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Catalog 2020-2021

A Student-Centered Baccalaureate Institution of Higher Education

One Riverside Drive · East Hartford, CT 06118

(860) 528-4111

(800) 889-3282

Accredited   by

The Board of Governors for Higher Education of the State of Connecticut

and

The New England Commission of Higher Education

2020-2021

Programs of Study

Goodwin University Calendar

September 2020 - September 2021

Fall Semester

Monday, August 31	Faculty return to campus. Community Day
Saturday, September 5	New student orientation
Monday, September 7	Last day to WITHDRAW with no financial penalty
Monday, September 7	Labor Day. No classes, University is closed.
Tuesday, September 8	Fall semester begins, ESL day and evening classes begin
Monday, September 14	Last day to ADD a first module course
Monday, September 21	Last day to add a 15-week course for approved courses only
Monday, September 21	Last day to WITHDRAW from a 15-week or first module course without academic penalty, but with financial penalty (See Refund Policy)
Tuesday, September 22	Faculty Census Day (first module and 15-week courses)
Monday, October 12	Indigenous Peoples' Day. No classes - University is open
Wednesday, October 14	Last day to WITHDRAW from a first module course with academic and financial penalty (See Refund Policy)
Tuesday, October 27	Last day to withdraw from a second module course without financial penalty (See Refund Policy)
Tuesday, October 27	First module ends, ESL day classes end
Wednesday, October 28	Second module begins, ESL day classes begin
Tuesday, November 3	Last day to ADD a second module course
Tuesday, November 10	Last day to WITHDRAW from a second module course with financial penalty (See Refund Policy)
Wednesday, November 11	Veterans Day (observed). No classes. University is open
Thursday, November 12	Faculty Census Day (second module courses)
Wednesday, November 25	University will close at 3 p.m. - No evening classes
Thurs-Friday, November 26 - 27	Thanksgiving Holiday. No classes. University is closed
Sat-Sun, November 28 - 29	Thanksgiving holiday weekend. No classes. University is open
Monday, December 7	Last day to WITHDRAW from a 15-week or second module course with academic and financial penalty (See Refund Policy)
Sunday, December 20	Fall semester ends, ESL days and evenings end
Friday, December 25	Christmas Day (observed). University is closed

Winter Break

December 21, 2020-January 10, 2021	Winter break for students

Spring Semester 2021

Friday, January 1	New Year's Day - University is closed
Monday, January 4	Faculty return to campus. Community Day
Saturday, January 9	New student orientation
Sunday, January 10	Last day to WITHDRAW with no financial penalty
Monday, January 11	Spring Semester begins, ESL days and evenings begin
Sunday, January 17	Last day to ADD a first module course
Monday, January 18	Martin Luther King Jr. Day - No classes - University is closed
Sunday, January 24	Last day to ADD a 15-week course for approved courses only
Monday, January 25	Last day to WITHDRAW from a 15-week or first module course without academic penalty, but with financial penalty (See Refund Policy)
Monday, January 25	Faculty Census Day (first module and 15-week courses)

Monday, February 15	Presidents Day. No classes - University is open
Wednesday, February 17	Last day to WITHDRAW from a first module course with academic and financial penalty (See Refund Policy)
Tuesday, March 2	Last day to withdraw from a second module course without financial penalty (See Refund Policy)
Tuesday, March 2	First module ends, ESL days end
Wednesday, March 3	Second module begins, ESL days begin
Tuesday, March 9	Last day to ADD a second module course
Tuesday, March 16	Last day to WITHDRAW from a second module course with financial penalty (See Refund Policy)
Wednesday, March 17	Faculty Census Day (second module courses)
Fri-Sat April 2 - 3	Good Friday and Easter weekend. No classes - University is open
Sunday, April 4	Easter Sunday - No classes - University is closed
Monday, April 12	Last day to WITHDRAW from a second module course or a 15-week course with academic and financial penalty (See Refund Policy)
Sunday, April 25	Spring semester ends, ESL day and evening classes end

