
HIS* K_____	History Elective	3
PHL* K111	Ethics	3
_____	Fine Arts Elective	3
_____	GEO* or POL* Elective	3
_____	PSY* or SOC* Elective	3
	<b>TOTAL</b>	<b>27</b>

### Science and Math Core

CHE* K121°	General Chemistry I	4
MAT* K186°	Pre-calculus	4
PHY* K121°	General Physics I	4
	<b>TOTAL</b>	<b>12</b>

### Technology/Management Core

BIO* K121°	General Biology I	4
BIO* K122°	General Biology II	4
PHY* K122°	General Physics II	4
	<b>TOTAL</b>	<b>12</b>

Please choose from the following specialized electives:

BIO\* K235°, BIO\* K260° or 262°, BIO\* K2XX Molecular and Cellular Biology, CHE\* K122°, CHE\* K217°, CHE\* K218°, MAT\* K254° **16**

_____	_____	
_____	_____	
_____	_____	
_____	_____	
	<b>TOTAL</b>	<b>16</b>
	<b>GRAND TOTAL</b>	<b>67</b>

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



## Program Outcomes

In addition to the outcomes listed for the Technology Studies degree, students who complete the Biomolecular Science Option will be able to achieve the following outcomes:

1. understand and apply the scientific method.
2. comprehend and apply basic techniques of scientific investigation.
3. complete laboratory analyses, compile data, and construct technical reports.
4. understand the classifications of organisms in the six kingdoms.
5. complete a systematic study of human anatomy and physiology.
6. understand and apply the principles of microbiology.
7. understand the principles and implications of genetics and research.

## Technology Studies: CAD Option

### ASSOCIATE IN SCIENCE

**Program Coordinator: Anthony Benoit - 885-2386**

Computer Aided Drafting and Design is a technology that is reliant upon basic drafting technologies that have emerged with technological advances in the computer world. The proposed CADD Engineering Associate Degree supports Three Rivers Community College's purpose and mission: The mission of Three Rivers Community College is to "meet the diverse educational needs of the community by creating an environment that stimulates learning. The college provides educational opportunities that are affordable and accessible. Additionally, Three Rivers develops regional partnerships and initiatives that contribute to the educational, economic, and cultural growth of Southeastern Connecticut."<sup>1</sup> The curriculum for the CADD Engineering Associate Degree is structured to prepare individuals for positions as Drafters and Designers.

### CURRICULUM

Course ID	Title of Course	Credits
General Education:		
Arts/Humanities		
COM* K173°	Public Speaking	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
_____	Fine Arts Elective (art, music)	3
_____	Philosophy Elective	3
Math and Science		
HE* K111° or K121°	Concepts of Chemistry or General Chemistry I	4
MAT* K167°	Principles of Statistics	3
MAT* K186°	Precalculus	4
PHY* K114°	Mechanics	4

### Social/Behavioral Sciences

_____	Behavioral Sciences Elective (psychology or sociology)	3
_____	Social Science Elective (economics or history recommended)	3
_____	Social Science Elective (geography, political science, or history recommended)	3
_____	Social Science Elective (economics recommended)	3

### Specialized Core

CAD* K106/K107	Computer-Aided Drafting and Lab	3
CSA* K105 or _____	Intro to Computer Applications or higher computer course	3
MEC* K114°	Statics	3

### Option Courses

CAD* K130°/K131°	Industrial CAD and Lab	3
CAD* K202°/K203°	Advanced CAD Topics and Lab	3
CAD* K250°/K251°	CAD 3D Parametric Modeling and Lab	3
MEC* K152°/K153°	Fundamentals of Engineering Graphics and Lab	3
MFG* K239	Geometric Dimensioning and Tolerancing	3
	<b>GRAND TOTAL</b>	<b>66</b>

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

Note: Students should be familiar with latest CAD release within two years of graduation. CAD\* K111 may be used for this purpose.

## Program Outcomes

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

1. become proficient in the use of CAD software.
2. have a thorough knowledge and expertise in multiple CAD programs, to include but not limited to AutoCAD, Inventor, Revit and Master Cam.
3. demonstrate knowledge of drafting standards set forth by the American National Standards Institute (ANSI).
4. demonstrate knowledge of drafting standards set forth by the International Standards Organization (ISO).
5. provide a general understanding of standard drafting principles such as alphabet of lines, precedence of lines, dimensioning standards, and projection techniques.
6. apply mathematical and scientific principles to solve problems utilizing a CAD program, particularly descriptive geometry.
7. demonstrate the ability to develop an engineering concept through detail and assembly drafting techniques to produce professionally engineering drawings suitable for use in industry.
8. demonstrate a thorough knowledge in the use of 3-D Parametric Modeling packages, such as Inventor and Revit.
9. readily adapt the necessary skills required for an entry-level position in the discipline of drafting.
10. provide an education that integrates a core curriculum with drafting theory, computer theory, technical background, and practice elements, for students who will seek advanced degrees.

11. expand life long learning opportunities in the drafting area for those with previous experience in other fields.
12. demonstrate and apply skills necessary for visual thinking and graphic problem solving.
13. work cooperatively and productively in groups to solve problems.
14. foster a learning environment that emulates industrial standards.
15. demonstrate working knowledge to translate engineering sketches into accurate scaled drawings.
16. be able to implement engineering change orders.
17. be able to plan methods and processes of production.
18. be able to select and demonstrate the appropriate characteristics of a particular material.
19. demonstrate a working knowledge of the use of Geometric Dimensioning and Tolerancing (GDT) techniques used in industry.
20. become efficient with the use of ISO 9000 standards as they relate to the Drafting and Design field.

## Technology 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.

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 Technology 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.

### CURRICULUM

Course ID	Title of Course	Credits
General Education:		
Arts/Humanities		
ENG* K101°	Composition	3
COM* K173°	Public Speaking	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* K167°	Principles of Statistics	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* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
CSA* K105	Introduction to Software Applications	3
MEC* K262°	Materials of Science	3
MEC* K263°	Materials of Science Lab	1
MEC* K241°	Thermodynamics	3
	Certification: Independent Electrical Contractors	12
	<b>GRAND TOTAL</b>	<b>67</b>

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

### Program Outcomes

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

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

## Technology Studies: Lean Manufacturing & Supply Chain Management Option

### ASSOCIATE IN SCIENCE

**Program Coordinator: Anthony Benoit - 885-2386**

This program was created in response to the expressed future and current needs of the manufacturing community. The U.S. Department of Labor along with local industry has demonstrated a demand and need for courses in the areas of lean and supply change management. The courses within this plan of study were developed by members of the College of Technology in conjunction with industry partners. The courses in lean are intended to ensure students have knowledge of current continuous process of improvement methodologies in use today within competitive manufacturing environments. The courses are intended to review the lean manufacturing principles needed to understand and maintain the supply chain and to cover the benefits and elements needed for implementing supply chain management. This program provides students with the skills that will increase their employability in the field as well as set them on a path that will enable them to further their education.

### CURRICULUM

Course ID	Title of Course	Credits
General Education Core		
COM* K173°	Public Speaking	3
ECN* K_____	Economics Elective	3
ENG* K101°	English Composition	3
ENG* K202°	Technical Writing	3
ECN* K_____	Economics Elective	3
or	or	
HIS* K_____	History Elective	3
	Fine Arts Elective	
HIS* K_____	History Elective	3
or	or	
GEO* K_____	Geography Elective	3
or	or	
POL* K_____	Political Science Elective	3
PHL* K111	Ethics	
or	or	3
PHL K_____	Philosophy Elective	
PSY* K_____	Psychology Elective	3
or	or	
SOC* K_____	Sociology Elective	27
	SUB TOTAL	

### Science and Math Core

CHE* K111°	Concepts of Chemistry	4
or	or	
CHE* K121°	General Chemistry I	4
PHY* K110°	Introduction to Physics	
or	or	3
PHY* K121°	General Physics I	
MAT* K167°	Principles of Statistics	4
MAT* K186°	Pre-Calculus	
	SUB TOTAL	16

### Technology/Management Core

_____	Technical Drafting or CAD	3
_____	Directed Elective	3
_____	Directed Elective	3
	SUB TOTAL	9

### Courses in Option

MFG* K171	Introduction to Lean Manufacturing	3
MFG* K172°	Introduction to Lean Supply Chain Management	3
MFG* K271	Advanced Lean Manufacturing	3
MFG* K272°	Implementing Lean Supply Chain Management	3
	SUB TOTAL	12
	TOTAL	63

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

## Technology Studies: Photonics Option

### ASSOCIATE IN SCIENCE

**Program Coordinator: Anthony Benoit - 885-2386**

Three Rivers 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 Technology 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.

## CURRICULUM

Course ID	Title of Course	Credits
General Education:		
Arts/Humanities		
ENG* K101°	Composition	3
COM* K173°	Public Speaking	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* K167°	Principles of Statistics	3
MAT* K186°	Precalculus	4
Social/Behavioral Sciences		
	Elective (history)	3
	Elective (economics)	3
	Elective (psychology or sociology)	3
Specialized Core		
CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
CSA* K105	Introduction to Software Applications	3
MEC* K241°	Thermodynamics	3
Options/Directed Electives		
PHO* K101°	Introduction to Photonics	4
PHO* K121°	Introduction to Fiber Optics Technology	4
PHO* K124°	Introduction to Telecommunications	3
TCN* K105	Laser and Lab Safety	1
	GRAND TOTAL	66

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

## Program Outcomes

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

1. demonstrate optical fiber handling skills, such as connectorization, and mechanical and fusion splicing.
2. make and interpret test measurements for loss in a fiber system using test sets and an OTDR.
3. understand basic components and devices used in fiber optic systems and explain which 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 place of optical fiber in telecommunications network.
7. survey the workplace and recognize laser safety accommodations.
8. explain the use/function of lenses, prisms, filters, polarizing optics.
9. explain the operating principles of gratings, interferometers, and filters.

## Technology Studies: Technology Management

### ASSOCIATE IN SCIENCE

**Program Coordinator: Anthony Benoit - 885-2386**

Designed in response to the expressed future and current needs of the manufacturing and broader technology-business community.

## CURRICULUM

Course ID	Title of Course	Credits
General Education Core		
COM* K173°	Public Speaking	3
ECN* K102°	Principles of Macroeconomics	3
ENG* K101°	English Composition	3
ENG* K202°	Technical Writing	3
HIS* K_____	History Elective	3
PHL* K111	Ethics	3
	Fine Arts Elective	3
	GEO* or POL* Elective	3
	PSY* or SOC* Elective	3
	TOTAL	27

### Science and Math Core

CHE* K121°	General Chemistry I	4
MAT* K167°	Principles of Statistics	3
MAT* K186°	Pre-calculus	4
PHY* K114°	Mechanics	4
	TOTAL	15

### Technology/Management Core

CAD* K102/103°	Intro to Auto CAD w/ Lab	3
or	or	
MEC* K152/153°	Fundamentals of Engineering Graphics w/ Lab	3
	Directed Elective	
	Directed Elective	3
	TOTAL	9

Choose from the following specialized electives: 16-17  
Specialization

	General Technology Mgmt.	Manufacturing Mgmt.	Info. Technology Mgmt.
ACC* K111	✓	✓	✓
BMG* K202	✓	✓	✓
BMG* K210/PSY* K247	✓		
BMG* K218/MFG* K230		✓	
CSC* K108			✓
CSC* K233			✓
MFG* K171		✓	
MFG* K102/103		✓	
MFG* K173	✓		✓
CST* K201	✓		



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

In addition to the outcomes listed for the Technology Studies degree, students who complete the Technology Management Option will be able to achieve the following outcomes:

Capital, Gateway, Naugatuck Valley, Northwestern Connecticut, Three Rivers and Tuxis 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.

## CURRICULUM

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

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



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.

# Certificate Programs

- Accounting
- Advertising/Public Relations
- Architectural Drafting Technology
- Basic Business Skills
- Business Administration
- Business Office Technology
- Word Processing
- CAD (Computer-Aided Drafting)
- College of Technology: Technological Studies:
  - Advanced Wastewater
  - Wastewater
- Computer Applications
- Construction Management
- Criminal Justice
  - Security and Loss Prevention
- Customer Service
- Early Childhood Education
- Entrepreneurial Studies
- Environmental Health and Safety Management
- General Studies Advising Tracks
  - UNH Pre-Dental Hygiene
- Graphics and Communications Arts
- Health Career Pathways
- Hospitality Management:
  - Casino Management
  - Communication and Customer Relations
  - Hotel Management
  - Restaurant Management
- Human Services:
  - Case Management
- Laser and Fiber Optic Technology
- Lean Manufacturing
- Library Technology
- Marketing
- Networking Technology
- Retail Management
- Supply Chain Management
- Technical Writing
- 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: \_\_\_\_\_

### 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	3
or		
BFN* K201°	Principles of Finance	3
ACC* K271°	Intermediate Accounting	3
BBG* K115°	Business Software Applications	3
BBG* K231°	Business Law I	3
BFN* K110	Personal Finance	3
or	or	3
ECN* K102°	Principles of Microeconomics	3
	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.

### 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.

### 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
COM* K121°	Journalism	3
ENG* K101°	Composition	3
ENG* K102°	Literature & Composition	3
GRA* K140°	Desktop Publishing	3
GRA* K155°	Advertising Design	3
	Practicum°	3
	GRAND TOTAL	30

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

### Program Outcomes

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

1. identify the elements of marketing and their creative application in profit-making as well as not-for-profit organizations in order to satisfy the needs and wants of society.
2. apply the practical use of marketing strategies, promotional tools, and communication techniques in order to pursue a professional career in advertising/public relations.
3. demonstrate skills in internal and external communication techniques, including verbal, non-verbal, written, and technological.
4. apply knowledge from a cross section of marketing theories to solve marketing problems and develop effective promotional communications.
5. demonstrate competency in marketing, advertising, public relations, and sales presentations, including the use of business software.
6. explain the role of marketing and its interrelationship with other functional areas in order to achieve organizational goals.

# Architectural Drafting Technology

## 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, draftsman for construction or development firms, architectural representative for vendor sales, and draftsman for facility planners. Students may complete this certificate by completing the courses that are listed below.

## CURRICULUM

### SEMESTER I

Course ID	Title of Course	Credits
ARC* K108	Building Materials	3
ARC* K135	Construction Graphics	1
ARC* K135L	Construction Graphics Lab	2
CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
ENG* K101°	Composition	3
	Directed elective (see program coordinator)	3
	<b>TOTAL</b>	<b>15</b>

### SEMESTER II

ARC* K111°	Drawing I	3
ARC* K137°	Architectural Detailing	1
ARC* K137L°	Architectural Detailing Lab	2
CAD* K112°	Computer-Aided Drafting - Architectural	1
CAD* K113°	Computer-Aided Drafting - Architectural Lab	2
	<b>TOTAL</b>	<b>9</b>
	<b>GRAND TOTAL</b>	<b>24</b>

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

## Program Outcomes

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

1. demonstrate a mastery of the basic skill sets required for entry level in architectural drafting and design.
2. integrate a core curriculum with architectural design theory, technical background, and practice elements in order to seek advanced professional degrees.
3. pursue expanded opportunities in the drafting and graphics fields for those with previous experience in allied areas.
4. demonstrate competence in the specific traditional and com-

puter drafting skills required in today's architectural industry, consisting of conceptual, schematic, developmental, and construction detail drawing.

5. demonstrate and apply skills necessary for visual thinking and graphic problem solving.
6. use and produce appropriate materials with industry standard software applications.
7. provide sufficient explanation of drafting and drawing components.
8. adopt life-long learning and intellectual growth as an integral part of a career in architectural drafting technology due to ever evolving components and systems.

## Basic Business Skills

## CERTIFICATE PROGRAM

**Program Coordinator: Matt Hightower - 383-5275**

Designed to give students not majoring in business sufficient basic business skills to be able to function adequately at a rudimentary level in a workplace environment immediately upon completion. This certificate is comprised of courses designed to provide students with a basic understanding of commerce in society, basic business structures and functions, communication skills (both oral and written), math and computer skills. This certificate is tailored to meet individual student needs and interests by incorporating a business elective course. Students are encouraged to develop their individual areas of interest or maximize employment opportunities by choosing a specific elective option.

Students deciding to continue on for an Associate in Science in Accounting degree will find that all but one of the courses taken in this course are acceptable for the degree program at TRCC.

## CURRICULUM

Course ID	Title of Course	Credits
BBG* K101	Introduction to Business	3
BBG* K115°	Business Software Applications (recommended)	
or	or	3
CSA* K105	Introduction to Computers	
BFN* K110°	Personal Finance	3
COM* K173°	Public Speaking	
or	or	3
ENG* K202°	Technical Writing	
ECN* K101° or higher	Principles of Macroeconomics or higher	3
ENG* K101° or higher	Composition or higher	3
MAT* K135° or higher	Topics in Contemporary Math or higher	3
	Business Elective	3-4
	<b>GRAND TOTAL</b>	<b>24-25</b>

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



## Program Outcomes

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

1. demonstrate knowledge of the role of commerce in U.S. society and the world community.
2. demonstrate knowledge of how businesses are structured and function.
3. exhibit fluency in oral and written communication skills.
4. exhibit competency in basic math skills.
5. exhibit competency in computer skills specific to a business environment.

## Business Administration

### CERTIFICATE PROGRAM

**Program Coordinator: Larry Flick - 383-5277**

This program is designed for students who seek concentrated study in the field of management. Practical application to job situations will be stressed. Students may complete this certificate by completing the courses that are listed below.

### CURRICULUM

Course ID	Title of Course	Credits
BBG* K115°	Business Software Applications	3
BMG* K202°	Principles of Management	3
BMK* K201°	Principles of Marketing	3
ACC* K111°	Principles of Accounting I	4
ACC* K118°	Managerial Accounting	4
ECN* K101°	Principles of Macroeconomics	3
ENG* K101°	Composition	3
Select Two Courses From the Following Five Courses		6
BBG* K101	Introduction to Business	
BES* K218°	Entrepreneurship	
BMG* K218°	Operations Management	
BMG* K220°	Human Resources Management	
ECN* K102°	Principles of Microeconomics	
GRAND TOTAL		29

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

## Program Outcomes

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

1. explain the role of management and its interrelationship with other functional areas in order to achieve organizational goals.
2. identify the elements of management and their application to organizational activities and goals.
3. discuss the role of ethical issues and the importance of the global perspective, and their impact on the success of a business.
4. explain the importance of information technology in business.

5. demonstrate skills in problem solving, in decision-making, and in teamwork, including the ability to work with diverse groups.
6. obtain successful employment in the business field or upgrade current job skills.

## Business Information Systems

### CERTIFICATE PROGRAM

**Program Coordinator: Betti Gladue - 892-5768**

This program is designed for students who seek to acquire the basic working skills to enter a business, wish to expand their opportunities and choices, and/or transfer to Eastern or another 4 year university. Students may complete this certificate by completing the courses that are listed below.

### CURRICULUM

Course ID	Title of Course	Credits
CSA* K105	Intro to Software Applications	3
CSA* K205°	Advanced Applications	3
CSC* K108°	Intro to Programming	4
CSC* K207°	Intro to Visual Basic	4
ENG* K101°	Composition	3

Restricted Electives 10-12

(Please select 3 from the following list of courses)

ACC* K111°	Principles of Accounting
ACC* K118°	Managerial Accounting
BMG* K202°	Principles of Management
BMK* K201°	Principles of Marketing
CST* K175°	Network Administration & Support
CST* K176°	Internet Technologies

GRAND TOTAL 27-29

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

## Program Outcomes

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

1. demonstrate a fundamental understanding of a computer's operating system with regard to file management, system tools, and the customization of the computing environment.
2. design, develop, and implement programs to solve various data processing problems using the current programming language and Visual Basic.
3. demonstrate use of computer applications including word processing, spreadsheets, presentation software, database management, and Internet browser software to enhance personal productivity.

## Business Office Technology

### CERTIFICATE PROGRAM

**Program Coordinator: Betti Gladue - 892-5768**

This 15-credit, "fast track" certificate program is designed to give students direct job training for immediate employment or position upgrading. It is comprised of a sequence of skills-oriented courses which blend written communication skills with hands-on technical computer skills. Being designed for practicing office professionals, as well as those returning to the workforce, this program provides the opportunity to enhance their skills, increase their employability, and advance in their careers.

To keep pace with changes in the workplace, this program provides experience with the latest industry standard software applications in Microsoft Office, including, word processing, database management, spreadsheets, and presentation graphic applications.

### CURRICULUM

Course ID	Title of Course	Credits
BBG* K115°	Business Software Applications	3
BOT* K111	Keyboarding for Information Processing I	3
ENG* K101°	Composition	3
BOT* K137°	Word Processing Applications I	3
Open Elective (Please choose one of the following courses: ACC* K241, BBG* K101, BBG* K231, BFN* K110, BMG* K202, BMG* K220, BMK* K201, BOT* K180, BOT* K287, HSP K100)		
		3
	GRAND TOTAL	15

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

### Program Outcomes

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

1. demonstrate speed and accuracy in keyboarding and the ability to prepare standard types of business communication.
2. demonstrate a high level of skill in the use of word processing software in the production of business documents.
3. possess appropriate skills in the following software: word processing, spreadsheet, database and presentation graphics.