Spring Break

April 26 - May 9	Spring break for students

Summer Semester 2021

Monday, May 3	Faculty return to campus. Community Day
Saturday, May 8	New student orientation
Sunday, May 9	Last day to WITHDRAW with no financial penalty
Monday, May 10	Summer semester begins. ESL day and evening classes begin
Sunday, May 16	Last day to ADD a first module course
Sunday, May 23	Last day to ADD a 15-week course for approved courses only
Monday, May 24	Last day to WITHDRAW from a 15- week or first module course without academic penalty, but with financial penalty (See Refund Policy)
Monday, May 24	Faculty Census Day (first module and 15-week courses)
Monday, May 31	Memorial Day. No classes - University is closed
Wednesday, June 16	Last day to WITHDRAW from a first module course with academic and financial penalty (See Refund Policy)
Tuesday, June 29	Last day to withdraw from a second module course without financial penalty (See Refund Policy)
Tuesday, June 29	First module ends, ESL day classes end
Wednesday, June 30	Second module begins, ESL day classes begin
Sun-Mon, July 4 - 5	Independence Day (Observed). No classes - University is closed
Tuesday, July 6	Last day to ADD a second module course
Tuesday, July 13	Last day to WITHDRAW from a second module course with financial penalty (See Refund Policy)
Wednesday, July 14	Faculty Census Day (second module courses)
Monday, August 9	Last day to WITHDRAW from 15- week or a second module course with academic and financial penalty (See Refund Policy)
Sunday, August 22	Summer semester ends, ESL days and evenings end

Summer Break

August 23 - September 6	Summer break for students

Facts and Information

Welcome

Welcome to Goodwin University's 2020—2021 academic year. At this point in the past, I would likely have shared thoughts on our excellent reputation as a community-based educational organization or our range of academic offerings. This year in particular, I imagined that the exciting focus of my message to you would be our stepping up to university-status back in January.

I could still write about these things — they're certainly true — but the fact is that the past year has been unlike any we've ever encountered, across the globe, and most definitely in the world of higher education. The Coronavirus pandemic has changed, well, everything.

Those of you who are returning students are well aware of the adjustments we've all made to remote learning; the extra effort that students, faculty, and staff have invested to stay connected; and the precautions we've implemented to keep everyone as safe as possible. New students joining us for your first semester at this time may be wondering if you've made a wise choice.

The answer to many questions these days seems to be, "We just don't know yet," but I can share with you two certainties that I hope provide a measure of comfort as this academic year begins.

First, as I've watched our alumni and current students step up during this crisis and take their places on the front lines, I've never been more confident in Goodwin's dedication to the greater good. Public safety professionals, manufacturing and supply chain specialists, human services providers, nurses and those in all of the health professions — these are Goodwin people putting their training into practice and their principles into action.

Second, I can't envision more dedicated and resourceful faculty and staff members than those you will meet here. They have worked, literally, night and day to minimize interruptions to the learning process and to personally check in on the well-being of our students.

Whatever your major or area of study, you are joining a learning community that embraces humanity as well as knowledge. I applaud your fortitude for choosing to continue your education and wish you nothing but success with us!

Sincerely,

Mark Scheinberg
President, Goodwin University

About Us

Goodwin University is proud of its remarkable legacy of creating career-focused, educational opportunities for its students for more than 20 years. It has grown from a business technology training center, to an accredited baccalaureate college, to a re-imagined, community-based university comprising three schools of academic discipline: the School of Nursing and Health Professions, the School of Business, Technology, and Advanced Manufacturing, and the School of Applied Liberal Arts and Social Sciences.

Led by founder Mark Scheinberg and accredited by the New England Commission of Higher Education, Goodwin has reached an impressive series of milestones, including the creation of one of Connecticut's leading nursing programs, approval to grant bachelor's and master's degrees, and the development of a vibrant campus and neighborhood along the Connecticut River.

Goodwin is a statewide leader in advanced manufacturing, collaborating with regional employers and other educational organizations. In addition to continually updating its offerings for career readiness, Goodwin devotes thoughtful planning to how it delivers training. The Advanced Manufacturing Mobile Lab is a familiar site at schools as well as at established employers, where it provides customized incumbent worker training. Unique to the University's outreach are the early college partnerships formed with school districts throughout the state to afford high school students access to specialized career training, often earning college credits.

The School of Nursing and Health Professions has grown significantly in recent years with the addition of the Dental Hygiene, Vision Care Technology, and Funeral Service programs. A dental clinic and vision retail dispensary on Main Street are open to students, employees, and the public.

Also adding to campus growth are the sustainability-themed Connecticut River Academy (grades six to 12), the Reggio-Emilia-based Riverside Magnet School, and Kid Care, the University's center for the care of children whose parents are in class.