## Business Office Technology: Word Processing

### CERTIFICATE PROGRAM

**Program Coordinator: Betti Gladue - 892-5768**

This 27-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.

### CURRICULUM

#### FALL SEMESTER

Course ID	Title of Course	Credits
BBG* K115	Business Software Applications	3
BOT* K111	Keyboarding for Information Processing	3
ENG* K101°	Composition	3
MAT* K135° or higher	Topics in Contemporary Math	3
	TOTAL	12

#### SPRING SEMESTER

BBG* K101	Introduction to Business	3
BOT* K137°	Word Processing Applications I	3
BOT* K251°	Administrative Procedures I (Spring Only)	3
ENG* K202°	Technical Writing	3
	TOTAL	12

#### FALL SEMESTER

BOT* K219°	Integrated Office (Fall Only)	3
	GRAND TOTAL	27

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

### Program Outcomes

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

1. read, 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: Anthony Benoit - 885-2386

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 Technology Studies Associate degree.

### CURRICULUM

Course ID	Title of Course	Credits
<b>GENERAL EDUCATION:</b>		
Fine 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
	<b>GRAND TOTAL</b>	<b>29</b>

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

# Courses for this consortium-based program will be offered at various Connecticut Community Colleges.

### 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: Anthony Benoit - 885-2386

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 Technology Studies Associate degree.

#English Competency Requirement met by: \_\_\_\_\_

### CURRICULUM

Course ID	Title of Course	Credits
<b>GENERAL EDUCATION:</b>		
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
	<b>GRAND TOTAL</b>	<b>29</b>

° 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.

### Program Outcomes

Upon successful completion, 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.

## Computer-Aided Drafting

### CERTIFICATE PROGRAM

**Program Coordinator: Ronald Greenier - 885-2380**

This 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.

### CURRICULUM

#### SEMESTER I

Course ID	Title of Course	Credits
CAD* K106	Computer-Aided Drafting	1
CAD* K107	Computer-Aided Drafting Lab	2
CSA* K105 or higher	Intro to Software Applications or higher level computer course	3
ENG* K101°	Composition	3
_____**	Tech Elective/Lab**	3-4
	<b>TOTAL</b>	<b>12-13</b>

#### SEMESTER II

CAD* K202°	CAD - Advanced Topics	1
CAD* K203°	CAD - Advanced Topics Lab	2
CAD* K214°	CAD - Construction	1
CAD* K215°	CAD - Construction Lab	2
or	or	
CAD* K250°	CAD 3D Parametric Modeling	1
CAD* K251°	CAD 3D Parametric Modeling Lab	2
ENG* K202°	Technical Writing	3
MAT* K137° or higher	Intermediate Algebra or higher level math course	3
	<b>TOTAL</b>	<b>12</b>
	<b>GRAND TOTAL</b>	<b>24-25</b>

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

\*\* Tech elective requires approval of the Program Advisor. Recommended choices include CAD\* K130/131, MEC\* K152/153, or ARC\* K135/135L

### 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.

### 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
	<b>GRAND TOTAL</b>	<b>30</b>

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



## Program Outcomes

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

1. read 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.

## CURRICULUM

### Semester I

Course ID	Title of Course	Credits
ARC* K108	Building Materials	3
ARC* K135/	Construction Graphics/	
ARC* K135L	Construction Graphics Lab	3
CAD* K106	Computer Aided Drafting I	1
CAD* K107	Computer Aided Drafting I Lab	2
ENG* K101°	Composition	3
	Directed Elective	
	(see program coordinator)	3

### Semester II

ARC* K227	Building Codes and Ordinances	3
CTC* K120	Fundamentals of Construction Management	3
CTC* K229°	Estimating and Scheduling	3
MAT* K137°	Intermediate Algebra	3
	Please select from the following directed electives: ARC* K102, ARC* K137, ARC* K221, ARC* K241	3
	GRAND TOTAL	30

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

## Program Outcomes

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

1. 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/productive with industry 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 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 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: Jeffrey Crouch - 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.

### CURRICULUM

Course ID	Title of Course	Credits
ENG* K100#	Reading/Writing Connection	
ENG* K101°	Composition	3
COM* K173°	Public Speaking	3
CJS* K101°	Introduction to Criminal Justice	3
CJS* K201	Criminology	3
CJS* K210°	Constitutional Law	
or	or	3
CJS* K211°	Criminal Law I	
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	27

° 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: Jeffrey Crouch - 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.

## CURRICULUM

Course ID	Title of Course	Credits
Prerequisite Requirements:		
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.

### 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.

## Customer Service

### CERTIFICATE PROGRAM

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

This 15 credit certificate is designed to develop skills in the area of customer service in a variety of business settings. It includes skills in effective communication, problem solving techniques and professional behavior in relationships with customers. These relationships are for internal and external customers in both business-to-business and consumer-focused environments. The studies in this certificate program focus on the concepts of return on customer and customer relationship management, which are perspectives tantamount to success in today's business world. This certificate will benefit students seeking entry level positions in customer service and working professionals who want to enhance their understanding of clear, effective communication with a business' internal and external customers. All of the courses required in the degree include hands-on assignments which apply course concepts to real world business experiences.

### CURRICULUM

Course ID	Title of Course	Credits
BMK* K106°	Principles of Selling	3
BMK* K123°	Principles of Customer Service	3
BMK* K201°	Principles of Marketing	3
ENG* K100°	Reading/Writing Connection	3
or	or	
higher		
Choose one from the following 4 courses		3
BMG* K202°	Principles of Management	
BMK* K103°	Principles of Retailing	
BMK* K235°	Public Relations	
BMK* K241°	Principles of Advertising	
GRAND TOTAL		15

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

### Program Outcomes

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

1. understand the importance of customer satisfaction in the success of every business.
2. apply practical marketing communications strategies in serving the needs and wants of customers.
3. demonstrate competency in customer service using a variety of communication techniques including written, verbal, nonverbal, and electronic.
4. possess skills in professional demeanor, service attitude and business etiquette.

## Early Childhood Education

### CERTIFICATE PROGRAM

**Program Coordinator: Sheila Skahan - 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.

### CURRICULUM

Course ID	Title of Course	Credits
ECE* K101°	Introduction to Early Childhood Education	3
ECE* K1XX	ECE Elective (CDA – see program coordinator)	3
ECE* K1XX	ECE Elective (CDA – see program coordinator)	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
PSY* K111°	General Psychology I	3
SOC* K101°	Principles of Sociology	3
GRAND TOTAL		30

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

### Program Outcomes

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

1. explain the development of the child from conception to early adolescence in all areas, including personal and social, physical, cognitive and creative development.
2. explain the theory, curriculum, and organization of childcare programs working with children ages 0-8.
3. plan a basic integrated curriculum for the learning development of the child from 0-8.
4. understand the goals, benefits and uses of observing, documenting, and assessing to support young children and families.
5. recognize the special needs of children and use supportive interactions to focus on the child needs and interests.
6. demonstrate the ability to work in an early care setting by planning curriculum, interacting positively with children and demonstrating professional standards.

## Entrepreneurial Studies

### CERTIFICATE PROGRAM

**Program Coordinator: Larry Flick - 383-5277**

This 29 credit hour certificate program is designed for students who want to start and/or run their own business. Practical application to job situations will be stressed. Students may complete this certificate by completing the courses listed.

### CURRICULUM

Course ID	Title of Course	Credits
ACC* K111°	Principles of Accounting I	4
BES* K118°	Small Business Management	3
BES* K218°	Entrepreneurship	3
BES* K239°	Business Plan Development	3
BMK* K201°	Principles of Marketing	3
ECN* K102°	Principles of Microeconomics	3
ENG* K101°	Composition	3

Select two courses from the following list: 6-7

ACC* K118°	Managerial Accounting	
ACC* K125°	Accounting Computer Applications	
BMG* K218°	Operations Management	
BMG* K220°	Human Resources Management	
BMK* K103°	Principles of Retailing	
BMK* K106°	Principles of Selling	
BMK* K123°	Principles of Customer Service	
BMK* K241°	Principles of Advertising	
ECN* K101°	Principles of Macroeconomics	
	GRAND TOTAL	28-29

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

### Program Outcomes

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

1. understand the role of the entrepreneur in developing a business.
2. understand the basics of managing a small business.
3. develop a small business plan.
4. understand basic Accounting principles in order to do required bookkeeping.

## Environmental Health and Safety 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.

### 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	3
	GRAND TOTAL	21

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

### Program Outcomes

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

1. 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.

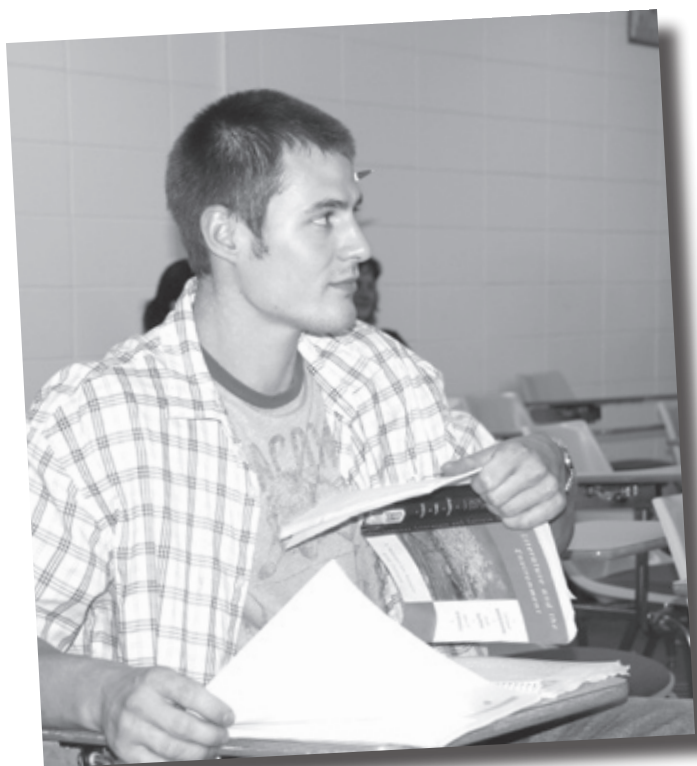
### CURRICULUM

Course ID	Title of Course	Credits
ENG* K101°	Composition	3
IDS K105	The First Year Experience	3
_____	Math/Science elective	3 - 4
_____	Social Science elective	3
_____	Humanities/Speech elective	3
_____	Open Electives	15 - 16
	GRAND TOTAL	30 - 32

### Program Outcomes

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

1. think critically, analytically, and creatively.
2. communicate effectively in writing
3. move beyond a narrow focus and recognize broader perspectives
4. better understand the relationship between one's self, others, and the society in which we live.



## 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.

### CURRICULUM

Course ID	Title of Course	Credits
BMK* K241°	Principles of Advertising	3
COM* K291°	Publications Practice I	3
ENG* K101°	Composition	3
COM* K121°	Journalism	3
GRA* K140°	Desktop Publishing I	3
GRA* K155°	Advertising Design	3
GRA* K230°	Digital Imaging 1	3
GRA* K260°	Web Design	3
GRA* K296°	Graphic Design Internship	3
or	or	3
_____	Open Elective	
_____	Open Elective	3
	GRAND TOTAL	30

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

### Program Outcomes

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

1. 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.

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## Health Career Pathways

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### CERTIFICATE PROGRAM

**Program Advisor: Ellen Freeman - 383-5241**

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

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### CURRICULUM

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Course ID	Title of Course	Credits
BIO* K121°	General Biology I	4
BIO* K211°	Anatomy and Physiology I	4
BIO* K212 °	Anatomy and Physiology II	4
CHE* K111°	Concepts in Chemistry	4
ENG* K101°	English Composition	3
HLT* K103°	Investigations in Allied Health	3
MAT* K137 °	Intermediate Algebra	3
PSY* K111°	General Psychology I	3
	GRAND TOTAL	28

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

### Program Outcomes

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

1. demonstrate competence in written and oral communication.
2. demonstrate critical thinking, logical reasoning and problem solving skills.
3. effectively utilize and interpret medical terminology.
4. identify a variety of career opportunities and roles available in health care professions.
5. meet most requirements for entrance into health care programs.
6. demonstrate an understanding of the impact of psychological principles and how they relate to the health care field.

## 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.

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### Hospitality Management Casino Management Option

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#### CERTIFICATE PROGRAM

**Program Coordinator: Peter Edmondson - 383-5259**

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#### CURRICULUM

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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.

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### Hospitality Management Communication and Customer Relations Option

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#### CERTIFICATE PROGRAM

**Program Coordinator: Peter Edmondson - 383-5259**

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#### CURRICULUM

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Course ID	Title of Course	Credits
ENG* K101°	Composition	3
GRA* K140°	Desktop Publishing	3
HSP* K100	Introduction to the Hospitality Industry	3
HSP* K134	Hospitality Customer Relations	3
BMK* K201°	Principles of Marketing	
or	or	3 - 4
HSP* K245°	Hospitality Sales & Marketing	
	GRAND TOTAL	15-16

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

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## Hospitality Management Hotel Management Option

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### CERTIFICATE PROGRAM

Program Coordinator: Peter Edmondson - 383-5259

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### CURRICULUM

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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* K245°	Hospitality Sales & Marketing	4
HSP* K296°	Cooperative Education	3
MAT* K135°	Topics in Contemporary Math	3
	GRAND TOTAL	26

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

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## Hospitality Management Restaurant Management Option

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### CERTIFICATE PROGRAM

Program Coordinator: Peter Edmondson - 383-5259

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### CURRICULUM

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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* K112°	Advanced Food Preparation	4
HSP* K134	Hospitality Customer Relations	3
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.

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## Human Services Case Management

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### CERTIFICATE PROGRAM

Program Coordinator: Joyce Martin - 892-5701

This 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).

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### CURRICULUM

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Course ID	Title of Course	Credits
CSA* K105	Introduction to Software Applications	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	
or	or	3
COM* K173	Public Speaking	
HLT* K155°	Personal Health	3
HSE* K101	Introduction to Human Services	3
HSE* K105	Core Competencies in Community Health Work	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	27

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

### Program Outcomes

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

1. demonstrate 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.

## Laser and Fiber Optics Technology

### CERTIFICATE PROGRAM

**Program Coordinator: Judy Donnelly - 885-2353**

This Laser and Fiber Optic Technology Certificate is designed for mechanical, manufacturing, and electronic technicians and engineers who require knowledge of optics/photonics principles for current or future employment. Some of the courses may be delivered by distance learning over the Internet. The courses in the certificate compose the Photonics option in the CT College of Technology Technology Studies A.S. degree and may also be used to fulfill electives in the A.A.S. in General Engineering Technology. The prerequisite for this certificate is a placement score into ENG\* K101, completion of ENG\* K100 with a C or better, or an earned associate degree or higher.

### CURRICULUM

Course ID	Title of Course	Credits
PHO* K101	Introduction to Photonics	3
PHO* K241°	Introduction to Lasers	3
PHO* K242°	Introduction to Lasers Lab	1
PHO* K250°	Fiber and Integrated Optics	
or	or	4
MFG* K118°/K119°	Computer Controlled Laser Materials Processing and Lab	
PHY* K141°	Applied Optics	4
TCN* K105	Laser and Lab Safety	1
	GRAND TOTAL	16

° 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.

### Program Outcomes

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

1. specify and operate optical test instrumentation, for example, optical spectrum analyzers and laser beam profilers.
2. align, maintain and operate optical components and support and positioning equipment.
3. survey a laser work area, citing unsafe conditions present.
4. read and interpret vendor catalogs and instruction manuals.

## Lean Manufacturing

### CERTIFICATE PROGRAM

**Program Coordinator: Anthony Benoit - 885-2386**

This Lean Manufacturing Certificate was developed as a response to the expressed future and current needs of the manufacturing community. The U.S. Department of Labor along with local industry has demonstrated a demand and need for courses in the areas of lean management. This certificate provides students with the skills that will increase their employability in the manufacturing field as well as set them on a path that will enable them to further their education.

### CURRICULUM

Course ID	Title of Course	Credits
MFG* K171	Introduction to Lean Manufacturing	3
MFG* K271	Advanced Lean Manufacturing	3
	GRAND TOTAL	6

## Library Technology

### 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.

### CURRICULUM

Course ID	Title of Course	Credits
CSA* K105	Introduction to Software Apps.	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.

## 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.

### 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	3
	(accounting, business, CSC, management, marketing, practicum)	

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.

## 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**

This 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.

### 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°	Topics in Contemporary Math	
or	or	3
HIGHER		

## SPRING SEMESTER

CST* K177 <sup>°**</sup>	Server Technologies	4
CST* K275 <sup>°**</sup>	Information Security	4
ENG* K202 <sup>°</sup>	Technical Writing	3
	GRAND TOTAL	25

<sup>°</sup> Course has a prerequisite. Students should check course description.

<sup>\*\*</sup> Technical Elective in the Computer Science Technology Associate degree

## 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.

## 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.

### CURRICULUM

Course ID	Title of Course	Credits
ACC* K111 <sup>°</sup>	Principles of Accounting I	4
BMG* K202 <sup>°</sup>	Principles of Management	3
BMK* K103	Principles of Retailing	3
BMK* K106	Principles of Selling	3
BMK* K201 <sup>°</sup>	Principles of Marketing	3
BMK* K241 <sup>°</sup>	Principles of Advertising	3
ENG* K101 <sup>°</sup>	Composition	3
GRA* K140 <sup>°</sup>	Desktop Publishing	3
MAT* K135 <sup>°</sup>	Topics in Contemporary Math	3
	GRAND TOTAL	28

<sup>°</sup> Course has a prerequisite. Students should check course description.

## Program Outcomes

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

1. explain the 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.

## Supply Chain Management

### CERTIFICATE PROGRAM

**Program Coordinator: Anthony Benoit - 885-2386**

This Supply Chain Management Certificate was developed as a response to the expressed future and current needs of the manufacturing community. The U.S. Department of Labor along with local industry has demonstrated a demand and need for courses in supply chain management. This certificate provides students with the skills that will increase their employability in the manufacturing field as well as set them on a path that will enable them to further their education.

### CURRICULUM

Course ID	Title of Course	Credits
MFG* K172 <sup>°</sup>	Introduction to Lean Supply Chain Management	3
MFG* K272 <sup>°</sup>	Implementation Lean Supply Chain Management	3
	GRAND TOTAL	6

<sup>°</sup> Course has a prerequisite. Students should check course description.

## Technical Writing

### CERTIFICATE PROGRAM

**Program Coordinator: Nancy Marcy - 885-2396**

This 21 credit certificate program is designed to provide students with an opportunity to upgrade their writing skills.

### CURRICULUM

Course ID	Title of Course	Credits
COM* K173°	Public Speaking	3
ENG* K101°	Composition	3
ENG* K202°	Technical Writing	3
ENG* K208°	Introduction to English as Language	3
GRA* K140°	Desktop Publishing I	3
	Restricted Elective (see below)	3
	Restricted Elective (see below)	3
	GRAND TOTAL	21

° Course has a prerequisite. Students should check course description.  
Restricted Electives: ENG\* K102, ENG\* K200, COM\* K121, COM\* K291, COM\* K292, CSA\* K205, CST\* K153, GRA\* K155, GRA\* K230, GRA\* K260, GRA\* K296

### Program Outcomes

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

1. sharpen writing and critical thinking skills.
2. develop a writing portfolio.
3. adapt writing for different audiences.
4. improve chances for employment and promotion.

## 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.

### CURRICULUM

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

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

### Program Outcomes

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

1. demonstrate 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.