Central to the Goodwin mission, first and foremost, is service to students. In that spirit, Goodwin has

embraced Universal Design for Learning (UDL) as its central teaching philosophy, removing traditional obstacles to learning and re-thinking the ways that all learners are able to demonstrate their knowledge and comprehension. UDL has proven incredibly successful, leading to the establishment of the Goodwin Institute for Learning Innovation, with schools nationwide looking to the University for visionary thinking in education.

University Hours

The Admissions and Administrative personnel are typically available from 8:00 a.m. to 7:00 p.m. daily, with some offices closing at 5 p.m. on Fridays, and on Saturday and Sunday from 9:00 a.m. to 1:00 p.m. Holiday hours vary and are posted on the University website.

Cancellation of Classes Due to Inclement Weather or Other Emergencies

The administration carefully considers student safety, weather reports, and the ability to clear campus parking when deciding on inclement weather closings. Every effort is made to post closings by 7 a.m. for day classes and 3 p.m. for evening classes, but allowances must be made for changing weather and road conditions. Announcements are posted on:

Channel 3	WFSB - TV
Channel 30	WVIT - TV
Channel 61	WTIC - TV FOX CT

Students can also check the homepage of the University website, Facebook, and Twitter or call 860-528-4111 for updates. Goodwin University does not use the campus emergency notification system for weather closings.

When classes are canceled, individual faculty members may opt to conduct class online or hold a scheduled make-up session. Students are responsible for checking Blackboard and their Goodwin email regularly, particularly on days when classes are canceled, to learn of any alternate arrangements. If a canceled class is rescheduled, a student who is unable to attend will not be penalized for non-attendance but is still responsible for the work missed.

Accreditation and Approvals

Regional Accreditation Statement

Goodwin University is accredited by the New England Commission of Higher Education (NECHE).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, STE 100
Burlington, MA 01803-4514
(781) 425-7785
(781) 425-1001 - Fax

Programmatic Accreditation

Dental Hygiene, Associate in Science

The Goodwin University Dental Hygiene program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Goodwin University Dental Hygiene program has been granted accreditation status as: Approval without reporting requirements. This accreditation classification is granted to an educational program to indicate that the program achieves or exceeds the basic requirements for accreditation. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or (800) 621-8099 at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: https://www.ada.org/en/coda/accreditation.

Early Childhood Education, Associate in Science

The Early Childhood Education program is accredited by the National Association for the Education of Young Children (NAEYC), located at 1313 L Street, NW, Suite 500, Washington, DC 20005. Telephone (202) 232-8777 or, toll-free, (800) 424-2460.
The associate degree in Early Childhood Education and the bachelor's degree in Child Study are both approved

programs for the Connecticut State Early Childhood Teaching Credential (ECTC). More information about this credential can be found on the Connecticut Office of Early Childhood website at http://www.ct.gov/oec.

Funeral Service, Associate in Science

The Funeral Service program at Goodwin University is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org. This accreditation is a continuation of the Lincoln College of New England (LCNE) Associate in Applied Science - Mortuary Science program. LCNE was granted re-accreditation in April 2015 for a period of seven years. The ABFSE's most recent accreditation decision: Accepted plan to transfer the accredited program to Goodwin University effective January 2019. Goodwin University voluntarily applied for candidacy and initial accreditation of their own program in 2019. National Board Examination pass rates, graduation rates and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's pass rates and rates, go to Goodwin University, Funeral Service program, One Riverside Drive, East Hartford CT or by e-mail at JGomes@goodwin.edu., or telephone (860) 913-2189.

Histologic Science, Collegiate Certificate

The Histologic Science certificate program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is an independent nonprofit accrediting agency ensuring the quality and integrity of educational programs that prepare professionals to work in the laboratory. The address for the National Accrediting Agency for Clinical Laboratory Sciences is 5600 N River Rd, Suite 720, Rosemont, IL 60018. Ph: (773) 714-8880 Fax: (773) 714-8886. Web: www.naacls.org.

Medical Assisting, Collegiate Certificate

The certificate program in Medical Assisting at Goodwin University is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

Nursing, Associate in Science

The Associate Degree Nursing program at Goodwin University at the campus located in East Hartford, Connecticut is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
404-975-5000
The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm.

Nursing, Bachelor of Science

The RN-to-BSN program was granted initial accreditation by the Commission on Collegiate Nursing Education (CCNE) in February 2016, valid through December 31, 2021. The ABSN program, which was offered for the first time in Fall 2019 per CCNE is included under this initial BSN accreditation. The next evaluation visit is scheduled for Spring of 2021. For additional information, please contact CCNE at 655 K Street, Suite 750, Washington, DC 20001 or call 202-887-6791.