# Key to Course/Department Prefixes

ACC\* Accounting  
ANT\* Anthropology  
ARC\* Architectural Design Technology  
ART\* Art  
AST\* Astronomy  
BBG\* Business  
BES\* Entrepreneurship  
BFN\* Finance  
BIO\* Biology  
BMG\* Management  
BMK\* Marketing  
BOT\* Business Office Technology  
CAD\* Computer-Aided Drafting  
CHE\* Chemistry  
CIV\* Civil Engineering Technology  
CJS\* Criminal Justice  
COM\* Communication/Speech  
COU Counseling  
CSA\* Computer Applications  
CSC\* Computer Science  
CST\* Computer Technology  
CTC\* Construction Technology  
DNT\* Dental Hygiene  
EAS\* Earth Science  
ECE\* Early Childhood Education  
ECN\* Economics  
EET\* Electrical Engineering Technology  
EGR\* Engineering  
ENG\* English  
ENV\* Environmental Engineering Technology  
FRE\* French  
FTA\* Fire Technology & Administration  
GEO\* Geography  
GIS\* Geographic Information Systems  
GLG\* Geology

GRA\* Graphic Design  
HIS\* History  
HLT\* Health Science  
HPE\* Health Physical Education  
HSE\* Human Services  
HSP\* Hospitality Management  
ID Interdisciplinary Studies  
LAS Liberal Arts and Sciences  
LIB\* Library Science Technology  
MAT\* Mathematics  
MEC\* Mechanical Engineering Technology  
MED\* Medical  
MFG\* Manufacturing Engineering Technology  
MTI\* Montessori Teacher Institute  
MUS\* Music  
NUC\* Nuclear Engineering Technology  
NUR\* Nursing  
NSG\* Nursing  
OCE\* Physical Science  
PHL\* Philosophy  
PHO\* Photonics Engineering Technology  
PHY\* Physics  
POL\* Political Science  
PSY\* Psychology  
SCI\* Science  
SGN\* Sign Language  
SOC\* Sociology  
SPA\* Spanish  
SSC\* Social Science  
TCN\* General Engineering Technology  
THR\* Theatre  
WWT\* Wastewater

\* INDICATES COMMON COURSE NUMBERING



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## Accounting

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### ACC\* K100

#### 3 CREDIT HOURS

##### BASIC ACCOUNTING I

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

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

### ACC\* K233

#### 4 CREDIT HOURS

##### PRINCIPLES OF COST ACCOUNTING

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

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.

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## Anthropology

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### 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. Course fulfills International/Intercultural Requirement.

### ANT\* K136

#### 3 CREDIT HOURS

##### MUSIC CULTURES OF THE WORLD

*Prerequisite:* Placement test score for ENG\* K101 or completion of ENG\* K100 with a "C" or better.

A comparative survey of musical concepts, style, and performance practices of various world cultures. Course content will emphasize the context of musical expression within the different cultures examined. This course is equivalent to MUS\* K104.

**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.*

Combines the anthropologic approaches of archaeology, ethno history 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. Course fulfills International/ Intercultural Requirement.

**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.*

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).

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**Architectural Design**  
**Technology**

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**ARC\* K102 (FORMERLY ARC K1100)**  
**3 CREDIT HOURS**  
**ARCHITECTURE OF THE WORLD**

Introduces students to the rich heritage of architecture as a basis for developing,

understanding, and appreciating both their own design philosophy and those of others. Students will explore the impact of climate, economy, philosophy, social structure and technology on architectural design by becoming familiar with some of the major monuments in architectural history.

**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\* K135**  
**1 CREDIT HOUR**  
**CONSTRUCTION GRAPHICS**

*Co-requisite: ARC\* K135L.*

Introduces the fundamental concepts of drafting and working drawings for the construction industry, emphasizing set layout and sequencing, sheet image composition, drawing construction, line weights, conventions, symbols and projection. "Drafting" as a means to convey "design intent" and "constructability" to the construction industry is accomplished through the lab portion of this course by the execution of actual drawing types, including architectural, civil, structural, detail, and other drawings.

**ARC\* K135L**  
**2 CREDIT HOURS**  
**CONSTRUCTION GRAPHICS LAB**

*Corequisite: ARC\* K135.*

Implements the principles of construction graphics covered in the lecture portion of this course and the execution of actual drawing types, including architectural, civil, structural, detail, and other drawings.

**ARC\* K137 (formerly ARC K1200)**  
**1 CREDIT HOUR**  
**ARCHITECTURAL DETAILING**

*Prerequisites: ARC\* K135/135L.*

*Co-requisite: ARC\* K137L.*

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\* K135/135L.*

*Co-requisite: ARC\* K137.*

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.

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**

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**

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 develop 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\* K135/135L.

*Co-requisite:* ARC\* K241L.

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 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\* K135/135L.

*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 common AIA and other project management documents.

**ARC\* K282  
3 CREDIT HOURS  
TRENDS & ISSUES**

A topics-based course that explores current and evolving subjects that affect the architectural and construction industries. Areas of focus will include changes in technologies; building materials; regulations, codes and ordinances; delivery methods; graphic mediums; and other evolving subjects.

**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.

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**Art**

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**ART\* K101  
3 CREDIT HOURS  
ART HISTORY I**

*Prerequisite:* ENG\* K101 eligibility.

This course provides an introduction to the history of art from prehistoric through to the mid-15th century from a global perspective. Major works in many media including painting, sculpture, and architecture will be covered. By the end of this course, students will have a visual vocabulary with which they can intelligently discuss and write about works of art. Regardless of whether the work is accessible and easy to admire or difficult and not readily understood, students will understand how to evaluate works of art not only for their beauty, but for other intrinsic values such as power of expression and boldness of communication. Outside readings and papers required.

**ART\* K102  
3 CREDIT HOURS  
ART HISTORY II**

*Prerequisite:* ENG\* K101 eligibility.

This course provides an introduction to the history of art from the mid-15th century through to contemporary from a global perspective. Major works in many media including painting, sculpture, installation art, and performance art will be covered. By the end of this course, students will have a visual vocabulary with which they can intelligently discuss and write about works of art. Regardless of whether the work is accessible and easy to admire or difficult and not readily understood, students will understand how to evaluate works of art not only for their beauty, but for other intrinsic values such as power of expression and boldness of communication. Outside readings and papers required.

**ART\* K107  
3 CREDIT HOURS  
INTRODUCTION TO STUDIO ART**

A course covering the fundamentals of visual art through hands-on experience. The course includes basic design and composition, color theory, study of three-dimensional form, and a thorough exploration of the creative process through the use of a wide variety of media and techniques, including drawing, painting, collage, and mixed media sculpture.



**ART\* K111 (FORMERLY ART K112)**  
**3 CREDIT HOURS**  
**DRAWING I**

This course is an introduction to basic drawing skills. The course includes work with still life, landscape, self-portrait, and interior space in black and white media. Emphasis is placed on the importance of drawing through careful observation. A variety of techniques and styles are covered to arrange compositions and create the illusion of volume and perspective.

**ART\* K112 (FORMERLY ART K113)**  
**3 CREDIT HOURS**  
**DRAWING II**

*Prerequisite: ART\* K111.*

This course is an exploration of drawing basics in various media including color, with an emphasis on composition and technique. Both representation and abstraction are explored. Students work with still life, portraiture, and the figure and a final project series of their own choice.

**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 course is an intensive introduction to representational painting with acrylics. Students are given a firm foundation in painting through an introduction to the materials of painting and thorough study of color theory and color mixing. The knowledge of color theory will be put into practice with the painting of the still life. A variety of exercises and techniques will be explored including preparing different surfaces on which to paint as well as aesthetic explorations. It will be emphasized that the skills of drawing are an integral painting tool.

**ART\* K152 (FORMERLY ART K201)**  
**3 CREDIT HOURS**  
**PAINTING II**

*Prerequisite: ART\* K151 or permission of the instructor.*

In this class, students will get the opportunity to further their exploration of painting

with acrylics through a variety of approaches including abstraction. Students will be encouraged to experiment with a variety of subject matter and themes as well as to develop their own individual styles.

**ART\* K161 (FORMERLY ART K105)**  
**3 CREDIT HOURS**  
**CERAMIC I**

This course is an introduction to the methods and nature of working with clay as an artistic medium. Emphasis is placed on the practical use of design principals such as: line, symmetry, balance, visual mass, texture, ground/foreground relationships, and spatial relationships. Various artistic movements such as surrealism, minimalism, and abstraction, will be explored. Assignments allow the exploration of artistic themes while solving various design problems. The class includes discussions and demonstrations on various glazing and finishing techniques.

**ART\* K162 (FORMERLY ART K106)**  
**3 CREDIT HOURS**  
**CERAMIC II**

*Prerequisite: ART\* K161 or permission of instructor.*

This course is a continuation of Ceramics I, with the addition of advanced concepts and techniques. Students are required to develop a unified portfolio of work using a combination of sketches, research, and experiments to develop a theme.

**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.

**ART\* K289**  
**3 CREDIT HOURS**  
**PORTFOLIO DEVELOPMENT I**

*Prerequisites: Placement test score indicating ENG\* K101 or completion of ENG\* K100 with a C or better, and permission of the instructor.*

Students will prepare a portfolio stressing the individual's career and/or education

goals. This course is recommended for any student preparing to transfer, apply for graduate study or apply for a job in art or architecture. Students will become familiar with the essential business practices of the visual arts profession and will learn how to professionally photograph and present their work.

**ART\* K291**  
**3 CREDIT HOURS**  
**PORTFOLIO DEVELOPMENT II**

*Prerequisites: ART\* K289*

Students who have completed Portfolio Development I will continue to work on a portfolio stressing the individual's career and/or education goals. This course is recommended for any student preparing to transfer, apply for graduate study or apply for a job in art or architecture. Students will become familiar with the essential business practices of the visual arts profession and will learn how to professionally photograph and present their work.

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## Astronomy

**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.

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## Business

**BBG\* K101 (FORMERLY BUS K111)**  
**3 CREDIT HOURS**  
**INTRO TO BUSINESS**

In this course, the focus for students will be on a practical understanding and 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\* K115**  
**3 CREDIT HOURS**  
**BUSINESS SOFTWARE APPLICATIONS**

*Prerequisite:* Placement score indicating ENG\* K101 or completion of ENG\* K100 with a "C" grade or better, and successful completion of MAT\* K095 with a C# or better or acceptable score.

*Corequisite:* MAT\* K137 or permission of the instructor.

Using Microsoft Suite application software, students in this hands-on course will learn to use each of the software packages as they relate to the business environment. These software packages include an emphasis on Excel to build flexible spreadsheets used in business decision-making, supplemented with Word to produce professional-looking documents, Access to select and analyze data to produce valid results, and Powerpoint to effectively present and communicate.

**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.

Covers the basic principles of the substantive law governing real and personal property, sales transactions, and commercial paper.

**BBG\* K291**  
**3 CREDIT HOURS**  
**BUSINESS CAPSTONE**

*Prerequisites:* BMG\* K202, BBG\* K231, BMK\* K201, ECN\* K101, ECN\* K102 and ACC\* K233 for Accounting students or ACC\* K118 for Business Administration - Management students and Marketing students or permission of the instructor.

*Co-requisites:* BFN\* K201 for Accounting students or BFN\* K201 and BMG\* K218 for Business Administration - Management students.

**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.

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**Entrepreneurship**

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**BES\* K118**  
**3 CREDIT HOURS**  
**SMALL BUSINESS MANAGEMENT**

*Prerequisite:* ENG\* K101.

Designed to assist students with the knowledge and skills needed to operate and/or develop a small business. Emphasis will be placed on the entrepreneurial aspects of creating, managing, and gaining profit from a small business.

**BES\* K218 (FORMERLY BUS K211)**  
**3 CREDIT HOURS**  
**ENTREPRENEURSHIP**

*Prerequisite:* BBG\* K101 or BMK\* K201 or BMG\* K202.

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.

**BES\* K239**  
**3 CREDIT HOURS**  
**BUSINESS PLAN DEVELOPMENT**

*Prerequisites:* ACC\* K111, ACC\* K118, BES\* K118, BMK\* K201

This course will teach the student the process of developing a business plan. This course will draw on knowledge obtained from previous business courses. The course will utilize business plan development software. Students will individually, and on a team basis, develop a complete business plan.

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**Finance**

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**BFN\* K110 (FORMERLY ACC K110)**  
**3 CREDIT HOURS**  
**PERSONAL FINANCE**

*Prerequisite:* Acceptable placement score indicating ENG\* K100 or completion of ENG\* K094 with a "C#" grade or better and acceptable placement score indicating MAT\* K095 or completion of MAT\* K075 with a "C# grade or higher.

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.

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.

## Biology

### **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:* High school chemistry, or CHE\* K111 or higher with a "C" grade or better, or permission of the instructor.

*Co-requisite:* CHE\* K111 or higher.

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 protozoan's 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 ENVIRONMENTAL 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. Course fulfills International/Intercultural Requirement.

### **BIO\* K211 (FORMERLY BIO K211) 4 CREDIT HOURS**

#### **ANATOMY & PHYSIOLOGY I**

*Prerequisite:* BIO\* K121 and CHE\* K111 or higher passed with a "C" grade or better; or an acceptable grade on the associated challenge exam for Biology and/or Chemistry.

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. 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. CHE\* K111 or higher strongly recommended.

A continuation of BIO\* K211, 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. 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), Mycoplasmas, 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.*

Designed to cover the basic concepts of genetics, including the theory of chromosomes, classical Mendelian inheritance, principles of human genetics, the genetic code, the role of the nucleic acids in gene expression, genetic mutations, and topics in modern genetics in areas such as recombinant DNA, biotechnology, gene mapping and diagnosis of human genetic disease.

**BIO\* K262 (FORMERLY BIO K252)**  
**4 CREDIT HOURS**  
**GENETICS**

*Prerequisites: BIO\* K121 & K122, MAT\* K186 or higher, CHE\* K111 or CHE\* K121 & K122; 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.*

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.*

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.

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**Management**

**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*

*Co-requisite: ACC\* K118 or ACC\* K233, MAT\* K167.*

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.

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**Marketing**

**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.*

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 is 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.

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.

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**Business Office****Technology**

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**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**

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\* K180****3 CREDIT HOURS****MEDICAL TERMINOLOGY**

*Prerequisite:* ENG\* K101 eligibility

This course is intended for students interested in obtaining a knowledge and understanding of basic medical terminology as the language of the health care professional. The student learns basic medical word roots and combining forms, suffixes, prefixes, and abbreviations. Correct spelling, forming singulars and plurals, understanding definitions, and using terms correctly are important components of the course. This course is especially useful for individuals working in the healthcare or pursuing a degree in an allied health area. This course is equivalent to MED\* K125.



**BOT\* K219 (FORMERLY BOT K239)**  
**3 CREDIT HOURS**  
**INTEGRATED OFFICE**  
*Prerequisites: 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 HOURS**  
**ADMINISTRATIVE PROCEDURES 1**  
*Prerequisites: ENG\* K101*  
*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.

**BOT\* K295**  
**3 CREDIT HOURS**  
**ADMINISTRATIVE PRACTICUM**  
*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.

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## Computer-Aided Drafting

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**CAD\* K106 (FORMERLY CAD K1200)**  
**1 CREDIT HOUR**  
**COMPUTER-AIDED DRAFTING**  
*Co-requisite: CAD\* K107.*

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\* K107 (FORMERLY CAD K1201)**  
**2 CREDIT HOURS**  
**COMPUTER-AIDED DRAFTING LAB**  
*Co-requisite: CAD\* K106.*

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\* K111 (FORMERLY CAD K1300)**  
**1 CREDIT HOUR**  
**CAD LATEST VERSION UPDATE**  
*Prerequisites: CAD\* K106/107.*

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\* K124 (FORMERLY CAD K2216)**  
**1 CREDIT HOUR**  
**COMPUTER-AIDED DRAFTING - ELECTRICAL**  
*Co-requisite: CAD\* K125.*

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\* K125 (FORMERLY CAD K2217)**  
**2 CREDIT HOURS**  
**COMPUTER-AIDED DRAFTING - ELECTRICAL LAB**  
*Co-requisite: CAD\* K124.*

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\* K130 (FORMERLY CAD K2210)**  
**1 CREDIT HOUR**  
**COMPUTER-AIDED DRAFTING - INDUSTRIAL**  
*Prerequisites: CAD\* K106/107 and the latest CAD release working knowledge.*  
*Co-requisite: CAD\* K131.*

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\* K131 (FORMERLY CAD K2211)**  
**2 CREDIT HOURS**  
**COMPUTER-AIDED DRAFTING - INDUSTRIAL LAB**  
*Prerequisites: CAD\* K106/107 and the latest CAD release working knowledge.*  
*Co-requisite: CAD\* K130.*

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\* K202 (FORMERLY CAD K2222)**  
**1 CREDIT HOUR**  
**CAD - ADVANCED TOPICS**  
*Prerequisites: CAD\* K106/107 and latest CAD release working knowledge.*  
*Co-requisite: CAD\* K203.*

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\* K203 (FORMERLY CAD K2223)**  
**2 CREDIT HOURS**  
**CAD - ADVANCED TOPICS LAB**  
*Prerequisites: CAD\* K106/107 and latest CAD release working knowledge.*  
*Co-requisite: CAD\* K202.*

This course covers drawing assignments that will include topics involved with applications revolving around three dimensional solids modeling.

**CAD\* K214**  
**1 CREDIT HOUR**  
**CAD - CONSTRUCTION**  
*Prerequisites: CAD\* K106/107 and latest CAD release working knowledge.*  
*Co-requisite: CAD\* K215.*

Students continue to learn and practice construction drafting concepts using a CAD system. Students will solve graphic problems typical to construction topics such as plan and elevation views, structural and concrete detailing, construction section-details, topography and site planning, and schedules including structural members, finish, doors and windows. Creating and using symbol libraries will be introduced.

**CAD\* K215****2 CREDIT HOUR****CAD - CONSTRUCTION LAB**

*Prerequisites:* CAD\* K106/107 and latest

*CAD release working knowledge.*

*Co-requisite:* CAD\* K214.

Students will be assigned graphic problems typical to construction topics based on the lecture.

**CAD\* K239 (FORMERLY DFT K1115)****3 CREDIT HOURS****GEOMETRIC DIMENSIONING AND TOLERANCING**

*Prerequisites:* CAD\* K106/107 and latest

*CAD release working knowledge.*

This course will introduce the concepts of Geometric Dimensioning and Tolerance 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.

**CAD\* K250 (FORMERLY CAD K2230)****1 CREDIT HOUR****CAD 3-D PARAMETRIC MODELING**

*Prerequisites:* CAD\* K106/107 and latest

*CAD release working knowledge.*

*Co-requisite:* CAD\* K251.

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\* K251 (FORMERLY CAD K2231)****2 CREDIT HOURS****CAD 3-D PARAMETRIC MODELING LAB**

*Prerequisites:* CAD\* K106/107 and latest

*CAD release working knowledge.*

*Co-requisite:* CAD\* K250.

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.

**Chemistry****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\* K137 and high school chemistry or CHE\* K111 with a "C" grade or better or permission of the instructor or departmental chairperson.

*Co-requisite:* MAT\* K186.

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 reduc-

tion 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**

*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, cycloalkanes, 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, alkyl 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 are 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.

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## Civil Engineering Technology

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**CIV\* K101 (FORMERLY CIV K1100)  
3 CREDIT HOURS**

**CIVIL ENGINEERING MATERIALS**

*Prerequisite:* MAT\* K137.

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. Site visits are included.

**CIV\* K146**

**3 CREDIT HOURS**

**INTRODUCTION TO GIS**

Students will learn the basic principles of Geographic Information Systems and explore and evaluate the various data models and structures used in the input management, analysis and output of geographic data. Students will develop hands-on experience through use of a microcomputer based vector system (ArcView GIS), and examine how the nature and character of spatial data can be used in studies of natural and socioeconomic environments. This course is equivalent to ENV\* K146 or GIS\* K146.

**CIV\* K150 (FORMERLY CIV K1500)  
3 CREDIT HOURS**

**SURVEYING I**

*Prerequisite:* MAT\* K137.

*Co-requisite:* CIV\* K151.

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\* K151 (FORMERLY K1501)  
1.5 CREDIT HOURS**

**SURVEYING I LAB**

*Prerequisite:* MAT\* K137.

*Co-requisite:* CIV\* K150.

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\* K200 (FORMERLY K2200)  
3 CREDIT HOURS**

**SOILS**

*Prerequisites:* MAT\* K186.

*Co-requisite:* CIV\* K201.

Covers the physical properties of soils, and soil behavior when loaded, shears strength, and consolidation. Identification of soil types, movement of water through soils, and Darcy's Law are taught and design of subsurface sewage disposal systems using the Connecticut Public Health Code is presented.

**CIV\* K201 (FORMERLY CIV K2201)  
1 CREDIT HOUR**

**SOILS LAB**

*Prerequisites:* MAT\* K186.

*Co-requisite:* CIV\* K200.

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\* K203 (FORMERLY 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\* K270.

**CIV\* K210 (FORMERLY CIV K2210)  
3 CREDIT HOURS**

**STORM WATER**

*Prerequisite:* CIV\* K203.

*Co-requisite:* CIV\* K211.

This course focuses on the methodology used in determining storm water runoff for small urban areas are studied. The theory and logic of both the Rational 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\* K211 (FORMERLY CIV K2211)  
1 CREDIT HOUR**

**STORM WATER LAB**

*Prerequisite:* CIV\* K203.

*Co-requisite:* CIV\* K210.

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\* K210 lecture to actual design of a storm water system, including a cost estimate.

**CIV\* K222 (FORMERLY CIV K2222)  
3 CREDIT HOURS**

**STRUCTURAL DESIGN**

*Prerequisite:* MEC\* K114.