Occupational Therapy Assistant, Associate in Science

The Occupational Therapy Assistant program at Goodwin University is accredited by the Accreditation Council for Occupational Therapy (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200 North Bethesda, MD 20852-4929. ACOTE's Telephone Number, C/O AOTA, is (301) 652-AOTA, and its web address is www.acoteonline.org.

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice, including the District of Columbia and Puerto Rico; however, state licenses are usually based on the results of the NBCOT Certification Examination. When you apply to sit for the certification exam, you will be asked to answer questions related to the topic of felony convictions. For further information on these limitations, contact NBCOT. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain licensure. Connecticut requires a license in order to practice occupational therapy and the license is based on the results of the NBCOT Certification Examination.

Program results from the National Board for Certification (NBCOT) in Occupational Therapy can be found on their website.

Respiratory Care, Associate in Science

The Respiratory Care Associate in Science program at Goodwin University, program number 200505, located at One Riverside Drive, East Hartford, CT 06118 is accredited by the Commission on Accreditation for Respiratory Care (CoARC) located at 1248 Harwood Road, Bedford, Texas 76021-4244; Phone: 817-283-2835, www.coarc.com. When making inquiries, please refer to program #200505. Learn more about program outcomes such as credentialing success and job placement rates for all CoARC accredited Respiratory Care programs.

Vision Care Technology, Associate in Science

The Vision Care Technology program is accredited by the Commission on Opticianry Accreditation. Debra White, Director of Accreditation, PO Box 592, Canton, NY 13617 Phone: 703.468.0566 Fax: 888.306.9036 Email: director@COAccreditation.com

Frequently Called Numbers

A complete employee directory is located on the University website.

Toll Free Telephone:	1-800-889-3282
Direct Fax:	(860) 291-9550
General Information:	(860) 528-4111
Directions to Campus:	(860) 528-4111
Academics/Registrar:	(860) 727-6708
Bookstore:	(860) 727-6722
Business Office:	(860) 727-6784
Financial Aid:	(860) 727-6723
Library:	(860) 913-2042
Repayment Solutions:	(860) 913-2125
Student Affairs:	(860) 913-2043

Academic Departments:

School Business, Technology, and Advanced Manufacturing:	(860) 913-2038
School of Applied Liberal Arts and Social Sciences:	(860) 913-2079
School of Nursing and Health Sciences	
Nursing:	(860) 727-6981
Health Professions:	(860) 727-6781

Student Affairs

The Division of Student Affairs (DSA) aims to enrich the overall student experience while at Goodwin University. Its overarching goal is to foster student involvement in areas ranging from residential life to student engagement. Additionally, DSA seeks to aid students in making meaningful connections between the material learned in the classroom and the various leadership opportunities afforded to them throughout their time at Goodwin. Through 10 different offices, DSA strives to meet the basic needs for University life and create a positively impactful campus environment.

More information about these resources can be found on the Student Affairs website.

Orientation

All new students must plan to attend one of the mandatory scheduled orientations. New student orientation is designed to provide students with the resources needed to be successful at Goodwin University. During orientation, students meet university administrators, staff and faculty and student leaders, and are provided with valuable information about critical campus services.

For questions regarding orientation, contact Vanessa Pergolizzi, Student Engagement Coordinator, at 860-913-2160, or by email at vpergolizzi@goodwin.edu.

Please see the Orientation website for more information.

Academic Success Center

The Academic Success Center seeks to promote and foster student learning and development by providing individual and group tutoring for Goodwin's developmental and university-level courses.

The Academic Success Center will help students identify strategies that enhance students' understanding of concepts, while developing critical thinking and study skills ultimately improving the students' ability to successfully complete a course.

The Academic Success Center provides students with consistent support and guidance throughout the learning process and encourages students to be actively involved in their learning. Tutoring is not a substitute for attending class. Students should regularly attend class and come prepared to participate in their own learning.

In addition to general tutoring, the Academic Success Center is focused on the development of Writing Skills. Professional Writing Tutors are available to assist students through the process of writing on a walk-in and appointment basis. Tutors will offer critical feedback about writing, answer questions and guide students to available resources. Students are encouraged to come into the center to receive assistance, study, work on assignments and ask questions as they arise. The Academic Success Center is equipped with computers that students may use anytime the Academic Success Center is open. Students are strongly encouraged to use these computers to work on assignments.