*Co-requisite:* CIV\* K223.

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\* K223 (FORMERLY CIV K2223)**  
**1 CREDIT HOUR**  
**STRUCTURAL DESIGN LAB**

*Prerequisite:* MEC\* K114.

*Co-requisite:* CIV\* K222.

In this lab, students will be assigned problem sets and projects based on the lecture topics covered in the Structural Design lecture.

**CIV\* K229**  
**3 CREDIT HOURS**  
**ESTIMATING**

*Prerequisite:* Recommended some knowledge of the construction industry

This course examines the roles and responsibilities of a construction estimator. Using both traditional and industry standard digital methods, the course will cover the cost of labor, material, and equipment by unit and by square foot; the fundamentals and effects of scheduling, including critical path, bar and gant charts; and the effect of the global economy on overall construction costs. This course is equivalent to CTC\* K229.

**CIV\* K236 (FORMERLY CIV K2230)**  
**3 CREDIT HOURS**  
**WATER RESOURCES ENGINEERING**

*Co-requisite:* CIV\* K237.

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\* K237 (FORMERLY CIV K2231)**  
**1 CREDIT HOUR**  
**WATER RESOURCES ENGINEERING LAB**

*Co-requisite:* CIV\* K236.

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\* K250 (FORMERLY CIV K2510)**  
**3 CREDIT HOURS**  
**SURVEYING II**

*Prerequisites:* CIV\* K150/151.

*Co-requisite:* CIV\* K251.

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\* K251 (FORMERLY CIV K2511)**  
**1.5 CREDIT HOURS**  
**SURVEYING II LAB**

*Prerequisites:* CIV\* K150/151.

*Co-requisite:* CIV\* K250.

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 plan, profile, and cross section is developed and located on the site.

**CIV\* K295 (FORMERLY CIV K2995)**  
**3 SEMESTERS HOURS**  
**COOP WORK EXPERIENCE - CIVIL ENGINEERING**

*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.

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## **Criminal Justice**

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**CJS\* K100 (FORMERLY CJS\* K107)**  
**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.

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\* 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\* K124 (FORMERLY LAW K223)**  
**3 CREDIT HOURS**  
**SPANISH FOR CRIMINAL JUSTICE PROFESSIONAL**

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.*

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\* 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.*

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.*

Involves the examination of physical evidence including collecting, identifying, preserving, and transportation 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\* K241 (FORMERLY LAW K215)**  
**3 CREDIT HOURS**  
**CORRECTIONAL COUNSELING I**

*Prerequisites: CJS\* K101, CJS\* K102.*

Covers the principal theoretical constructs and practices of correctional counseling and case management. Emphasis is placed on counseling functions served by all correc-

tional 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.*

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 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.*

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.*

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: CJS\* K101*

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.

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## Communication/Speech

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**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\* K121**  
**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. COM\* K121 meets the computer literacy requirement.

**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\* K202**  
**3 CREDIT HOURS**  
**INTERCULTURAL COMMUNICATION**

*Prerequisite: Any 100's level Social Science course*

An introduction to the field of intercultural communication. As the U.S. becomes an increasingly diverse, multicultural society, and as globalization puts us into greater contact with peoples of other nations, it is important to develop the skills of navigating across cultural boundaries. This course is designed to increase awareness of the cultural self and to help develop greater competence in communicating across cultural lines.

Topics covered include an introduction to the profound impact of culture on learning styles, language and non-verbal communication, cognitive styles, communication styles, and values. Cultural privilege and power will be explored, as well as processes for mediating intercultural conflict. Finally, the course will examine models of how people learn cultural identity and develop intercultural sensitivity. Throughout the course, examples will be drawn from cultures of Europe, Asia, Africa, the Middle East and the Americas to help the student gain a global understanding of the issues involved in intercultural communication.

**COM\* K291 (FORMERLY ENG K250)**  
**3 CREDIT HOURS**  
**PUBLICATIONS PRACTICE I**

*Prerequisite: COM\* K121 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 proof-reading. 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.

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## Counseling

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**COU K024**  
**3 CREDIT HOURS**  
**THE COLLEGE JOURNEY**

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.*

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 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.*

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.

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**Computer Applications**

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**CSA\* K101 (FORMERLY CSC K101)****1 CREDIT HOUR****WINDOW, THE INTERNET & E-MAIL**

Covers the basics of working with the Windows operating systems, file handling, searching for information on the Internet, and configuring and using e-mail. This course cannot be taken if you have successfully completed CSA\* K105.

**CSA\* K105 (FORMERLY CSC K1175)****3 CREDIT HOURS****INTRODUCTION TO SOFTWARE APPLICATIONS**

Introduces 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).

**CSA\* K135****3 CREDIT HOURS****SPREADSHEET APPLICATIONS**

*Prerequisites: CSA\* K101 or CSA\* K105 or ACC\* K125 and MAT\* K095 or acceptable placement score, or permission of the instructor.* Designed to deliver the beginning, interme-

diate, and advanced capabilities of Microsoft Excel in a hands-on teaching environment. Topics range from the basics of creating, editing, and formatting a spreadsheet; creating charts; absolute and relative addressing in formulas and functions; and Object Linking and Embedding to creating and using a worksheet database list management; linking workbooks; creating templates; and recording macros.

**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.

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**Computer Science**

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**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, 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**  
**ADVANCED VISUAL BASIC**

*Prerequisite:* CSC\* K207.

This course is designed to provide the student with object oriented programming using 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 NET 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 II**

*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 extend their knowledge of relational database programming by developing programming objects directly in the database (stored procedures, functions, data types and triggers) using the traditional SQL language as well as .NET languages. Students will also explore the use of the XML data type for the storage of XML documents and validation of these documents using XML schemas. OLAP (On-Line Analytical Processing) and Data Mining will also be explored. Three lecture hours, one two-hour lab. The lab is the hands-on component to Database II and will feature database programming object development using the SQL Server database management system.



**CSC\* K235****4 CREDIT HOURS****DATABASE DEVELOPMENT III***Prerequisite: CSC\* K233*

This course will review SQL and will focus on advanced topics including logical query processing, query tuning, new query capabilities (sub queries, table expressions and ranking functions) and DBA features. Three lecture hours, one two-hour lab. The lab is the hands-on component to Database III and will feature the SQL Server database management system.

**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 AND DEVELOPMENT***Prerequisite: CSC\* K108 or permission of the instructor.*

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.*

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.

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**Computer Technology**

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**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)****WEB DEVELOPMENT AND DESIGN I****4 CREDIT HOUR***Prerequisite: CSA\* K105 or equivalent or permission of the instructor.*

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 practices, XML, HTML, XHTML, web graphics, authoring software, and client- and server-side scripting. The course includes detailed discussion of graphics formats, the appropriate use of graphics and text,

font selection, use of meta-tags, navigation techniques, and methods of optimizing web sites.

**CST\* K175 (FORMERLY CSC K1183)****4 CREDIT HOURS****NETWORK ADMINISTRATION AND SUPPORT***Prerequisite: CSA\* K105 or permission of the instructor.*

The student will acquire detailed knowledge of networking technology, including basic network structure; the characteristics of star, bus, mesh, and ring topologies, and their advantages and disadvantages; the characteristics of segments and backbones; identification of the following: the major network operating systems, including Microsoft Windows NT, Novell NetWare, and Unix; the clients that best serve specific network operating systems and their resources; the directory services of the major network operating systems; and general networking and communications security. It is recommended but not required that this course be taken first.

**CST\* K176 (FORMERLY CSC K2283)****4 CREDIT HOURS****INTERNET TECHNOLOGIES***Prerequisite: CSA\* K105 or equivalent or permission of the instructor.*

This course surveys the various technologies that form and make the Internet work. It will prepare students to understand current technologies and make intelligent business decisions concerning the Internet. The student will acquire detailed knowledge of a wide range of internet basics, the knowledge and skills required to use and update client software, and to assist in the administration of internet/intranet sites. Additionally, the student will acquire detailed knowledge of programming related terms and the differences between popular client and server programming language.

**CST\* K177 (FORMERLY CSC K2284)****4 CREDIT HOURS****SERVER TECHNOLOGIES***Prerequisite: CSA\* K105 or equivalent or permission of the instructor.*

Students will acquire advanced-level technical knowledge of server issues and technology, including installation, configuration, upgrading, maintenance, and troubleshooting and disaster recovery. Additionally, students will acquire advanced knowledge of networking hardware, detailed knowledge

of programming related terms and the differences between popular client and server programming language.

**CST\* K232 (FORMERLY CSC K1224)  
4 CREDIT HOURS  
COMMUNICATIONS AND  
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 be preparing the student for the CompTIA Operating System Technologies Examination for the A+ certification.

**CST\* K251 (FORMERLY CSC K2237)  
4 CREDIT HOURS  
WEB GRAPHICS DESIGN  
AND DEVELOPMENT**

*Prerequisite: CSA\* K105 or permission of the instructor.*

Recommended: Basic knowledge of HTML. 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 style sheets, 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 E-COMMERCE**

*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.

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## Construction Technology

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**CTC\* K120  
3 CREDIT HOURS  
FUNDAMENTALS OF  
CONSTRUCTION MANAGEMENT**

Introduces the fundamental aspects of construction management to students in a broad format, covering topics that include understanding the design vision, establishing team expectation, project planning, scheduling, estimating, organizational forms, contracts and risk management.

**CTC\* K229  
3 CREDIT HOURS  
CONSTRUCTION ESTIMATING**

*Prerequisite: Recommended some knowledge of the construction industry*

The course examines the roles and responsibilities of a construction estimator. Using both traditional and industry standard digital methods, the course will cover the cost of labor, material, and equipment by unit and by square foot; the fundamentals and effects of scheduling, including critical path, bar and gant charts; and the effect of the global economy on overall construction costs. This course is equivalent to CIV\* K229.

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## Dental Hygiene

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### **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.

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.

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.

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### **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. 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.

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## Earth Science

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### **EAS\* K102 (FORMERLY ESC K103)**

#### **4 CREDIT HOURS**

#### **EARTH SCIENCE**

*Co-requisite:* ENG\* K100.

Scientific studies of earth systems will be discussed. The topics to be covered will in-

clude 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.

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## Early Childhood Education

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### **ECE\* K101 (FORMERLY CDV K111)**

#### **3 CREDIT HOURS**

#### **INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

*Prerequisite:* ENG\* K100 eligibility or permission of the Program Coordinator based on ECE work experience.

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**

*Prerequisite:* ENG\* K101 eligibility; ECE\* K101 and ECE\* K182 recommended.

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:* ENG\* K101 eligibility; ECE\* K101 and ECE\* K182 recommended.

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**

*Prerequisite:* ENG\* K101 eligibility; ECE\* K101 and ECE\* K182 recommended.

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 AND DEVELOPMENT**

*Prerequisite:* ENG\* K101 eligibility; ECE\* K101 and ECE\* K182 recommended.

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\* K101 eligibility; ECE\* K101 and ECE\* K182 recommended.

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**

*Prerequisite: ENG\* K101 eligibility; ECE\* K101 and ECE\* K182 recommended.*

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**

*Prerequisite: None required; ECE\* K101 and ECE\* K182 recommended.*

Designed for childcare providers who are preparing for their Child Development Associate (CDA) Credential through the Council for Professional Recognition in Washington, D.C. Students must be working or volunteering in a child care program and have completed at least 250 hours of work in this setting. The course will assist 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\* K101 eligibility or permission of the Program Coordinator based on ECE work experience. .*

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.

**ECE\* K206 (FORMERLY CDV K280)**  
**3 CREDIT HOURS**

**ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS**

*Prerequisite: ENG\* K101; ECE\* K101 and ECE\* K182 recommended.*

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 AND SEMINAR**

*Prerequisite: ENG\* K101; ECE\* K101 and ECE\* K182 recommended.*

Emphasizes techniques and strategies for recording children's (ages 0-8) behavior accurately and objectively through portfolio assessment. The course reviews CT State-wide Department of Education benchmarks and performance standards, and identifies the methodologies best used for assessment. The importance of child development from birth to eight years is emphasized and used in observation of children in a childcare setting, preschool programs, and K-3 classes.

**ECE\* K212**  
**3 CREDIT HOURS**  
**ADMINISTRATIVE LEADERSHIP IN EARLY CHILDHOOD PROGRAMS**

*Prerequisite: Completion of ECE\* K206 with a C or better.*

This course is designed to examine the multi-dimensional roles of the early childhood program administrator. The emphasis will be on effective leadership and the impact of communication and interpersonal skills, decision-making abilities and participatory management tools needed to administer an early care setting. Additionally, the course will focus on strategic approaches to initiating and implementing change, forming partnerships with families and the community and working within a child focused culture.

**ECE\* K215 (FORMERLY CDV K219)**  
**3 CREDIT HOURS**

**THE EXCEPTIONAL LEARNER**

*Prerequisite: ENG\* K101, ECE\* K101 and ECE\* K182.*

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: ENG\* K101; ECE\* K150 and ECE\* K182*

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**

*Prerequisite: ENG\* K101; ECE\* K101 and ECE\* K182 recommended.*

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 K231 (FORMERLY CDV K135)**  
**3 CREDIT HOURS**  
**EARLY LANGUAGE & LITERACY DEVELOPMENT**

*Prerequisite:* ENG\* K101; ECE\* K101 and ECE\* K182 recommended.

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; recommended GPA 2.7; recommend ECE\* K210 before enrolling. Corequisite: ECE\* K222

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 125 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**

*Prerequisites:* Program Coordinator approval; successful completion of ECE\* K290.

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 age's 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 125 hours of student teaching, and 20 hours of contact time devoted to issues in Early Childhood. Students will complete a Senior Portfolio 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.

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## Economics

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**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<sub>2</sub>, chlorofluorocarbons, and global warming. A course in Environmental Studies or Environmental Science is recommended but not required.

**ECN\* K250**  
**3 CREDIT HOURS**  
**MONEY AND BANKING**

*Prerequisite:* Placement test score indicating ENG\* K101 or completion of ENG\* K100 with a "C" or better, and ECN\* K101.

Examines the role that money, interest rates and financial intermediaries (in particular, the banking system) play in the operation of the U.S. economy. Provides overview of the U.S. financial system and an understanding of the theory and practice of monetary policy in the United States.

**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).

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## Electrical Engineering Technology

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**EET\* 105**  
**3 CREDIT HOURS**  
**ELECTRIC CIRCUITS & SYSTEMS**

*Prerequisite:* High School Algebra or MAT\* K095.

*Co-requisites:* EET\* K106 and MAT\* K137

This course provides an introduction to the basic concepts of DC and AC electric circuits. Voltage, current, resistance, energy, and power relationships are introduced. Circuit analysis of basic series and parallel circuits is covered. Instruments and techniques of electrical measurement for both DC and AC circuits are also discussed.

**EET\* K106**  
**1 CREDIT HOUR**  
**ELECTRIC CIRCUITS & SYSTEMS LAB**

*Prerequisite:* High School Algebra or MAT\* K095.

*Co-requisites:* EET\* K105

This lab course will supplement the course Electric Circuits & Systems. Students will apply the concepts learned in the classroom and gain practical hands-on experience making electrical measurements using a variety of test instruments.

**EET\* K115 (FORMERLY EET K1103)**  
**1.5 CREDIT HOURS**

**ELECTRICAL GRAPHICS LAB**

*Co-requisites: EET\* K105/106.*

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\* K116 (FORMERLY EET K1106)**  
**3 CREDIT HOURS**

**ELECTRIC NETWORK ANALYSIS**

*Prerequisite: High School Algebra or MAT\* K095.*

*Co-requisites: EET\* K117, MAT\* K137.*

Designed for any military personnel who have the equivalent of 4 semester hours of AC & DC circuits. This course, in conjunction with military credits, will give the student credit for EET\* K110, EET\* K111, EET\* K112, and EET\* K113. The emphasis of this course will be on circuit analysis techniques such as Thevenin's Theorem, Norton's Theorem, Superposition Theorem, Loop, Mesh, and Nodal Analysis.

**EET\* K117 (FORMERLY EET\* K1107)**  
**1 CREDIT HOUR**

**ELECTRIC NETWORK ANALYSIS LAB**

*Prerequisite: High School Algebra or MAT\* K095.*

*Co-requisites: EET\* K116, MAT\* K137.*

Students will be assigned laboratory exercises to achieve the goals of EET\* K116.

**EET\* K119**  
**4 CREDIT HOURS**  
**ADVANCED CIRCUITS AND SYSTEMS**

*Prerequisites: EET\* K105/106, MAT\* K137.*

*Co-requisites: EET\* K120, MAT\* K186.*

This course develops the concepts of DC and AC electric circuits introduced in Electric Circuits and Systems. More advanced configurations and applications of DC and AC principles are covered, including: transient behavior of capacitive and inductive circuits; power considerations in industrial AC system; network theorems, such as superposition and Thevenin's theorem applied to DC, AC, and mixed circuits; transformers, three phases circuits, and filters. Electrical Engineering Technology majors are expected to use this course to complete a year of study of circuits and systems.

**EET\* K120**  
**1 CREDIT HOUR**  
**ADVANCED CIRCUITS AND SYSTEMS LAB**

*Prerequisites: EET\* K105/106, MAT\* K137.*

*Co-requisites: EET\* K112, MAT\* K186.*

This course will supplement the course Electric Circuits and Systems. Students will apply the concepts learned in the classroom and develop their skills in making electrical measurements using a variety of test instruments.

**EET\* K124 (FORMERLY EET K1112)**  
**3 CREDIT HOURS**

**MICRO COMPUTER SYSTEM ANALYSIS**

*Co-requisite: EET\* K125.*

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\* K254, EET\* K2111, EET\* K258, and EET\* K259. The emphasis of this course will be on using a microprocessor in a micro-computer system.

**EET\* K125 (FORMERLY EET K1113)**  
**1 CREDIT HOUR**

**MICRO COMPUTER SYSTEM ANALYSIS LAB**

*Co-requisite: EET\* K124.*

Students will be assigned laboratory exercises to achieve the goals of EET\* K124.

**EET\* K134 (FORMERLY EET K1120)**  
**3 CREDIT HOURS**

**ELECTRONICS I**

*Prerequisites: EET\* K105/106, MAT\* K137.*

*Co-requisites: EET\* K135, 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\* K135 (FORMERLY EET K1121)**  
**1 CREDIT HOUR**

**ELECTRONICS I LAB**

*Prerequisites: EET\* K105/106, MAT\* K137.*

*Co-requisites: MAT\* K186, EET\* K134.*

This course supports Electronics I by providing the student with practical experience in the handling and measurement of semiconductor devices. Computer simulation

and bench measurement experiments will be performed in studying the operational characteristics of basic semi-conductor devices.

**EET\* K140 (FORMERLY EET K1400)**  
**3 CREDIT HOURS**

**ENERGY CONVERSION SYSTEMS**

*Prerequisites: EET\* K105/106 or EET K1130/31.*

*Co-requisite: EET\* K141.*

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\* K141 (FORMERLY EET K1401)**  
**1 CREDIT HOUR**

**ENERGY CONVERSION SYSTEMS LAB**

*Prerequisites: EET\* K105/106 or EET K1130/31.*

*Co-requisite: EET\* K140.*

Students will be assigned laboratory experiments that provide hands-on experience, with lab versions of the machinery discussed in the lecture part of the course.

**EET\* K144 (FORMERLY EET K2104)**  
**3 CREDIT HOURS**

**FUNDAMENTALS ELECTRICAL CIRCUITS AND MACHINES**

*Replaces Electricity and AC/DC Machinery*

*Prerequisite: MAT\* K186.*

*Co-requisites: EET\* K145.*

This course covers the basics of DC and AC electricity in its first half and provides the foundation for the basics of power generation, distribution and conversion.

**EET\* K145 (FORMERLY EET K2105)**  
**1 CREDIT HOUR**

**FUNDAMENTALS ELECTRICAL CIRCUITS AND MACHINES LAB**

*Replaces Electricity and AC/DC Machinery Lab*

*Prerequisite: MAT\* K186.*

*Co-requisites: EET\* K144.*

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\* K162 (FORMERLY EET K1116)**  
**3 CREDIT HOURS**  
**ELECTRONIC APPLICATIONS**

*Prerequisite:* MAT\* K095.

*Co-requisites:* MAT\* K137; EET\* K163.

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\* K163 (FORMERLY EET K1117)**  
**1 CREDIT HOUR**  
**ELECTRONIC APPLICATIONS LAB**

*Prerequisite:* MAT\* K095.

*Co-requisites:* MAT\* K137; EET\* K162.

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\* K234 (FORMERLY EET K2100)**  
**3 CREDIT HOURS**  
**ELECTRONICS II**

*Prerequisites:* EET\* K134/135.

*Co-requisite:* EET\* K235.

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\* K235 (FORMERLY EET K2101)**  
**1.5 CREDIT HOURS**  
**ELECTRONICS II LAB**

*Prerequisites:* EET\* K134/135.