For questions regarding the Academic Success Center, contact Susan Hansen, Director of Library and Academic Success Center, at 860-727-6782, or by email at shansen@goodwin.edu.

Please see the Academic Success Center website for more information.

AccessAbility Services

The AccessAbility Services Office assists students with disabilities in securing accommodations and services that will promote success and integration into the University. Goodwin University complies with the mandates created by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students who have a documented disability are strongly encouraged to contact the AccessAbility Coordinator in advance of their enrollment so that accommodations are in place on the first day of matriculation. Guidelines and policies are provided to students who request this information.

If you have any questions, please contact Megan Rajbanshi, AccessAbility Coordinator at 860-727-6718 or by emailing AccessAbilityServices@goodwin.edu.

Information is also available on the Goodwin University website.

Career Services

The Career Services team helps students and graduates develop professionally as they continue on their journey toward their chosen career. The Mission of Career Services is to support and empower Goodwin University students in developing, evaluating and effectively implementing their career plans. To fulfill this mission,

Career Services provides opportunities for students to become the best possible, career-ready candidates that they can be.

Students are encouraged to develop a relationship with a career specialist early in their academic careers. Our specialists assist students with every stage of the career-planning process. We offer a variety of information and resources to help students and graduates achieve their career goals including:
- Individualized career counseling;
- Interest inventories and assessments to help relate their strengths to career objectives;
- Career workshops (ex., resume and cover letters, mock interviews, job-search skills and networking);
- Information on internship opportunities;
- Job listings for off-campus employment;
- Recruitment activities including on-campus interviews and career fairs;
- Additional career planning and research resources.

Although every effort is made to assist graduates in securing employment, no guarantee or representation of placement is made or implied.

If you have questions, please contact Stephanie Hertz, Director of Career Services at 860-913-2272 or by email at shertz@goodwin.edu.

Additional information about these resources can be found on the Career Services website.

Counseling Services

The mission of Counseling Services is to provide students with opportunities for personal, emotional, and academic development, and to help guide students toward successful completion of their education. In addition, in accordance with Goodwin University's mission, Counseling Services seeks to foster lifelong learning and to promote civic responsibility. These services are offered at no cost to our students.

Our therapists will:
- Provide a safe and nurturing environment where students can identify and align their personal goals with their academic goals.
-

Collaborate with faculty and staff to help students develop self-knowledge, strategies, and coping skills necessary to succeed personally, academically, and professionally.

Provide individual counseling for any issue including, but not limited to bereavement support, emotional difficulties, domestic violence, and substance abuse.

Students who take advantage of these services will enjoy a one-on-one relationship with a counselor. Group sessions are also formed throughout the year on a needs basis. Referrals to the counselor can be made by faculty, staff, or self-referral. Every referral remains confidential.

More information can be found on the Counseling Services website.

Please call for same-day availability for behavioral health services. Appointments may be made by calling 860-913-2021 or 860-913-2159.

Student Engagement and Leadership

The University offers a broad array of student activities and recreational opportunities. As a residential campus, Goodwin ensures that its diverse student body has numerous opportunities for enhancing growth and development.

The goals of the student organizations are:
1. to ensure that the educational potential of the co-curricular experience is realized;
2. to facilitate cohesion and social interaction;
3. to enable students to maximize their university experience;
4. to instill a sense of civic responsibility; and
5. to help students harness transferable leadership skills.

Students are encouraged to organize activities that provide leadership, enrichment, leisure, and fitness. Some of the special interest organizations are affiliated with academic departments. Recreational opportunities include men's and women's basketball, flag football, soccer and Dragon Boat Racing. There are various annual events that take place which bring students and their families to campus. Students regularly present ideas for new activities and events that help to guide and direct our engagement programming.

The University has a Beta Rho Delta Chapter of Phi Theta Kappa International Honor Society, which recognizes and encourages student scholarship. The advisor from the Registrar's office confers membership on selected students who meet the criteria for eligibility to this distinguished organization. The inductees are expected to maintain their academic performance and to contribute to the institution through service-learning activities. An annual awards ceremony celebrates the achievements of students in each of Goodwin's honor societies.

For questions regarding student engagement, contact Vanessa Pergolizzi, Student Engagement Coordinator, at 860-913-2160, or by email at vpergolizzi@goodwin.edu.

Please see the engagement website for more information.

Housing

Goodwin University provides on-campus housing to full-time undergraduate students during the fall, spring, and summer semesters. Student housing units are recently renovated, furnished and centrally located on campus in close proximity to all University buildings.

For questions regarding housing, contact Bryton Ferris, Housing Coordinator, at 860-727-6968, or by email at bferris@goodwin.edu.

Information is also available on the Goodwin University website.

Math Lab

The Math Lab is staffed with Peer and Professional tutors and students can see them on both a walk-in and appointment basis. Students are encouraged to come into the center to receive assistance, study, work on assignments and ask questions as they arise. In addition, the developmental math courses are run out of the Math Lab using the "My Math Lab" program.

For questions regarding the Math Lab, contact Susan Hansen, Director of Library and Academic Success Center, at 860-727-6782, or by email at shansen@goodwin.edu.

Please see the Math Lab website for more information.

Testing

The Academic Success Center provides testing services for those who have missed an exam in their class or who have accommodations approved by the AccessAbility Office. In order to utilize the testing center, students must get written approval from their professor. In addition, students with documented accommodations may have their tests proctored in the second floor testing center.

For more information on testing please see the website.

Veteran and Military Services

Goodwin University is listed among the top military-friendly colleges and universities in the United States, identified for providing educational benefits and resources tailored to the military community. We celebrate the service of American veterans by seeking to meet their need for career-focused programs that can be completed by taking advantage of our flexible scheduling options.

The office of the Veterans Coordinator is located in the Student Affairs Suite at One Riverside Drive. Our mission is to assist veterans, service members, and dependents with the transition from military to student life at Goodwin University.

Craig Jordan, Veterans Coordinator, 860-913-2010, email cjordan@goodwin.edu.

More information about resources can be found on the Veterans Services website.

Hoffman Family Library

Facility and Staff

The Hoffman Family Library, located in Goodwin University's main campus building, is designed to provide support for all student, faculty and curricular needs. The library is open six days a week, with regular hours posted on the website and extended hours during exam weeks. The library is open to members of the Goodwin University community only, and is not open to the public.

To address individual study and research needs, there are computer workstations, laptops available for in-house use, and wi-fi throughout. The library offers leisure seating, study carrels, research tables, group study rooms, a computer classroom, a collaboration station, book stacks and an area for periodicals.

Professional librarians and library support staff provide assistance whenever the library is open. The librarians also offer remote, real-time reference assistance through our website's chat feature and via text message. Librarians are actively engaged in teaching information literacy and research skills, and communicate and collaborate with faculty and students in every department through the library liaison program. Librarians also assist and train students with locating, retrieving and evaluating information, work with instructors to develop specialized lectures, assist with the use of information management tools, link library resources to the course by creating subject-specific research guides, and work with faculty to identify and recommend new library materials and resources for the collection.

The library is an open and welcoming place for all members of the Goodwin University community.

Collections and Services

The library holds over 6,000 physical books in-house, as well dozens of print periodical subscriptions and a wide variety of audiovisual resources. The library director, in collaboration with faculty and professional library staff, provides ongoing collection development with both print and electronic resources to fully support the requirements of the curriculum. Selection is based upon professional reviews, relevance to the curriculum, and faculty and staff recommendations.

The library has substantial online collections. The library website is accessible from multiple devices and provides essential information on services and collections, giving an integrated research experience with access to resources and research guides. The library subscribes to 61 research databases, which provide access to over 150,000 eBooks as well as a wealth of high-quality full-text online journals and periodicals.

Through the library's participation on the Council of Connecticut Academic Library Directors, Goodwin has borrowing privileges from an additional 14 private academic institutions in the state, including all of the libraries at Yale University. The library supplements these services with interlibrary loans through OCLC's "WorldShare ILL" service, which allows it to request materials from hundreds of libraries across the country. The library also supplements these services through membership in the National Network of Libraries of Medicine (NNLM), which provides access to DOCLINE interlibrary loan of biomedical journals.

The library also maintains a collection of historical materials. These are displayed in a constantly rotating exhibit on the first floor.

Flagship Collections

Goodwin University's Flagship Collections is an online repository that highlights university scholarship of various types: journal articles, dissertations, theses, creative writing, and professional presentations. The Flagship Collections are an open and permanent digital presence for the scholarly work of the Goodwin University community. Goodwin faculty, staff, and students are encouraged to publish work in this repository. The Flagship Collections also contain an online archive of historical materials related to the university.