*Co-requisite:* EET\* K234.

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\* K254 (FORMERLY EET K2110)**  
**3 CREDIT HOURS**  
**DIGITAL ELECTRONICS I**

*Prerequisites:* EET\* K134/135.

*Co-requisite:* EET\* K255.

Students will engage in a comprehensive study of binary logic gates. The circuits for certain TTL, ECL, MOS, and CMOS gates are analyzed. The course also includes the study of codes, encoding, decoding, number systems, and various sequential logic circuits such as flip-flops, counters, and shift registers.

**EET\* K255 (FORMERLY EET K2111)**  
**1.5 CREDIT HOURS**  
**DIGITAL ELECTRONICS I LAB**

*Prerequisites:* EET\* K134/135.

*Co-requisite:* EET\* K254.

Students will engage in a comprehensive study of binary logic gates. The circuits for certain TTL, ECL, MOS, and CMOS gates are analyzed. The course also includes the study of codes, encoding, decoding, number systems, and various sequential logic circuits such as flip-flops, counters, and shift registers.

**EET\* K258 (FORMERLY EET K2120)**  
**3 CREDIT HOURS**  
**MICROPROCESSORS & CONTROLS**

*Prerequisites:* EET\* K254/255.

*Co-requisite:* EET\* K259.

Students will be introduced to the concepts involved in a single board microcomputer. Emphasis is placed upon using a microprocessor as a control device, and also in a microcomputer system. Various microprocessors and related integrated circuits are studied.

**EET\* K259 (FORMERLY EET K2121)**  
**1.5 CREDIT HOURS**  
**MICROPROCESSORS & CONTROLS LAB**

*Prerequisites:* EET\* K254/255.

*Co-requisite:* EET\* K258.

This lab provides application of the concepts corresponding to the theory in EET\* K258.

**EET\* K264 (FORMERLY EET K2130)**  
**3 CREDIT HOURS**  
**AUTOMATED CONTROLS I**

*Prerequisites:* EET\* K105/106 or EET\* K204/205 and MAT\* K186.

*Co-requisite:* EET\* K265.

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.

**EET\* K265 (FORMERLY EET K2131)**  
**1 CREDIT HOURS**  
**AUTOMATED CONTROLS I LAB**

*Prerequisites:* EET\* K112/113 or EET\* K142/143, MAT\* K186.

*Co-requisite:* EET\* K264.

This lab provides students with hands-on experience with analog and digital closed loop automatic control components, circuits, and systems. It familiarizes students with analog and digital simulation techniques.

**EET\* K266 (FORMERLY EET K2138)**  
**3 CREDIT HOURS**  
**AUTOMATED CONTROLS II**

*Prerequisites:* EET\* K264/265.

*Co-requisite:* EET\* K267.

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.

**EET\* K267 (FORMERLY EET K2139)**  
**1 CREDIT HOUR**  
**AUTOMATED CONTROLS II LAB**

*Prerequisites:* EET\* K264/265.

*Co-requisite:* EET\* K266.

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.

**EET\* K274 (FORMERLY EET K2140)**  
**3 CREDIT HOURS**  
**TELECOMMUNICATIONS I**

*Prerequisites:* EET\* K234/235 or PHO\* K230.

*Co-requisite:* EET\* K275.

Students will study communications from an informational and circuit/systems point of view. Modulation theory and techniques will be covered. Noise considerations, bandwidth requirements, and the transmission, propagation, reception and detection of RF signals will be considered. Analog and digital considerations will be addressed.



**EET\* K275 (FORMERLY EET K2141)  
1.5 CREDIT HOURS**

**TELECOMMUNICATIONS I LAB**

*Prerequisites:* EET\* K234/235 or PHO\* K230.

*Co-requisite:* EET\* K274.

This course supports Communications I by providing students with hands-on experience in the design, check-out, and evaluation of the various circuits and subsystems that comprise a communications system. Both computer simulation and bench experimentation are emphasized in gaining a familiarization with the circuitry and instrumentation involved.

**EET\* K295 (FORMERLY 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.

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## Engineering

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**EGR\* K211 (FORMERLY ENGR K211)  
3 CREDIT HOURS**

**ENGINEERING STATICS**

*Prerequisite:* MAT\* K256.

*Co-requisite:* MAT\* K256.

Students will be introduced to engineering mechanics via vector approach to static forces and their resolution. Topics include: properties of force systems, free-body analysis, first and second moments of areas and mass and static friction. Applications to trusses, frames, beams and cables are included.

**EGR\* K212 (FORMERLY ENGR K212)  
3 CREDIT HOURS**

**ENGINEERING DYNAMICS**

*Prerequisites:* EGR\* K211 and MAT\* K256.

Engineering applications of Newtonian mechanics to dynamic forces, translational motion, work, impulse and momentum will be taught. Topics include: kinematics, kinet-

ics of particles and rigid bodies, vibrations, energy and momentum conservation.

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## English

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**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\* 061 with a "C#" grade or better.

This is a fundamental course in understanding the ideas of others as well as expressing one's own. 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.

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. 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.

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:* 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 other critical approaches affect interpretation. In addition to continued instruction in composition, students are required to read and write frequently.

**ENG\* K200 (FORMERLY ENG K226)  
3 CREDIT HOURS**

**ADVANCED COMPOSITION**

*Prerequisites:* ENG\* K101 with a "C" grade or permission of the instructor.

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.

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\* K208****3 CREDIT HOURS****INTRODUCTION TO ENGLISH AS LANGUAGE**

*Prerequisite: ENG\* K101 with a "C" grade or better.*

Challenges assumptions students may have about language by examining the diversity and changes of the English language. Topics: nature of language, a brief history of the English language, ethnic and regional varieties of English, grammar issues, the mass media's use of language, and social aspects of language.

**ENG\* K210 (FORMERLY ENG K222)****3 CREDIT HOURS****FICTION**

*Prerequisite: ENG\* K102 or permission of the instructor.*

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.*

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.*

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\* K240 (FORMERLY ENG K243)****3 CREDIT HOURS****STUDIES IN WORLD LITERATURE**

*Prerequisites: ENG\* K102 or permission of the instructor.*

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. Course fulfills International/Intercultural Requirement.

**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. Course fulfills International/Intercultural Requirement.

**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. Course fulfills International/Intercultural Requirement.

**ENG\* K276 (FORMERLY ENG K252)****3 CREDIT HOURS****HISTORY THROUGH LITERATURE**

*Prerequisites: ENG\* K102 or permission of the instructor.*

Examines 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**

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.

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**Environmental  
Engineering Technology**

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**ENV\* K101 (FORMERLY ENV K1100)**  
**3 CREDIT HOURS**

**ENVIRONMENTAL STUDIES**

*Co-requisite: ENG\* K100 or higher.*

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\* 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**

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. A visit to an industrial site will be included.

**ENV\* K146**  
**3 CREDIT HOURS**  
**INTRODUCTION TO GIS**

Students will learn the basic principles of Geographic Information Systems and explore and evaluate the various data models and structures used in the input management, analysis and output of geographic data. Students will develop hands-on experience through use of a microcomputer based vector system (ArcView GIS), and examine how the nature and character of spatial data can be used in studies of natural and socioeconomic environments. This course is equivalent to ENV\* K146 or GIS\* K146.

**ENV\* K172**  
**1 CREDIT HOUR**  
**ENVIRONMENTAL RESEARCH  
PROJECT I**

*Prerequisite: Permission of the instructor*

This course introduces and develops skills in microscopy techniques, field research, literature searches, monitoring equipment usage, and teamwork, and provides hands-on experience in the field and laboratory.

**ENV\* K208 (FORMERLY ENV K2320)**  
**3 CREDIT HOURS**

**LONG ISLAND SOUND ECOLOGY**

*Prerequisite: ENV\* K101 or permission of the instructor.*

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: None required; CHE\* K111 or CHE\* K121 recommended.*

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. This course meets the requirements of 29 CFR 1910.120.

**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.

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\* K236.

**ENV\* K245L (FORMERLY ENV K2231)**  
**1 CREDIT HOUR**

**WATER RESOURCES ENGINEERING LAB**

*Co-requisite:* ENV\* K245.

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\* K237.

**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\* K265**  
**3 CREDIT HOURS**  
**FUNDAMENTAL MEASUREMENTS AND APPLICATIONS LAB**

*Prerequisites:* MAT\* K137, CHE\* K111, or CHE\* K121.

Topics: environmental analysis, instrumentation, and sampling methods. Students will have hands-on training and experience with various sampling analysis equipment and techniques. Upon completion the participants will understand the basic concepts necessary to choose and conduct environmental measurements in streams, lakes, and wetlands and for stormwater runoff, wastewater, gasses and soils. The student will also be able to utilize computer applications to perform data analysis for all laboratory and field work methods completed.

**ENV\* K275 (FORMERLY ENV K2300)**  
**3 CREDIT HOURS**  
**ENVIRONMENTAL CONTROL PROJECT**

*Prerequisites:* MAT\* K137, CHE\* K111 or CHE\* K121, ENV\* K101, ENV\* K230.

*Co-requisite:* CHE\* K111 or CHE\* K121.

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\* K277**  
**1 CREDIT HOUR**  
**ENVIRONMENTAL RESEARCH PROJECT II**

*Prerequisite:* ENV\* K172

This course further enhances the skills learned in ENV\* K172. The course will include field work and flexible hours.

**ENV\* K278**  
**1 CREDIT HOUR**  
**ENVIRONMENTAL RESEARCH PROJECT III**

*Prerequisite:* ENV\* K277

This course further enhances the skills learned in ENV\* K277. The course will include field work and flexible hours. Advanced students will mentor less advanced students in this course.

**ENV\* K279**  
**1 CREDIT HOUR**  
**ENVIRONMENTAL RESEARCH PROJECT IV**

*Prerequisite:* ENV\* K278

This course further enhances the skills learned in ENV\* K278. The course will include field work and flexible hours. Advanced students will mentor less advanced students in this course.

**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 gain 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)**  
**3 CREDIT HOURS**

**ENVIRONMENTAL ISSUES SEMINAR**

*Co-requisite:* ENG\* K101, ENV\* K101 or another introductory ENV or science course, or permission of instructor.

This seminar consists of assigned readings and guest lecturers on various environmental topics that are important to the development of Environmental and Civil Engineering Technology students, but also valuable for anyone who wants to learn, understand, and write effectively about the environment. Some common seminar topics may include federal and state regulations, solid and municipal waste management, best management practices (BMPs), environmental restoration and remediation, alternative and renewable energy, sustainable landscape



management, sustainable agriculture, stewardship, land use, water quality, stormwater management and global and local environmental quality trends. Students are required to discuss, think about, and write about the topics, carrying out their own library research, to support positions that they will develop.

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### **ESL\* K060 (FORMERLY ENG K060) 4 CREDIT HOURS**

#### **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I**

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 courses.

### **ESL\* K061 (FORMERLY ENG K061) 4 CREDIT HOURS**

#### **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II**

*Prerequisite: ESL\* K060.*

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**

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.

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## French

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### **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 Franco phonic 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.*

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.

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## Fire Technology & Administration

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### **FTA\* K112 (FORMERLY FTA K1102) 3 CREDIT HOURS**

#### **INTRODUCTION TO FIRE TECHNOLOGY**

*Co-requisite: ENG\* K100 or higher or permission of the program coordinator based on FTA work experience.*

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 or permission of the program coordinator based on FTA work experience.*

This course covers the major types of build-

ing 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 or permission of the program coordinator based on FTA work experience.*

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\* K125 3 CREDIT HOURS**

#### **CHEMISTRY FOR EMERGENCY RESPONDERS**

*Prerequisites: Placement test score indicating ENG\* K101 or completion of ENG\* K100 with a "C" grade or better, FTA\* K112, or permission of the program coordinator based on FTA work experience. MAT\* K095 or high school algebra recommended.*

Designed to prepare the responder to function safely at the scene of a hazardous materials incident by understanding the potential hazards. This is accomplished by gaining recognition of chemical nomenclature and basic principles of chemistry in order to assess risks to responders and the public. The course seeks to convey to first responders or prevention personnel a sound understanding of the basic chemistry of hazardous materials to permit them to correctly assess the threat posed by hazardous materials incidents that may occur accidentally or intentionally. Problem-solving sessions and interactive discussion cover topics such as salts and inorganic nonsalts, hydrocarbons, hydrocarbon derivatives, and hydrocarbon radicals. Applying the science of chemistry to thermodynamics, volatility, and combustion provides real-world opportunities.



**FTA\* K210 (FORMERLY FTA K2100)**  
**3 CREDIT HOURS**

**WATER SUPPLY AND HYDRAULICS**

*Prerequisites: MAT\* K137, PHY\* K114 or permission of the program coordinator based on FTA work experience.*

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 or permission of the program coordinator based on FTA work experience.*

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 or permission of the program coordinator based on FTA work experience.*

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, or permission of the program coordinator based on FTA work experience.*

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**

Aacquaints 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 or permission of the program coordinator based on FTA work experience.*

Studies industries such as metal working, plastics fabrication, printing, textile manufacturing, and pharmaceutical manufacturing. An understanding of industrial processes is 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.

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## Geography

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**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.*

Provides students with a survey of the lands, peoples, and places in the world's major cultural regions. Students explore the interaction between the physical environment and cultural, political, and economic conditions in the world's regions. Course fulfills International/Intercultural Requirement.

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## Geographic Information Systems

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**GIS\* K146**

**3 CREDIT HOURS**

**INTRODUCTION TO GIS**

Students will learn the basic principles of Geographic Information Systems and explore and evaluate the various data models and structures used in the input management, analysis and output of geographic data. Students will develop hands-on experience through use of a microcomputer based vector system (ArcView GIS), and examine how the nature and character of spatial data can be used in studies of natural and socio-economic environments. This course is equivalent to CIV\* K146 or ENV\* K146.

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## Geology

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**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.

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.

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**Graphic Design**

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**GRA\* K131 (FORMERLY PHOT K102)**  
**3 CREDIT HOURS**

**DIGITAL PHOTOGRAPHY**

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 design print and web publications on the computer using the Adobe Creative Suite3 (InDesign CS3, Photoshop CS3, Illustrator CS3, and Acrobat Pro). They also learn scanning software. Students 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 course focuses on using two graphics programs, Multi-Ad Creator 2 and Adobe Photoshop to design advertisements. The course includes preparation 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 CS3 is the focus of this course which will provide students with a foundation in image manipulation and graphic design. Layers and layer effects; image adjustment; blending modes; nested palettes of selection, painting, and correction tools and other Photoshop processes will be addressed. Students will also study design principles.

**GRA\* K260 (FORMERLY ENG K245)**  
**3 CREDIT HOURS**

**WEB DESIGN**

*Prerequisites:* ENG\* K101 and GRA\* K140 or permission of the instructor.

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, pre-press, or advertising unit. The students 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.

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**History**

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**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. Course fulfills International/Intercultural Requirement.

**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). Course fulfills International/Intercultural Requirement.

**HIS\* K201 (FORMERLY HIS K111)**  
**3 CREDIT HOURS**

**U.S. HISTORY I**

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

This course is a survey of American history from colonial times to 1877 including 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: Any 100 or 200 level Social Science course or permission of the instructor*

Covers the history of Connecticut from colonial times to the present. Emphasis is given to how Connecticut evolved from a colonial agricultural state to one of the largest manufacturing states in Northeast. A sizable portion of the class is devoted to Southeastern Connecticut. Field trips to the many points of historical interest. Outside speakers. This course is not a substitute for either HIS\* K201 or HIS\* K202.

**HIS\* K213 (FORMERLY HIS K227)  
3 CREDIT HOURS**

**THE U.S. SINCE WORLD WAR II**

*Prerequisite: Any 100 level social science course or permission of the instructor.*

Examines recent United States history, beginning with World War II and continuing to the present. It will examine the important social, economic, cultural, and political developments that have shaped our world. 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.*

Examines 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. Begins on the African continent before the intense and prolonged contact and penetration of Europeans. We will discuss events that brought Africans to the new world and the subsequent events that gave shape to the history of African Americans in the United States. Correspondingly, we will identify key themes and issues, and discuss the contributions of important personalities and institutions that also gave shape and direction to the African American experience. Course fulfills International/Intercultural Requirement.

**HIS\* K220 (FORMERLY HIS K228)**

**3 CREDIT HOURS**

**HISTORY OF THE AMERICAN WEST**

*Prerequisite: Any 100 level social science course or permission of the instructor.*

Examines the region west of the 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\* K244**

**3 CREDIT HOURS**

**EUROPE IN THE 20TH CENTURY**

*Prerequisites: Any 100 or 200 level history course or permission of the instructor.*

This course will be a survey of the diplomatic, economic, political, social and intellectual history of Europe from 1914 to the present, highlighting its relationship with the rest of the world. Course fulfills International/Intercultural Requirement.

**HIS\* K257**

**3 CREDIT HOURS**

**WAR AND SOCIETY IN WORLD CIVILIZATION**

*Prerequisite: Any 100 or 200 level social science course or permission of the instructor.*

This course is a survey of war and the military institutions of World society from the beginning of civilizations to the advent of the nuclear age. Emphasis will be placed on the evolution of war and its apparatus in the context of political, social, economic, and technological change. Course fulfills International/Intercultural Requirement.

**HIS\* K271 (FORMERLY HIS K221)**

**3 CREDIT HOURS**

**MODERN ASIAN**

*Prerequisite: Any 100 level social science course or permission of the instructor.*

Concentrates 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. Examines Korean and Vietnam conflicts as well as contemporary problems in East Asia.

Course fulfills International/Intercultural Requirement.

**HIS\* K296 (FORMERLY HIS K298)**

**3 CREDIT HOURS**

**TEACHING ASSISTANTSHIP  
IN HISTORY**

*Prerequisite: At least two prior courses in history and permission of the instructor.*

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.

**HIS\* K298**

**3 CREDIT HOURS**

**SPECIAL TOPICS: U.S. CIVIL WAR**

*Prerequisite: ENG\* K101 and any 100 level social science course or permission of the instructor.*

This course will study the origins of the Civil War and its immediate consequences and lasting effects for the nation, closely examining the social, political, economic and cultural forces during the period. Students will review such topics as sectional conflict, industrialization, reform and abolitionism, race relations, and class, gender and constitutional issues.

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## Health Science

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**HLT\* K155 (FORMERLY 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.*

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.

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## Health Physical Education

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**HPE\* K130**

**3 CREDIT HOURS**

**WEIGHT TRAINING/FITNESS**

*Prerequisite: Successful completion of ENG\* K094 and MAT\* K075 or acceptable placement score in English and Math.*

The student will gain knowledge of the



muscular-skeletal system and the importance of exercise physiology, biochemistry, anatomy, biomechanics, and sports nutrition. Primarily, the student may apply these principles to design a safe, effective strength and conditioning program through weight training.

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## Human Services

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### **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.*

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**

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. 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.*

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.*

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 con-

cepts 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**

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. Includes 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.*

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.*

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.*

Basic course in substance abuse and dependency. Topics are 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.

Provides an overview of current group theory and 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 AND ORGANIZATIONS**

*Prerequisite:* HSE\* K210 or permission of the instructor.

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.

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.

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## **Hospitality Management**

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**HSP\* K100 (FORMERLY HM K111)**  
**3 CREDIT HOURS**  
**INTRODUCTION TO THE HOSPITALITY INDUSTRY**

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. Introduces students to the many tourist attractions in southeastern Connecticut.

**HSP\* K108 (FORMERLY HM K141)**  
**3 CREDIT HOURS**  
**SANITATION & SAFETY**

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 learn 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**

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**

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.

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.

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\* K243 (FORMERLY HM K230)**  
**4 CREDIT HOURS**  
**HOTEL OPERATIONS**

*Prerequisite:* HSP\* K100.

This course focuses on the management of the various lodging options available to commercial and leisure travelers. The course will also focus on hotel/motel front office supervision and other management considerations in arranging the lodging.

**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.

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## Interdisciplinary Studies

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**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.

Designed to engage students as active participants within the college environment. Students will have the opportunity to acquire academic skills, attributes, awareness of self as learner, and to engage with the resources and activities within the Three Rivers Community College community. You can expect regular reading, writing and

research assignments along with classroom discussion as you investigate how to be successful in this environment.

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## Liberal Arts and Sciences

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**LAS K123**  
**3 CREDIT HOURS**  
**INTERNATIONAL STUDY/TRAVEL**

*Prerequisite:* Permission of Instructor.

International travel-study courses focus on a particular country or region of the world. They combine classroom instruction with an actual group tour of the country/region under consideration. The courses are organized around the integration of various themes such as culture, history, architecture, ecology, art, politics or the economy of the region. Additional travel costs will be required by the student.

**LAS K198**  
**3 CREDIT HOURS**  
**FRESHMEN SEMINAR**

*Co-requisite:* ENG\* K100 or ENG\* K101 eligibility.