Educational Opportunities through the Hartford Consortium

As a member of the Hartford Consortium for Higher Education, an alliance of area colleges and universities, Goodwin University participates in the Consortium's Cross-registration Program. Undergraduates are eligible to enroll in selected courses in environmental studies, languages, urban studies, women's studies, international studies and religious studies at other local colleges. The Cross-registration Program offers eligible students full credit at usually no extra charge. For more information, please contact the Registrar's Office or call the Hartford Consortium at 860-702-3801. You also may visit the Consortium website. The other members of the Hartford Consortium are Capital Community College, Central Connecticut State University, Hartford Seminary, Manchester Community College, University of Saint Joseph, Saint Thomas Seminary, Trinity College, University of Connecticut-Greater Hartford Campus, and University of Hartford. For more information on cross-registration, please view the Hartford Consortium website.

Campus Security Act Information

Goodwin University adheres to the State of Connecticut Campus Security Act, Public Act 90-259, and the Clery Act. We take all reports of criminal or inappropriate conduct very seriously and investigate to the fullest extent possible. All verified cases of on-campus crime, as stipulated by these acts, are collected by the Director of Campus Safety and Security under the guidance of the Vice President for Facilities and Information Technology and documented in an annual security report. The report is available to all current and prospective students and staff upon request, is on file in the Hoffman Family Library and in the Office of the Dean of Students, and is distributed to the campus community via email each year. It may also be found on the University's web site.

Admissions

General Admission Policy

Prospective students are encouraged to call the Enrollment Office to schedule an appointment with an admissions officer and visit the campus.

Goodwin University has an open enrollment policy; however, a personal interview with an admissions officer is required for all interested applicants. Acceptance into the University requires the attainment of a high school diploma, General Education Diploma, HiSET, or equivalent and successful completion of the interview. Admission into the University does not guarantee admission into programs with selective admission requirements. After acceptance into the University and successful completion of all prerequisites, students may apply to the selective admission programs.

Prior to registration, evaluations in English and Math will be administered to all incoming students enrolling into degree programs and most certificate programs. Matriculating students entering with an Associate's Degree or higher from another accredited institution are exempt from the placement evaluation. Transfer students meeting the program requirements for English and mathematics are exempt from the placement evaluation.

Admissions Requirements

Admission Requirements

Applicants to Goodwin University are required to:
1.

Interview with an admission officer.
2.

Complete an Application for Admission to the College.
3.

Pay the $50 non-refundable application fee.
4.

Arrange to take the CollegeSuccess placement evaluation prior to registration, if required. For further information, see individual program pages.

All applicants will be informed of their acceptance or denial within two weeks of application.

Once enrolled for classes, students are required, for data collection and research, to:

1. Submit an official high school, GED, HiSET or equivalent transcript before the end of the first semester of enrollment. All prospective students fill out a High School transcript or GED Request form upon enrollment or request an online transcript from their school. Goodwin University will send this form to the appropriate high school, adult education program, or state GED/HiSET agency. The university will assist students in attempting to obtain an official high school, GED or HiSET transcript before the end of the first semester of enrollment. If an official high school, GED or HiSET transcript (or equivalent) is not received by the end of the first semester, Goodwin University will accept the student's attestation that they have graduated along with the name of the high school or state agency, city, state and year of graduation, as listed on the student's admission application, to document that the student is a high school graduate (or equivalent) unless the university has reason to believe otherwise due to receipt of conflicting information.

2. Home-schooled students must provide one of the following:

•

In a state that provides certification, that certification will be accepted in lieu of a high school transcript.

•

In states that do not provide certification, students must provide a transcript or the equivalent, signed by the student's parents or guardian that lists the secondary school courses the student completed as acceptable documentation of the student's successful completion of a secondary school education in a home school setting.

•

Home schooled students who have successfully completed a minimum of an Associate's Degree are not required to submit high school transcripts or certification, but must provide a copy of their official transcript from that institution.

3. Submit documentation of measles, mumps, rubella, and varicella (chicken pox) immunization/immunity at time of registration, as required. Any student who is not compliant will have a hold placed on all future registration of classes until the documentation is received.

Non-Matriculated Students

Applicants may enroll in courses in a non-matriculated status. Non-matriculated students may take up to 12 credits before matriculating at Goodwin University. This does not apply to students enrolled in the Early College Model program.

Readmission

Former Goodwin University students who wish to re-enroll must apply for readmission through the Admission's Office.