This course is designed to equip new students with the skills and knowledge necessary to take responsibility for their own college success. In addition to learning strategies for academic success, students will also be introduced to the core values of an interdisciplinary college education which includes critical and creative thought, effective communication in both speaking and writing, quantitative and information literacy, the value of artistic expression, and a recognition of broader historical, cultural, global and scientific perspectives. Students will be encouraged to integrate their personal, social and academic goals to better understand themselves and the world around them.

**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.

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## Library Science Technology

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### **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.

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## MATHEMATICS

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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. Grade of "C#" or better is required to pass this course. Refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course 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. Grade of "C#" or better required to pass. Refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). This course extends the basic algebra skills acquired in MAT\* K075. The topics include signed numbers, solving first-degree equations, exponents, polynomials, and factoring, graphing, systems of linear equations, inequalities, radicals, and scientific notation. This course does not count towards the minimum requirements for graduation.

### **MAT\* K135 (FORMERLY MAT K108)** **3 CREDIT HOURS** **TOPICS IN CONTEMPORARY MATH**

*Prerequisite:* Acceptable placement score or successful completion of MAT\* K095. A graphing calculator is required. Instructor will use a Texas Instrument calculator (TI-84). 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. Refer to online schedule and click on the CRN hyperlink and/or review printed schedule in determining which faculty require math software in their course(s). A graphing calculator is required. Instructor will use a Texas Instrument calculator (TI-84).*

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 (TI-84).

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\* K167**  
**3 CREDIT HOURS**  
**PRINCIPLES OF STATISTICS**

*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. This course is equivalent to MAT\* K163 Statistics I.

**MAT\* K186 (FORMERLY MAT K141)**  
**4 CREDIT HOURS**  
**PRECALCULUS**

*Prerequisite: MAT\* K137 or acceptable placement score.*

A graphing calculator is required. Instructor will use a Texas Instrument calculator (TI-84).

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, transcendental functions, differentiation and integration of the transcendental functions, limits, continuity, derivatives, anti-derivatives, 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 definite integral, applications of integration, methods of integration, sequences, series and vectors.

**MAT\* K268**  
**4 CREDIT HOURS**  
**CALCULUS III**

*Prerequisite: MAT\* K256.*

This third semester of calculus is intended for students who plan on majoring in mathematics, science or engineering technologies. It exposes students to the calculus of several variables. Topics include vectors, dot and cross product, equations of lines and planes, functions of several variables, limits and continuity, partial derivatives, chain rule, gradient, maximizing and minimizing functions of several variables, Lagrange multipli-

ers, multiple integrals, polar, cylindrical, spherical coordinate systems, vector fields, line integrals, Green's and Stokes' and the Divergence Theorems.

**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.

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**Mechanical Engineering Technology**

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**MEC\* K114 (FORMERLY MEC K1106)**  
**3 CREDIT HOURS**  
**STATICS**

*Prerequisites: MAT\* K137, PHY\* K114.*

*Co-requisites: 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\* K152 (FORMERLY MEC K1110)**  
**1 CREDIT HOUR**  
**FUNDAMENTALS OF ENGINEERING GRAPHICS**

*Prerequisite: MAT\* K095 or higher.*

*Co-requisite: MEC\* K153.*

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 \* K153 (FORMERLY MEC K1111)**  
**2 CREDIT HOURS**  
**FUNDAMENTALS OF ENGINEERING GRAPHICS LAB**

*Prerequisite:* MAT\* K095 or higher.

*Co-requisite:* MEC\* K152.

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\* K231 (FORMERLY MEC K2166)**  
**1 CREDIT HOUR**  
**COMPUTER-AIDED ENGINEERING**

*Prerequisite:* CSA\* K105.

*Co-requisite:* MEC\* K232.

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\* K232 (FORMERLY MEC K2167)**  
**2 CREDIT HOURS**  
**COMPUTER-AIDED ENGINEERING LAB**

*Prerequisite:* CSA\* K105.

*Co-requisite:* MEC\* K231.

Teaches students to perform laboratory exercises to fulfill the goals of MEC\* K231. The purpose of the lab is to provide relevant projects for computer applications as applied to the mechanical discipline.

**MEC\* K241 (FORMERLY MEC K2162)**  
**3 CREDIT HOURS**  
**THERMODYNAMICS**

*Prerequisites:* PHY\* K115, MAT\* K186.

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\* K250 (FORMERLY MEC K2120)**  
**3 CREDIT HOURS**  
**STRENGTH OF MATERIALS**

*Prerequisites:* MEC\* K114.

*Co-requisites:* MEC\* K252.

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\* K252**  
**1 CREDIT**  
**STRENGTH OF MATERIALS LABORATORY**

*Prerequisites:* MEC\* K114.

*Co-requisites:* MEC\* K250.

This laboratory is intended to reinforce the principles of Strength of Materials and Statics by a combination of different physical experiments whereby deflection of materials can be measured, as well as calculating appropriate reactions and determining the strength of materials utilizing a series of equipment as part of this laboratory exercise.

**MEC\* K262 (FORMERLY MEC K2122)**  
**3 CREDIT HOURS**  
**MATERIALS SCIENCE**

*Prerequisite:* MFG\* K102/103.

*Co-requisite:* MEC\* K263.

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\* K263 (FORMERLY MEC K2123)**  
**1 CREDIT HOUR**  
**MATERIALS SCIENCE LAB**

*Prerequisites:* MFG\* K102/103, TCN\* K105.

*Co-requisite:* MEC\* K262.

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\* K270 (FORMERLY MEC K2124)**  
**3 CREDIT HOURS**  
**INTRODUCTION TO FLUID MECHANICS**

*Prerequisites:* PHY\* K115, MAT\* K186.

*Co-requisite:* MEC\* K275.

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\* K203.

**MEC\* K272 (FORMERLY 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\* K274 (FORMERLY MEC K2140)**  
**2 CREDIT HOURS**  
**HEAT TRANSFER**

*Prerequisites:* MAT\* K254, MEC\* K272,

PHY\* K115.

*Co-requisite:* MEC\* K275.

This course will include one and two dimension flow, and principles of convection, conduction, and radiation. Steady state conditions will be investigated.

**MEC\* K275 (FORMERLY MEC K2142)**  
**1 CREDIT HOUR**  
**THERMAL SCIENCES LAB**

*Prerequisites:* MAT\* K254

*Co-requisite:* MEC\* K241 or MEC\* K270 or MEC\* K272.

This course studies selected labs from the fields of fluid mechanics, thermodynamics, and heat transfer.

**MEC\* K281 (FORMERLY MEC K2130)**  
**3 CREDIT HOURS**  
**MACHINE DESIGN**

*Prerequisite:* MEC\* K250.

*Co-requisite:* MEC\* K282.

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\* K282 (FORMERLY MEC K2131)**  
**2 CREDIT HOURS**  
**MACHINE DESIGN LAB**

*Prerequisite:* MEC\* K250.

*Co-requisite:* MEC\* K281.

This course allows students to create actual designs in the laboratory, including the students' senior design project.

**MEC\* K286 (FORMERLY MEC K2156)**  
**3 CREDIT HOURS**  
**WELDING ENGINEERING APPLICATIONS**

*Prerequisites:* MFG\* K102/103, MEC\* K262/263.

*Co-requisite:* MEC\* K287.

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\* K287 (FORMERLY MEC K2157)**  
**1 CREDIT HOUR**  
**WELDING ENGINEERING APPLICATIONS LAB**

*Prerequisites:* MFG\* K102/103, MEC\* K262/263.

*Co-requisite:* MEC\* K286.

This course applies the basic welding techniques and principles of MEC\* K286 to various welding materials. It includes lectures, film strips, and various welding projects.

**MEC\* K295 (FORMERLY MEC K2995)**  
**3 CREDIT HOURS**  
**MECHANICAL ENGINEERING TECHNOLOGY 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.

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## Medical

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**MED\* K125**  
**3 CREDIT HOURS**  
**MEDICAL TERMINOLOGY**

*Prerequisite:* ENG\* K101 eligibility

For students interested in obtaining a knowledge and understanding of basic medical terminology as the language of the health care professional. The student learns basic medical word roots and combining forms, suffixes, prefixes, and abbreviations. Correct spelling, forming singulars and

plurals, understanding definitions, and using terms correctly are important components of the course. This course is especially useful for individuals working in the healthcare or pursuing a degree in an allied health area. This course is equivalent to BOT\* K180.

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## Manufacturing Engineering Technology

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**MFG\* K102 (FORMERLY MFG K1100)**  
**3 CREDIT HOURS**

**MANUFACTURING PROCESSES**

*Co-requisite:* MFG\* K103.

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\* K103 (FORMERLY MFG K1101)**  
**1 CREDIT HOUR**  
**MANUFACTURING PROCESSES LAB**

*Co-requisite:* MFG\* K102, TCN\* K105.

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\* K118 (FORMERLY MFG K1104)**  
**3 CREDIT HOURS**

**COMPUTER CONTROLLED LASER MATERIALS PROCESSING**

*Prerequisite:* TCN\* K105 and either PHO\* K101 or MEC\* K262 or permission of instructor.

*Co-requisite:* MFG\* K119.

A study of the mechanics, components, characteristics and control of lasers used in the processing of engineering materials. The differences between laser material processing and conventional methods will be examined. The interactions between laser beams and materials on atomic and macro scales will be discussed. Specific processes such as a thermal processing, surface hardening, and cladding, joining, cutting, marking and welding will be introduced. Students will be exposed to computer numerical control (CNC) concepts and programming.

**MFG\* K119 (FORMERLY MFG K1105)**  
**1 CREDIT HOUR**

**COMPUTER CONTROLLED LASER MATERIALS PROCESSING LAB**

*Prerequisite:* TCN\* K105 and either PHO\* K101 or MEC\* K262 or permission of instructor.

*Co-requisite:* MFG\* K118.

The lab will provide hands-on experiences reinforcing and supplementing the course content. Labs will be conducted at a regional site.

**MFG\* K171**  
**3 CREDIT HOURS**  
**INTRODUCTION TO LEAN MANUFACTURING**

Provides the student with the fundamental knowledge of current continuous process improvement methodologies in use today within competitive manufacturing environments. This introductory course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean-six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects.

**MFG\* K172**  
**3 CREDIT HOURS**  
**INTRODUCTION TO LEAN SUPPLY CHAIN MANAGEMENT**

This course is an introduction to the basic principles and methodologies of Supply Chain Management. The course reviews the lean manufacturing principles needed to understand and maintain the supply chain. Key concepts are covered such as Value Stream Mapping, customer/supplier roles, supplier types, metrics, quality systems, quality audits, communication, and information flow. Class activities, group assignments, and case studies are emphasized for real-world learning experiences.

**MFG\* K214 (FORMERLY MFG K2124)**  
**1 CREDIT HOUR**  
**MECHATRONICS**

*Co-requisite:* EET\* K266, EET\* K267, MFG\* K215.

This interdisciplinary course exposes students to the design, instrumentation, and control of high-precision, computer-con-

trolled automation equipment, using concrete examples drawn from the photonics, biotech, manufacturing and semi-conductor industries. Topics covered include design strategy, high-precision mechanical components, sensors and measurement, servo control, design for controllability, control software development, controller hardware, as well as automated error detection and recovery. Students will work individually and in teams on hands-on experiences reinforcing and supplementing the course content.

**MFG\* K215 (FORMERLY MFG K2126)**

**4 CREDIT HOURS**

**MECHATRONICS LAB**

*Co-requisite: EET\* K266, EET\* K267, MFG\* K214.*

Provides practical applications as a basis in the design of metal cutting tools, jigs, fixtures, and dies with a CAD system.

**MFG\*K230**

**3 CREDIT HOURS**

**STATISTICAL PROCESS CONTROL**

*Co-requisite: MAT\* K167*

This course presents the application of fundamental statistical concepts to 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\* K239 (FORMERLY DFT K1115)**

**3 CREDIT HOURS**

**GEOMETRIC DIMENSIONING AND TOLERANCING**

*Prerequisites: CAD\* K106/107 and latest CAD release working knowledge.*

This course will introduce the concepts of Geometric Dimensioning and Tolerance 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.

**MFG\* K236 (FORMERLY MFG K2236)**

**3 CREDIT HOURS**

**NON-DESTRUCTIVE TESTING I**

*Co-requisite: MFG\* K237.*

This course is an introduction to the non-destructive testing techniques most commonly used in industry. These include liquid penetrate, magnetic particle, eddy current, ultrasonic's, radiography, and others. Requirements for personnel certification are also addressed.

**MFG\* K237 (FORMERLY MFG K2237)**

**1 CREDIT HOUR**

**NON-DESTRUCTIVE TESTING I LAB**

*Co-requisite: MFG\* K236.*

This lab is an introduction to the practical application of non-destructive testing equipment and techniques. Liquid penetrate, magnetic particle, eddy current, ultrasonic's, and radiographic inspection will be performed, evaluated, and documented.

**MFG\* K271**

**3 CREDIT HOURS**

**ADVANCED LEAN**

**MANUFACTURING**

*Prerequisite: MFG\* K171.*

The purpose of this course is to provide the student with the knowledge to implement lean improvements within the production environment using a systematic approach. This course will follow an improvement project (from the student's current employer or case study) through the five stages of the DMAIC problem solving methodology. At the completion of the course, the student will be competent to effectively lead a lean implementation project within a company.

**MFG\* K272**

**3 CREDIT HOURS**

**IMPLEMENTING LEAN SUPPLY**

**CHAIN MANAGEMENT**

*Prerequisites: MFG\* K172.*

This course covers the benefits and elements needed for implementing supply chain management. Team building and communication skills are shown as crucial factors in supply chain management. Topics emphasized in the course are measuring the velocity of the supply chain, developing partnerships, logistics, software tools, hardware, and continuous improvement. Class activities, group assignments and case studies are emphasized for real-world learning experiences.

**MFG\* K295 (FORMERLY MFG K295)**

**3 CREDIT HOURS**

**MANUFACTURING 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.

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.

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## Montessori Teacher Institute

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**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: MTT\* 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 rationale 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.*

Looks at basic math skills, nomenclature of mathematics using Montessori materials. The study of numbers, the decimal system, fractions, geometric shapes, theory and rationale will be studied. Examination of 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.*

Covers Montessori curriculum, materials and methodology for language arts and reading. Also, reading, writing, grammar and verbal skills. 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 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.

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## Music

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**MUS\* K101 (FORMERLY MUS K111)**  
**3 CREDIT HOURS**

**MUSIC HISTORY & APPRECIATION I**

Designed to introduce the student to the elements of music: melody, rhythm, harmony, tone, color, and form. A repertoire of music literature is surveyed to trace both the devel-

opment of Western music and the heritage of contemporary popular music.

**MUS\* K104**  
**3 CREDIT HOURS**  
**WORLD MUSIC**

*Prerequisite: Placement test score for ENG\* K101 or completion of ENG\* K100 with a "C" or better.*

A comparative survey of musical concepts, style, and performance practices of world cultures. Emphasizes the context of musical expression within the different cultures examined. Equivalent to ANT\* K136.

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## Nuclear Engineering Technology

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**NUC\* K100 (FORMERLY NUC K1103)**  
**3 CREDIT HOURS**

**INTRODUCTION TO NUCLEAR SYSTEMS**

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. 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.*

Introduction to basic concepts associated with nuclear physics and nuclear radiation, health, and safety. Topics: nuclear structure, radioactivity, and 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.*

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.*

Introduction to modern physics concepts of the structure of the atom, properties of atomic particles, 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 CONTROL**

*Prerequisites: EET\* K142/143, 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 monitoring and controlling this important energy technology.

**NUC\* K211 (FORMERLY NUC K2101)**  
**1 CREDIT HOUR**

**NUCLEAR INSTRUMENTS AND CONTROL LAB**

*Prerequisites: EET\* K142/143, 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 chemi-



cal 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, instrumentation 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, dosimeter, 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.

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## Nursing

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**NSG\* K108 (FORMERLY NRS K108)  
3 CREDIT HOURS**

**PERSPECTIVES OF NURSING**

*Prerequisite:* Placement score indicating placement in Reading/Writing Connection (ENG\* K100).

Enables 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 Study's students. **Not open to students who have completed any nursing course.**

### **NUR\* K101**

#### **8 CREDIT HOURS INTRODUCTION TO NURSING PRACTICE**

*Prerequisite:* BIO\* K211, BIO\* K212, ENG\* K101.

*Corequisites:* BIO\* K235, PSY\* K111.

The student will focus on concepts basic to nursing practice. Emphasis is placed on application of the nursing process, communication skills, and nursing practice procedure acquisition. Clinical and laboratory experiences offer opportunities to integrate theoretical principles and demonstrate caring and competence in beginning professional role development. Theory: 60 hours  
Clinical: 180 hours

### **NUR\* K102**

#### **8 CREDIT HOURS FAMILY HEALTH NURSING**

*Prerequisite:* NUR\* K101, BIO\* K235, PSY\* K111.

*Corequisite:* NUR\* K103, PSY\* K201, SOC\* K101.

The student will focus on issues affecting the family, including childbearing, childrearing, geriatric care and intermediate health care needs of limited duration. The medical surgical health problems include care for the client in the peri-operative period and the client experiencing orthopedic and simple genito-urinary conditions. Addresses psychiatric disorders: anxiety and cognitive disorders, common child and adolescent psychiatric disorders. The student will have clinical rotations that provide experience caring for the childbearing family and for medical-surgical clients across the lifespan. Theory: 60 hours. Clinical: 180 hours.

### **NUR\* K103**

#### **1 CREDIT HOUR PHARMACOLOGY FOR FAMILIES ACROSS THE LIFESPAN**

*Prerequisite:* NUR\* K101, BIO\* K235, PSY\* K111.

*Corequisite:* NUR\* K102, PSY\* K201, SOC\* K101.

The student will focus on the safe use, pharmacological principles, indications and nursing implications related to drug therapy

when caring for individuals and families. Emphasis will be placed on medications used with perinatal, neonatal, pediatric, geriatric and peri-operative clients. The course will stress the general characteristics of selected medications and will include indications, pharmacokinetics, side effects, adverse effects, contraindications, administration, nursing implications across the lifespan, client education and relationship to prior learning. Theory: 15 hours.

### **NUR\* K130**

#### **1 CREDIT HOUR LPN TO RN TRANSITION PRACTICUM**

*Prerequisites:* BIO\* K211, BIO\* K212, BIO\* K235, ENG\* K101, PSY\* 111, PSY\* 201, SOC\* K101, Charter Oak State College NUR 190: LPN to RN Articulation Bridge Course.

Final component of the CT League of Nursing LPN to RN Articulation plan for the CT Community Colleges Nursing Program (CT-CCNP) which prepares LPNs to enter into the CT-CCNP in the second year of study. Students enrolling in this course have been accepted for admission into the CT-CCNP and have chosen the option to enter the third semester. Builds upon the content of Charter Oak State College NUR 190: LPN to RN Articulation Bridge Course by providing and integrating content that is specific to the CT-CCNP curriculum. Upon successful completion of Charter Oak State College Nursing 190, this course and the CT-CCNP pre-requisites and concurrent general education courses up to the second year of study, articulation credits are awarded per the escrow model and the LPN advances to NUR\* K201 and NUR\* K202. Clinical: 45 hours

### **NUR\* K201**

#### **9 CREDIT HOURS NURSING CARE OF INDIVIDUALS AND FAMILIES I**

*Prerequisites:* NUR\* K102, NUR\* K103, PSY\* 201, SOC\* K101.

*Corequisite:* NUR\* K202, ENG\* K102.

The student will focus on holistic care of individuals and families across the lifespan with a variety of health care needs. The needs of clients experiencing endocrine, respiratory, gastrointestinal, cardiovascular conditions and selected mental health disorders are examined. Bioterrorism as a health care issue will be addressed. Clinical laboratory experience provides the student an opportunity to administer care to a diverse

population of clients in a variety of acute care and community health care settings. The student will utilize critical thinking, caring, professionalism and communication skills in the care of the client. Emphasis is placed on provision of safe and competent care and development of the professional role as a member of a multidisciplinary health care team. Over the semester, the student is increasingly challenged with more complex client assignments in the clinical area. Theory: 60 hours. Clinical: 225 hours

### **NUR\* K202**

#### **1 CREDIT HOUR PHARMACOLOGY FOR INDIVIDUALS AND FAMILIES WITH INTERMEDIATE HEALTH CARE NEEDS**

*Prerequisites:* NUR\* K102, NUR\* K103.

*Corequisite:* NUR\* K201, ENG\* K102.

The student will focus on pharmacologic principles related to the care of individuals and families across the lifespan with intermediate health care needs. Emphasis will be placed on medications used for clients who have endocrine, gastrointestinal, respiratory, cardiovascular, autoimmune, and psychiatric conditions and clients who are survivors of bioterrorism. Theory: 15 hours.

### **NUR\* K203**

#### **8 CREDIT HOURS NURSING CARE OF INDIVIDUALS AND FAMILIES II**

*Prerequisite:* NUR\* K201, NUR\* K202, ENG\* K102.

*Corequisite:* NUR\* K204, Humanities or Fine Arts elective.

The student will focus on the holistic care of individuals, families, and groups with complex health care needs. The student will incorporate critical thinking, caring behaviors, professionalism, and communication skills when providing nursing care in a variety of acute, long-term and/or community settings. The student will have an opportunity to manage a multi client assignment with an emphasis on safe and competent practice. An observational experience with a visiting nurse agency, a dialysis unit and/or a cancer center will be provided. Theory: 45 hours. Clinical: 225 hours.

**NUR\* K204****1 CREDIT HOUR****PHARMACOLOGY FOR INDIVIDUALS, FAMILIES AND GROUPS WITH COMPLEX HEALTH CARE NEEDS***Prerequisite:* NUR\* K201, NUR\* K202.*Corequisite:* NUR\* K203, NUR\* K205, Humanities or Fine Arts.

The student will focus on safe use, pharmacologic principles, indications and nursing implications related to drug therapy in the care of individuals, families, and groups with complex health care needs. Emphasis will be placed on medications used for clients who have acute and chronic renal failure, oncology and neurological conditions, and multi-system dysfunction and clients who choose an alternative therapy. Theory: 15 hours.

**NUR\* K205****2 CREDIT HOURS****NURSING MANAGEMENT AND TRENDS***Prerequisite:* NUR\* K201, NUR\* K202.*Corequisite:* NUR\* K203, NUR\* K204, Humanities or Fine Arts.

The student will explore the basic principles of management, leadership and collaborative relationships as they relate to providing safe and competent care. The focus is on the utilization of critical thinking skills to make decisions, priority setting, delegation, legal parameters of nursing practice and ethical issues. The student will expand the concept of caring to the profession of nursing through collegial and interdisciplinary communication. The course facilitates the transition of the student into the profession and his/her role in contemporary nursing practice. Theory: 30 hours.

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**Physical Science**

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**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.

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**Philosophy**

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**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\* 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, non-theistic, 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. Course fulfills International/Intercultural Requirement.

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**Photonics Engineering Technology**

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**PHO\* K101 (FORMERLY PHO K101)****3 CREDIT HOURS****INTRO TO LIGHT AND LASERS***Corequisite:* MAT\* K095

Optics is the science underlying technologies such as laser manufacturing, 3-D holograms, arthroscopic surgery, CD and DVD technology, fiber optic telecommunications and high efficiency LED lighting. In this course we will explore the nature, production and behavior of light while learning about light sources and applications in technology and nature. Hands-on activities, team projects and demonstrations are used to illustrate concepts. (The online courses uses "home labs" for this purpose. Algebra and some trigonometry will be used. This course is equivalent to PHY\* K103 Photonics Concepts). One 2 hour lecture; one 2 hour lab.

**PHO\* K102****4 CREDIT HOURS****APPLIED OPTICS***Prerequisite:* PHO\* K101 and PHO\* K105 or TCN\* K105 or permission of instructor.

Building on the foundation of PHO\* K101, this course will introduce more sophisticated optical systems and mathematical analysis. Topics will include thick lenses, matrix methods of optics, aberrations, stops and pupils, interferometry, Fresnel and Fraunhofer diffraction and polarization. Emphasis will be on applications of optics in modern technology. All laboratory section will reinforce concepts through hands-on experiments and team projects. This course is equivalent to PHY\* K141 Applied Optics.

**PHO\* K140****4 CREDIT HOURS****OPTOELECTRONICS***Prerequisite:* EET\* K105/106 and MAT K137.

This course introduces semiconductor technology and devices, with an emphasis on optoelectronic devices, including LEDs, laser diodes, and photodiodes. Analysis and design of circuits containing these devices will be covered, as will current applications. The course includes a lab component.



**PHO\* K230 (FORMERLY PHO K230)**  
**4 CREDIT HOURS**  
**LASER ELECTRONICS**

*Prerequisites:* EET\* K134/135 or PHO\* K140 and PHO\* K105 or TCN\* K105 or permission of instructor.

This course will focus on the design and analysis of electronic circuits and devices of particular interest to the field of photonics, including LEDs, LDs, and their driver circuitry; optical receivers, laser and flash lamp power supplies; displays; opt-isolators; optical sensors; solar cells; direct and external modulators. The lab portion of the course includes experiments and simulations to parallel the lecture.

**PHO\* K241**  
**3 CREDIT HOURS**  
**INTRODUCTION TO LASERS**

*Prerequisite:* MAT\* K186, and PHO\* K101, PHO\* K105 or TCN\* K105, or permission of instructor.

This course provides an introduction to the physics of lasers, laser output characteristics, types of lasers and their applications. Optical concepts will be used extensively to explain the operation of lasers and laser related devices. Current online and print journals will be used as references.

**PHO\* K242**  
**1 CREDIT HOURS**  
**INTRODUCTION TO LASERS LAB**

*Prerequisite:* MAT\* K186, and PHO\* K101, PHO\* K105 or TCN\* K105, or permission of instructor.

*Co-requisite:* PHO\* K241.

This is a companion laboratory to PHO\* K241 Introduction to Lasers. The lab will reinforce classroom physics and technology concepts and introduce common industry laser instrumentation such as the optical spectrum analyzer and laser beam profiling system.

**PHO\* K251**  
**3 CREDIT HOURS**  
**FIBER OPTIC SYSTEMS AND DEVICES**

*Prerequisite:* EET\* K105/106, MAT\* K186, and PHO\* K101 or permission of instructor.  
*Co-requisite:* PHO\* K252 is required for LFOT majors.

This course will introduce parameters describing optical fibers, fiber optic system components, waveguide transmission as well as non-telecommunications uses of fiber. Fiber coupling, splicing, and testing will also

be covered. Concepts from optics and electronics will be used extensively to explain the operation of fiber systems and devices.

**PHO\* K252**  
**1 CREDIT HOURS**  
**FIBER OPTIC SYSTEMS AND DEVICES LAB**

*Prerequisite:* EET\* K105/106, MAT\* K186, and PHO\* K101 or permission of instructor.  
*Co-requisite:* PHO\* K251.

This laboratory course accompanies PHO\* K251 and provides practical experience applying and testing fiber optic connectors and splices, fusion splicing, and using instrumentation such as optical loss test sets and the optical time domain reflectometer (OTDR). Students will measure fiber optic parameters and work active and passive devices commonly found in fiber optic systems.

**PHO\* K290 (FORMERLY PHO K290)**  
**3 CREDIT HOURS**  
**ADVANCED LASER TOPICS**

*Prerequisite:* PHO\* K240/241.

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.

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## Physics

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**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.*

Gives an introduction to the physics of the 20th century. Topics: special relativity, quantum physics, atomic physics and nuclear physics, as well as an overview of electricity and magnetism. Classic experiments of Modern Physics, such as Frank-Hertz and the photoelectric effect, will be performed. Three-hour lecture; one two-hour lab.

**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.*

Covers 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.*

Covers the fundamental principles of electricity and magnetism, AC & DC circuits, electromagnetic fields and waves, optics, relativity and quantum and atomic physics.

**PHY\* K141 (FORMERLY PHY K141)**  
**4 CREDIT HOURS**  
**APPLIED OPTICS**

*Prerequisites: PHO\* K101, and PHO\* K105 or TCN\* K105.*

Building on the foundation of PHO\* K101, this course will introduce more sophisticated optical systems and mathematical analysis. Topics will include thick lenses, matrix

methods of optics, aberrations, stops and pupils, interferometry, Fresnel and Fraunhofer diffraction and polarization. Emphasis will be on applications of optics in modern technology. All laboratory section will reinforce concepts through hands-on experiments and team projects. This course is equivalent to PHO\* K102 Applied Optics.

**PHY\* K221**  
**4 CREDIT HOURS**  
**CALCULUS-BASED PHYSICS I**

*Prerequisite: MAT\* K254*

*Co-requisite: MAT\* K254*

This is a calculus-based introduction to the basic concepts of classical mechanics. Major topics will include Newton's laws, motion in n-dimensions, periodic motion, thermodynamics, energy, hydrodynamics, and an introduction to material science. The course will emphasize the theoretical aspects of physics and will help the student develop effective problem solving strategies. Laboratories will be designed to allow the student to visualize the important concepts introduced in lecture and to increase student understanding of the scientific process. There will be two hours of lecture, one hour of problem solving, and three hours of lab each week.

**PHY\* K222**  
**4 CREDIT HOURS**  
**CALCULUS-BASED PHYSICS II**

*Prerequisite: PHY\* K221.*

Continuation of PHY\* K221. Major topics: continuation of the study of solids, electromagnetic phenomena, Maxwell's equations, and atomic and sub-atomic phenomena. Laboratories will center around studying electromagnetic phenomena and enhancing student knowledge of the relationship between electricity, magnetism and light. Two hours of lecture, one hour of problem solving, and three hours of lab each week.

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## Political Science

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**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. Course fulfills International/Intercultural Requirement.

**POL\* K111 (FORMERLY POL K111)**  
**3 CREDIT HOURS**  
**AMERICAN GOVERNMENT**

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

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.*

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\* K200**  
**3 CREDIT HOURS**  
**ISSUES IN CONTEMPORARY AMERICAN POLITICS**

*Prerequisite: Placement test score indicating ENG\* K101 or completion of ENG\* K100 with a "C" or better, and successful completion of any 100 level Social Science course.*

This course will explore all sides of the various issues that are currently being discussed by politicians and the electorate in America. These issues may include immigration policies, anti-poverty programs, gay and lesbian rights, legalization of marijuana, campaign finance reform, America's health care system, the USA Patriot Act, stem cell research, global warming, U.S. military interven-

tion abroad, abortion, gun control, crime. Since this is a seminar class, students will be expected to prepare multimedia presentations and participate in political debates to encourage independent thinking, critical analysis, and scholarly discussions.

**POL\* 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.

**POL\* K295**  
**1 - 12 CREDITS HOURS**  
**CONNECTICUT LEGISLATIVE**  
**INTERNSHIP**

*Prerequisite: Permission of the instructor*  
This course is an active learning experience for the student as intern in the state legislature. A student must apply to be an intern by contacting Three Rivers Community College's faculty representative to the Legislative Intern program. In the classroom, students will learn about the General Assembly's lawmaking processes and skills that will help them to assist their appointed state legislator in servicing his/her constituents. There will be an orientation in January prior to the start of this internship.

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## Psychology

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**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, 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.*

Provides an overview of the applied and social aspects of scientific psychology with an emphasis on: cognition, 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.*

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.

**PSY\* K201 (FORMERLY PSY K201)**  
**3 CREDIT HOURS**  
**LIFE SPAN DEVELOPMENT**

*Prerequisite: PSY\* K111.*

This course will study the physical, 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 adoles-

cence, 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.*

Presents an in-depth and extensive psychological study of social behavior. The major thrust 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 psychophysiological 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**

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.

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## Science

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**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.* 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.

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## Sign Language

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**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.

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## Sociology

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**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.*

Designed to increase the understanding of the nature, scope, history, causes and complexity of contemporary social problems. 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: poverty, crime, violence, substance abuse, racism, family issues, sexism, health care, environmental destruction, cities, and population. Course fulfills International/Intercultural Requirement.

**SOC\* K210 (FORMERLY SOC K213)**  
**3 CREDIT HOURS**  
**SOCIOLOGY OF THE FAMILY**

*Prerequisite: Any 100 level anthropology, economics, history, political science, psychology, or sociology course.*

Examines the history, structure, functions, and 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: Any 100 level anthropology, economics, history, political science, psychology, or sociology course.*

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: Any 100 level anthropology, economics, history, political science, psychology, or sociology 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. Course fulfills International/Intercultural Requirement.

**SOC\* K230**  
**3 CREDIT HOURS**  
**THE CITY**

*Prerequisite: Any 100 level anthropology, economics, history, political science, psychology, or sociology course.*

Discusses the development of modern cities in both developed and developing countries, focusing on urban social issues such as housing and homelessness, racial and ethnic segregation, urban sprawl, environmental issues, and urban redevelopment.

**SOC\* K278 (FORMERLY SOC K240)**  
**3 CREDIT HOURS**  
**COMMUNITY RESEARCH**

*Prerequisite: Any 100 level anthropology, economics, history, political science, psychology, or sociology course.*

Students volunteer with a community organization in a town of their choice, carrying

out activities that will have some concrete result in addressing a social problem and meeting the needs of the community. Students may locate their own placement, with the instructor's approval, or work in a program of community 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: Any 100 level anthropology, economics, history, political science, psychology, or sociology course.*

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.

**SOC\* K298**  
**3 CREDIT HOURS**  
**TOPICS: INTERCULTURAL**  
**COMMUNICATION**

*Prerequisites: Any 100 level anthropology, economics, history, political science, psychology, or sociology course.*

An introduction to the field of intercultural communication. As the U.S. becomes an increasingly diverse, multicultural society, and as globalization puts us into greater contact with peoples of other nations, it is important to develop the skills of navigating across cultural boundaries. This course is designed to increase awareness of the cultural self and to help develop greater competence in communicating across cultural lines.

Topics covered include an introduction to the profound impact of culture on learning styles, language and non-verbal communication, cognitive styles, communication styles, and values. Cultural privilege and power will be explored, as well as processes for mediating intercultural conflict. Finally, the course will examine models of how people learn cultural identity and develop intercultural sensitivity. Throughout the course, examples will be drawn from cultures of Europe, Asia, Africa, the Middle East and the Americas to

help the student gain a global understanding of the issues involved in intercultural communication.

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## Spanish

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**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. Course fulfills International/Intercultural Requirement.

**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. Course fulfills International/Intercultural Requirement.



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## Social Science

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### **SSC\* K108 (FORMERLY SOS K108)** **3 CREDIT HOURS**

#### **PERSPECTIVES OF SOCIAL SCIENCE**

*Prerequisites:* All students must have successfully completed developmental courses or attained a placement score indicating placement in Reading/Writing Connection (ENG\* K100). Students who are concurrently enrolled in, or have completed career Introduction 101 level courses are not eligible.

This team-taught course has a twofold 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.

### **SSC\* K202** **3 CREDIT HOURS** **INTERCULTURAL COMMUNICATION**

*Prerequisite:* Any 100's level Social Science course

An introduction to the field of intercultural communication. As the U.S. becomes an increasingly diverse, multicultural society, and as globalization puts us into greater contact with peoples of other nations, it is important to develop the skills of navigating across cultural boundaries. This course is designed to increase awareness of the cultural self and to help develop greater competence in communicating across cultural lines. Topics covered include an introduction to the profound impact of culture on learning styles, language and non-verbal communication, cognitive styles, communication styles, and values. Cultural privilege and power will be explored, as well as processes for mediating intercultural conflict. Finally, the course will examine models of how people learn cultural identity and develop intercultural sensitivity. Throughout the course, examples will be drawn from cultures of Europe, Asia, Africa, the Middle East and the Americas to help the student gain a global understanding of the issues involved in intercultural communication. Course fulfills International/Intercultural Requirement.

### **SSC\* K210 (FORMERLY SOS K210)** **3 CREDIT HOURS** **WORLD ISSUES**

*Prerequisite:* Any 100's level Social Science course, or permission of the instructor.

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. Course fulfills International/Intercultural Requirement.

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## General Engineering Technology

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### **TCN\* K101** **3 CREDIT HOURS** **INTRODUCTION TO ENGINEERING TECHNOLOGY**

*Co-requisites:* ENG\* K100, MAT\*K095

The course begins college-level technological studies and shows the potential of further education and careers in technology fields. In particular the course introduces students to: the history of technology; the various fields of technology; the purpose and application of technology; the ethics of technology, and the limits and failures of technology. The course is team taught by technology faculty from several disciplines at the college with frequent guest speakers from local industry, government agencies, and other educational institutions. The course is composed of modules containing projects based on problems and challenges faced by local industry and case-studies drawn from technology education resources such as NETEC, the South Carolina Advanced Technology Education Center for Excellence, and the Manufacturing Education Resource Center. Field trips and laboratory exercises give students opportunities to carry out measurements and apply technological

principles. Measurement results will be used in the paired algebra course and in class and homework exercises.

### **TCN\* K105** **1 CREDIT HOUR** **LASER AND LAB SAFETY**

Introduces important concepts and regulations for safety in laser and manufacturing labs and other work settings. Topics include safe handling of lasers, safe use of hand and power tools, hazard awareness and accident prevention, exposure limits, administrative and engineering controls, chemical hygiene and safety planning. The course is a requirement for all students beginning the Manufacturing Engineering Technology or Laser & Optic Technology associate degree programs.

### **TCN\* K295 (FORMERLY GTS K2995)** **3 CREDIT HOURS** **GENERAL 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.

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.

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## Theatre

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### **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**

Designed to make actors aware of themselves as creative instruments, working in orchestration with others to develop theater pieces.

**THR\* K121 (FORMERLY THE K121)**  
**3 CREDIT HOURS**  
**PLAY IN PRODUCTION I**

Examines 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.

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## **Wastewater**

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**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.*

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.

## Office of the President

**Grace S. Jones, President** – B.Ed., Washburn University; M.S., George Williams College; Ph.D., Union Institute & University

**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**, Director of Institutional Advancement -- B.A., Southern Connecticut State University; M.A., University of Connecticut

**Christina Levere**, Public Relations Associate -- B.A., Ithaca College; M.F.A., Vermont College

**Robie Grzyb**, 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

**James J. Hutchins**, Research Analyst – A.S., Three Rivers Community College; B.S.W., Eastern Connecticut State University; M.S.W., Springfield College

## 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

**David Ferreira**, Director of Learning Initiatives – B.S., Southern Connecticut State University; M.A., American 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

**Kacey McCarthy-Zaremba**, Research & Accreditation Coordinator – B.A., Eastern Connecticut State University

**Jessica S. McGuire**, Laboratory Manager, Department of Natural Sciences – A.S., Three Rivers Community-Technical College

**Pamela Chaplin**, Educational Assistant -- A.S., Portland Community College

## Assessment of Prior Learning

**Karen Aubin**, Coordinator of APL Program – A.S., Mohegan Community College; B.S., M.S., Eastern Connecticut State University

## 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

**Robert Walsh**, Librarian – B.A., Fordham University; M.A., University of Wisconsin; M.L.S., Southern Connecticut State University

**Janice M. DeWolf**, Library Associate/ Circulation – A.S., Mohegan Community College

**Sandy Furr**, Educational Assistant – B.S., Charter Oak State College

## Nursing and Allied Health

**Ellen Freeman**, Director of Nursing & Allied Health – B.S., M.S., Boston College, CNE Heather Bader, Educational Assistant, Nursing Lab Coordinator – B.S.N., Rhode Island College

**Suzanne Turner**, Educational Assistant, Nursing Lab Coordinator – B.S.N., University of Rhode Island

**Jennifer Grunwald**, Educational Assistant – B.S., M.A., University of Connecticut

## Engineering Technology

**Anthony Benoit**, Director of Engineering Technology – B.S., Yale University; M.A., Connecticut College; M.S., University of Connecticut

**Jodi Calvert**, Project TLC Recruiter/ Advisor – B.S.B.A., University of Arizona; M.Ed., Arizona State University

## College Career Pathways

**Sharon J. Koch**, Program Coordinator – A.S., Middlesex Community College; B.A., M.S.W., University of Connecticut; M.Ed., University of New Haven

**Patricia A. Petrone**, Educational Assistant – A.A., Nassau Community College

## Tutoring Center

**Matthew Burbine**, Educational Assistant/ Coordinator of Tutoring and Learning Assistance – A.S., Three Rivers Community College; B.S., Eastern Connecticut State University

## Writing Center

**Jon Brammer**, Writing Center Coordinator – B.A., University of California-Santa Barbara; M.A., University of Wisconsin-Milwaukee

## 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

**Robert Martineau**, Coordinator Of Public Safety & Environmental Health – B.S., University of New Haven

## Maintenance

**Marilee Cohen**, Director of Facilities – B.E.A., University of Connecticut

**Marc Filiatreault**, Maintenance Supervisor 1 (Electrical) – A.S., University of Connecticut

**Linda Champagne**, Custodian James Ellis, Lead Custodian

**Otto Erazo**, Custodian

**Louis Forand**, Custodian

**Margaret Harrelle**, Supervising Custodian

**Dale Hill**, Skilled Maintainer

**Milton Hill**, Skilled Maintainer

**Amy Main**, Custodian

**Paul Millovitsch**, Custodian

**Bruce Rossi**, Lead Custodian

**Chad Ryan**, Skilled Maintainer

**Roy Tookes**, Maintainer

**Kevin Watson**, Maintainer -- B.S.G.S., Unity College

**Andrew White**, Custodian

## 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

**Diane Jewett**, Fiscal Administrative Officer – A.S., Mohegan Community College

**Barbara Barboza**, Financial Clerk – A.S., Three Rivers Community College

**Kim O'Connor**, Educational Assistant – A.S., B.S., M.S., University of New Haven

**Sharon Pirt**, Accountant – B.S., Slippery Rock University of Pennsylvania

## 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

**Barbara Barboza**, Financial Clerk -- A.S., Mohegan Community College; A.S., Three Rivers Community College

## Cashier

**Amy Rezendes**, Assistant Accountant – A.S., Three Rivers Community College

**Phyllis Brown**, Clerk – A.S., Commonwealth College of Virginia

## Purchasing

**James M. Kelly**, Fiscal Administrative Officer

**Deborah Plante**, Purchasing Assistant – A.S., Mohegan Community College

**Kathleen Siscavage**, Office Assistant – A.S., Mohegan Community College

**Olan Angulo**, Mail Handler – A.S., Three Rivers Community College

## Human Resources

**Louise J. Summa**, Director of Human Resources – B.A., M.B.A., Anna Maria College

**Anthony Mitta**, Assistant Director of Human Resources for Payroll and Contract

Administration – B.S., Eastern Connecticut State University

**Barbara Billups**, Administrative Assistant

**Lori Oldfield**, Coordinator of Benefits/HRIS – A.S., Three Rivers Community-Technical College

**Susan Senay**, Human Resource Associate – B.S., Nichols 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

**Kem Barfield**, Director of Distance Learning - B.S., Southern Illinois University; M.S. University of New Haven

**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

**Larry Davenport**, Assistant Director of Information Technology – B.S., Roger Williams 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

**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 (2 degrees), Certificates in Computer Applications and Networking Technology; B.S., Eastern Connecticut State University; CompTIA A+ Certified

**Skye Cohen**, Information Technology Technician 2 – B.S., University of Connecticut; B.S., Eastern Connecticut State University

**Mark Davis**, Coordinator of Academic Information Technology – Certificate, Porter & Chester Institute; A.S., Three Rivers Community College; Microsoft Certified Systems Engineer + Internet

**Christine M. Lavery**, Information Technology Technician 1 – A.S. (2 Degrees), Mohegan Community College; B.A., M.S., Eastern Connecticut State University

**William Lopez**, Information Technology Technician 2 – A.S., Community College of Rhode Island; B.S., Rhode Island College

**Amanda MacTaggart**, Educational Technology Specialist – A.S., Three Rivers Community College; B.S. (2 degrees), M.S., Eastern Connecticut State University

**Deborah G. Civitello**, Head Telecommunications Operator

## 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

**Brian Clinton**, Allied Health Coordinator – A.S., Suffolk Community College; B.S., Northern Arizona University; M.A., Adelphi University, EMT, Coconino Community College

**Ana A. Gonzales**, Continuing Education Assistant – A.S., Mohegan Community College

**Jessie McCoy**, Program Coordinator, A.A., Middlesex Community College; B.A., Smith College

**Linda M. Mathieu**, Administrative Assistant to the Associate Dean of Continuing Education/Community Service – A.S., Three Rivers Community College

**Judith Ames**, Clerk-Typist

## Student Development and Services

**Karin Edwards**, Dean of Student Development and Services – B.A., M.S., State University of New York at Albany; Ed.D., Johnson and Wales University

**Norma-Jean Surprenant**, Administrative Assistant to the Dean of Student Development and Services – A.S., Three Rivers Community-Technical College



## Retention

**Meg Wichser**, Transition & Retention Specialist – B.A., Hartwick College; M.A., Colgate University

## Recruitment/Outreach

**Dan Zaneski**, Director of Recruitment/Outreach – B.S., M.S., Central Connecticut State University

**Aida Garcia**, Associate Director of Recruitment and Admissions–B.A., University of Puerto Rico

**Amy Rozek**, Assistant Director of Admissions and Coordinator of the Dental Hygiene Transfer Program – B.S., M.Ed., The Pennsylvania State University; Graduate Certification in Human Resources, Chapman University

**Brenna Jaskiewicz**, Assistant Director of Admissions and Welcome Center Coordinator -- A.S., Three Rivers Community -Technical College, B.A., Eastern Connecticut State University; Graduate Certificate, University of New Haven

**Cynthia Andeen**, Secretary I Felicia Bull-ock, Evening Student Services Assistant

**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

**Marilee Jones**, Educational Assistant (Admissions/Testing Center) – A.S., and Certificate, Three Rivers Community-Technical College

**Denise Kidd**, Educational Assistant, Nursing Admissions

**Joyce LeBaron**, Evening Student Services Assistant – A.S., Three Rivers Community College

**Catherine E. Lewis**, Placement Testing Coordinator – A.S., Three Rivers Community College; B.S., Eastern Connecticut State University

**Elizabeth Millhouse**, Educational Assistant, Recruitment – B.A., Hood College; M.S., Tai Sophia Institute

**Elaine M. Powers**, Processing Technician – A.S., Mohegan Community College, B.G.S., University of Connecticut

**Kelly Richmond**, Educational Assistant, Nursing Admissions

**Kathy Williams**, Evening Student Services Assistant – A.S., Mohegan Community College; B.S., Eastern Connecticut State University

## 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

**John Rich**, Counselor/Career Placement Services – B.A., Manhattan College; M.Ed., Ed.D., University of Massachusetts-Amherst

**Christopher M. Scarborough**, Learning Specialist – B.A., M.A., University of Connecticut

**Rhonda Spaziani**, Counselor – B.A., Quinnipiac College; M.S., Southern Connecticut State University

**Celeste Warner**, Educational Assistant, Career Placement – A.S., Mohegan Community College; B.S., Eastern Connecticut State University; Certificate, Three Rivers Community College

**Kathleen Gray**, Counselor/Transfer Credit Evaluation – B.A., University Of Connecticut; M.S., Southern Connecticut State University

**Joanna Doherty**, Secretary II – A.S., Three Rivers Community- Technical College

## Financial Aid

Hong-Yu Kovic, **Director of Financial Aid** – B.S., Peking University; M.A., University of Texas; M.Div., Unification Theological Seminary; M.Ed., SUNY College

**Donna Ramos**, Financial Aid Assistant – A.S., Three Rivers Community-Technical College

## Registrar

**Christine Languth**, Registrar -- B.A., Marist College; M.P.S., New York Institute of Technology

**Betty Williamson**, Associate Registrar – A.S. Three Rivers Community College; B.S., Eastern Connecticut State University

**Eva M. Holland**, Assistant Registrar – B.A., Eastern Connecticut State University; M.S., Southern Connecticut State University

**Terri DeBarros**, Processing Technician – A.S., Three Rivers Community College

**Pauline Goyette**, Office Assistant – A.S., Quinebaug Valley Community-Technical College; B.A., Eastern Connecticut State University

**Lisette Hilario**, Registration Services Assistant – A.S., Three Rivers Community College

**Veda C. Dixon**, Secretary I – A.S., Three Rivers Community- Technical College; B.S., Eastern Connecticut State University

## Student Programs

**Karen F. Westerberg**, Director of Student Programs/Alumni – A.A., Mohegan Community College; B.S., University of New Haven

**Sharon Platner Lincoln**, Director – B.A., Connecticut College

**Tammy-Jo Ferdula**, Educational Assistant CLEP/DST Testing, Subase

**Jean Gustafson**, Student Services Assistant–Subase – A.S., Mitchell College

**Jacqueline Sironen**, Director of Student Activities – B.A., University of Dayton; M.A., Central 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

**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 Emerita – 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

**Mary Browning**, Professor Emerita – B.S.N., Johns Hopkins University; M.A., New York University; Sixth Year Diploma, University of Connecticut

**Frederick K. Casavant**, Director Emeritus of Technical Instructional Services – 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

**Charles Doyle**, Professor Emeritus – B.A., Barrington College; M.Ed., Sixth Year, University of Hartford; Research Fellow, Yale Divinity School

**Barbara A. Driscoll**, Professor Emerita – B.S., Salem State College; M.A., Sixth Year, University of Connecticut

**Walter Engel**, Professor Emeritus – B.M.E., New York University; M.S., Central Connecticut State University

**Charles Ennis**, Professor Emeritus – B.S.E.E., Worcester Polytechnic Institute; M.S.E.E., University of Connecticut; P.E.

**Terry J. Enos**, Professor Emeritus – B.A., Eastern Connecticut State University; M.A., University of Connecticut

**Marcia N. Fix**, Professor Emerita – B.S.N., M.N.Ed., University of Pittsburgh

**Gerald S. Gazso**, Professor Emeritus – B.A., Fairfield University; M.A.L.S., Wesleyan University; M.S., University of New Haven

**Robert S. Golart**, Professor Emeritus – B.S., Seton Hall University; M.A., Connecticut College

**Alan R. Gruber**, Professor Emeritus – B.A., Dartmouth College; J.D., Cornell Law School

**Frederick Hartung**, Professor Emeritus – B.S., M.S., Southern Connecticut State University; Ed.D., University of Massachusetts

**Joseph Higgins**, Counselor IV Emeritus – National Certified Counselor, B.S., Bryant College, M.A., University of Rhode Island

**David A. Holdridge**, Professor Emeritus – Professor of Political Science; B.A., M.A., University of Connecticut

**Linda S. Jacobsen**, Counselor Emerita – B.A., M.A., Ph.D., Southern Illinois University

**Mary L. Kao**, Director Emerita of Library Services – B.L.L., National Taiwan University; M.L.S., Texas Women's University; M.S., Southern Connecticut State University; Ph.D., University of Connecticut

**Carol Kaszubski**, Dean Emerita of Student Development and Services – B.A., Marietta College; M.A., California State University, Dominguez Hills

**Mary LaMattina**, Professor Emerita – B.A., Notre Dame College; M.Ed., University of New Hampshire

**Madge Manfred**, Professor Emerita – B.A., M.A., University of Connecticut

**Aristedes K. Manthous**, Professor Emeritus – B.S., U.S. Coast Guard Academy; M.S., University of Connecticut

**Alexander Markons**, Professor Emeritus – B.A., M.S., University of Connecticut

**Angela McLean**, Professor Emerita – B.S., M.A.E., Ball State University

**John J. McLean**, Professor Emeritus – B.A., M.A., Fairfield University; M.A., Trinity College; Ph.D., University of Connecticut

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**John Perch**, Counselor Emeritus – B.A., M.A., University of Connecticut

**Richard R. Saxton**, Professor Emeritus – B.S., Worcester Polytechnic Institute; M.S., Central Connecticut State University

**Barbara Segal**, Director Emerita of Admissions – B.A., Queens College; M.A., University of Connecticut; M.S., Rensselaer Polytechnic Institute

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**Brian W. Simpson**, Professor Emeritus – B.S., Nasson College; M.A., University of Connecticut; C.L.U., University of Pennsylvania

**Carl Swartz**, Professor Emeritus – B.S., American International College; M.A., University of Connecticut

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**Roland W. Wright**, Professor Emeritus – B.A., University of Michigan; M.A., Eastern Michigan University

## Faculty Directory

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**Terri Ashton**, Assistant Professor of Nursing

**Barbara Barton**, Assistant Professor of Early Childhood Education, B.A., Manhattanville College, M.A., Eastern Connecticut State University

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**Jon Brammer**, Assistant Professor of English; B.A., University of California-Santa Barbara; M.A., University of Wisconsin-Milwaukee

**Arthur J. Braza**, Professor of Accounting; B.S.B.A., M.B.A., Bryant College

**Pamela Carroll**, Assistant Professor of Psychology; B.A., Merrimack College; Ed.M., Harvard University

**Irene Woods Clampet**, Professor of Marketing; A.A., City University of New York – Queensborough Community College; B.A., City University of New York – Queens College; M.B.A., St. John's University

**Mark Comeau**, Professor of Architectural Design Technology; A.S., Thames Valley State Technical College; B.S., B.Arch., Roger Williams University; M.S., Rensselaer Polytechnic Institute; Registered Architect (Connecticut, Rhode Island); NCARB Certified; Licensed Architect CT, RI

**James E. Copeland**, Professor of Natural Sciences; B.S., M.S., Tennessee State University

**Linda M. Crootof**, Professor of English/Journalism; B.A., Mount Holyoke College; M.A., Columbia University

**Jeffrey Crouch**, Assistant Professor of Criminal Justice; A.S., Mohegan Community College; A.A.S., Community College of the Air Force; B.S., Western Connecticut State University; M.P.A., Ph.D., University of Idaho; Certification in Homeland Security CHS-IV

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**Judith F. Donnelly**, Professor of Laser and Fiber Optic Technology; B.S., Tufts University; M.S., University of Connecticut

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**Janet Hagen**, Instructor of English; B.S., Minnesota State University; M.A., St. Cloud State University

**Christine Hammond**, Assistant Professor of Composition and Humanities; B.A., University of Michigan; M.A., Michigan State University

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**William E. Hare, II**, Assistant Professor of Anthropology; B.A., Marist College; M.A., University of Connecticut

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**Philip E. Mayer**, Assistant Professor of Economics; B.S., Villanova University; M.A., Kansas State University; M.I.S., Fort Hays State University

**Brent A. Maynard**, Professor of Nuclear Engineering Technology; B.A., St. Anselm College; M.S., University of Lowell

**Ann L. McNamara**, Professor of Science; B.S., M.S., University of Connecticut; Registered Dietitian

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**Alisa Morrison**, Assistant Professor of Civil Engineering Technology; B.S.C.E., M.S., Tufts University; P.E., Connecticut

**Raquel Nasser**, Professor of Spanish; B.A., M.A., Connecticut College

**Steven Neufeld**, Instructor of Sociology/International Studies; B.A., Brown University; M.A., Ph.D., Northwestern University

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**Joyce A. Parker**, Professor of Computer Science Technology; B.S., Purdue University; M.S., Rensselaer Polytechnic Institute

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**Nancy G. Rymut**, Professor of Nursing; B.S.N., University of Pittsburgh; M.S., University of Connecticut; CEN

**Leslie Jo Samuelson**, Professor of Biology and Environmental Sciences; B.A., University of California at San Diego; M.S., San Diego State University

**Patricia Sauter**, Professor of Criminal Justice; B.A., Rosemont College; M.S., University of New Haven; Certificate of Advanced Graduate Studies, Johnson & Wales University

**Nancy A. Scrivano**, Assistant Professor of Nursing; Diploma, Hartford Hospital School of Nursing; B.S., Eastern Connecticut State University; M.S.N., University of Hartford

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**Susan Topping**, Assistant Professor of Composition and Humanities; B.A., Hunter College– City University of New York; M.A., Rutgers University

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**Linda M. Tremmer**, Professor of Mathematics; B.S., State University of New York at Brockport; M.S., Ph.D., University of Rhode Island

**George Volkov, Jr.**, Assistant Professor of Computer Science Technology; B.S., M.S., University of Connecticut; P.E., Connecticut

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**Barbara Yanofsky**, Assistant Professor of English as a Second Language; A.A., Kingsborough Community College; B.S., Regents College; M.A., Queens College





# **Application for Admission or Readmission**



State of Connecticut Board of Governors for Higher Education  
Board of Trustees Connecticut Community Colleges

## **5 STEPS TO YOUR FUTURE!**

**You're just five easy steps away from  
starting your education at  
Three Rivers Community College**

**For college information, contact any of  
these campus or off-campus offices:**

**Main Phone number:** 860-866-0177

**Admissions Office Number:** 860-383-5260

**Subase Office Number:** 860-445-5575

**TRCC website:** [www.trcc.commnet.edu](http://www.trcc.commnet.edu)

**Return the  
completed application  
to: Admissions Office,  
Three Rivers  
Community College,  
574 New London  
Turnpike, Norwich, CT  
06360-2497**

# STEP 1 APPLY FOR ADMISSION

Students interested in enrolling in classes at Three Rivers 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](http://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. Degree-seeking and full-time students must comply with this law to be eligible to register.

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 5 REGISTER FOR CLASSES

After placement testing, it is time to register for classes! New, first-time freshmen register at Freshmen Orientation and Group Advising Session. Transfer and readmitting students may make an appointment with the Student Development Office or walk in to the Admissions Office to review previous college work. Transfer students should bring copies of their official college transcripts in order to facilitate the registration process. Official college transcripts should be sent to the Registrar's Office if the student desires a formal transfer credit evaluation.

# STEP 3 REQUEST FINANCIAL AID

Optional: Students requesting financial aid must first register for an education PIN. This PIN serves as your electronic signature so that you can complete the online free application for Federal Student Aid (FAFSA) using the Three Rivers Community College school code "009765." You may complete both of these steps at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Seven days after completing this process, contact the Three Rivers Financial Aid Office at (860) 823- 2870 or log on to [www.my.commnet.edu](http://www.my.commnet.edu) to find out your eligibility status.

# STEP 4 TAKE THE PLACEMENT TEST

Once we process your application, you will receive a letter of acceptance and instructions on how to schedule your computerized placement test. All students are required to complete computerized placement tests designed to gain information about the student's readiness for college-level course work. Students 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.



# Application for Admission

STATE OF CONNECTICUT • REVISED 10/08

## Student Information

For office use only: Date / /		
Banner ID @		
Received / /	Entered / /	
Entered by		
Admit type	Student Type	
Ability to Benefit met	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application fee paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash	Check #	Waived
Credit Card	Exp.	Deferred

Applicant's Legal Name  
LAST FIRST MIDDLE

Former Last Name(s) (If applicable)

Social Security # (Required by Federal law) Birth date  
MM DD YEAR

Mailing Address  
NUMBER STREET APT #

CITY STATE ZIP + 4

Permanent Address  
NUMBER STREET APT #

CITY STATE ZIP + 4

Home Phone Work Cell  
AREA CODE AREA CODE AREA CODE

E-mail 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 ☐ Winter ☐ Year

## Citizenship

Are you a U.S. citizen? ☐ Yes ☐ No

If not, are you a Permanent Resident (Green Card holder)? ☐ Yes ☐ No

## Ethnicity

Please provide the following race and ethnic data. This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Ethnicity: ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino  
☐ Choose not to respond (None)

## What is your race? Choose one or more:

- ☐ White (10)  
☐ Black or African American (20)  
☐ Asian (45)  
☐ American Indian or Alaskan Native (50)  
☐ Native Hawaiian or Other Pacific Islander (80)  
☐ Other (90) ☐ Choose not to respond (60)

## Family Educational Background

Do 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?

Major\* Code\*

(\*use list of majors/codes on insert)

\*Use code from page xx



## Highest Educational Level *(check only one)*

- ☐ No High School Diploma or GED (01)   ☐ High School Diploma or GED (02)   ☐ Some College (06)   ☐ Undergraduate Certificate (05)  
☐ Associate Degree (07)   ☐ Bachelor Degree (08)   ☐ Master Degree (09)   ☐ Other Advanced Degree (10)  
☐ Doctoral Degree (11)   ☐ Sixth Year Certificate (13)   ☐ First Professional Degree (J.D., M.D., D.D.S., L.L.B.) (12)

## 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)   ☐ Job Promotion (JP)  
☐ Fulfill another college's requirement(s) (AC)   ☐ Personal Development course(s) (PD)  
☐ Developmental (college preparation) education (DV)   ☐ Unsure at this time (UN)  
☐ Transfer with an Associate Degree (DT)   ☐ Other goal (NL) describe \_\_\_\_\_

## Academic Background

- Do you have a high school diploma?   ☐ Yes   ☐ No   ☐ Pending   Graduation year (anticipated or actual) \_\_\_\_\_  
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 Registrar's 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   ☐ Part-time

Name of Employer	Town and State of Employer
Title/Position	Does your employer have a tuition reimbursement program? <input type="checkbox"/> Yes <input type="checkbox"/> 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 \_\_\_\_\_



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## Three Rivers Community College 574 New London Turnpike, Norwich, CT 06360

### **From New London:**

Follow Route 32 to I-395. Take Exit 80 east.\*\*  
(travel time approximately 15 minutes)

### **From Groton/Mystic:**

Follow I-95 south to Route 32 - Norwich. Take I-395 north to Exit 80 east.\*\*  
(travel time approximately 25 minutes)

### **From Colchester and points West:**

Follow Route 2 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. The campus is about .2 miles on left.

## Directions to Off-Campus Instructional Centers

### **SUBMARINE BASE**

#### **Building 83, Groton, CT**

From I-95 north or south: Take exit marked Route 12. Proceed on Route 12 until Crystal Lake Road. Make left onto Crystal Lake Road. Base Main gate is 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 Bldg 83 faces Dealey Center and McDonald's. Please use PSD entrance in front of Dealey Center and McDonald's.

### **Ella T. Grasso Technical High School**

#### **189 Fort Hill Road, Groton, CT**

From I-95 north or south, take exit 88. Go south on Route 117 for 1.0 mile. Turn left on Fort Hill Road, Route 1 and go east for 0.3 miles to 189 Fort Hill Road.