International Students

The university website provides prospective and enrolled international students with information on academic programs and student services available at the university and in the local community. Admission requirements for international students differ from domestic student requirements. For complete instructions, contact the Admissions Team.

Among the admission requirements are proof of English proficiency, a Certificate of Finances, translated or evaluated academic secondary and/or relevant university level transcripts. International students may attend Goodwin University on an F-1 student visa. The university will issue the student an I-20 form once all the appropriate paper work and fees are submitted. International students are not eligible to receive any federal or state aid to offset their tuition and fees. Goodwin University's International Admissions Team can answer questions about the financial process and options.

Enrollment requirements include proof of immunization, mandatory enrollment in Goodwin University's health insurance program and official transcripts upon arrive to the university. Additionally, the course registration process begins once payment is processed and students have completed their mandatory orientation. Additional placement testing may occur at this time. Undergraduate students must be enrolled full-time — for 12 credit-hours, every semester, unless there are documented and approved circumstances that require a reduced course load. International students must maintain their F-1 status and demonstrate satisfactory academic progress toward their degree. The university webpage provides extensive information for students to refer to throughout their academic career

Applicant Advising

Goodwin University helps students achieve their academic and career goals by fostering partnerships between students and faculty, and by providing them with accurate information regarding registration, academic planning, and college policies. Placement evaluations and school records help to build student profiles that are used to assist students with the process of course selection and degree planning. The initial applicant advising contributes to the success of each student by establishing a plan of study for all new students and creating an academic planning document. During the admissions process, all students meet with an applicant advisor to design a plan of study, select courses, and register for the first semester.

Early College Programs

Early College Programs (ECP) provide a variety of opportunities for high school students to engage in the college-level curriculum for the purposes of evaluating and advancing their readiness for college, with the ultimate goal of allowing students to earn college credit while still in high school.

Early College Program offerings operate with a focus on challenging, supporting, and transitioning students into the mature independence necessary for success in college. Based on qualification and program requirements, ECP students participate in a variety of general education and degree program courses. The individual curriculum of each program considers the long-term educational and career goals of the students, the required and desired curriculum of the partner high schools and the workforce needs of the local region and Connecticut overall.

Application to an ECP program must come via the Early College Programs Application. Registration occurs only after acceptance into an ECP program.

Selective Admission Programs

The following programs have selective admission requirements:
1.

Accelerated BSN, Bachelor of Science (p. 79)
2.

Dental Hygiene, Associate in Science (p. 82)
3.

Early Childhood Education, Associate in Science (p. 69)
4.

Funeral Service, Associate in Science (p. 85)
5.

Histologic Science, Certificate (p. 90)

6.

Histology, Associate in Science (p. 92)
7.

Medical Assisting, Associate in Science (p. 94)
8.

Medical Assisting, Certificate (p. 96)
9.

Medical Billing and Coding, Certificate (p. 97)
10.

Nursing, Associate in Science (p. 99)
11.

Occupational Therapy Assistant, Associate in Science (p. 102)
12.

Respiratory Care, Associate in Science (p. 106)
13.

RN-to-BSN Program - Bachelor's Degree in Nursing (p. 108)

Admission to these programs requires the completion of a special application as well as fulfilling all the requirements for admission as listed in the catalog. Please reference the individual program pages for complete admission requirements.

Immunization

Students born on or after January 1, 1957, must submit evidence of immunization against mumps, measles, and rubella in compliance with Connecticut State Law Public Act 89-90 unless proof of a medical or religious contraindication is submitted. All students born on or after January 1, 1980, must also provide proof of adequate immunization against varicella (chicken pox). Students born in the United States before January 1, 1980, do not have to show proof of varicella vaccination. Adequate immunization for mumps, measles, rubella, and varicella consists of two doses of vaccine separated by at least 28 days with dose number one given on or after the first birthday. Any student who is not compliant will have a hold placed on future registration of classes until they submit the documentation.

Transfer Students

Students may transfer into Goodwin University for any term. In addition to the admission policy noted above, and before completing their first semester, transfer students are requested to have all previously-attended collegiate institutions submit official transcripts to: Registrar's Office, Goodwin University, One Riverside Drive, East Hartford, CT 06118. The Registrar's Office

will evaluate the transcripts and once the evaluation is complete, students will be able to view their transfer credit through the Student portal in Sonis and their degree audit.

Transfer of Collegiate Credit

Collegiate credit may be granted for credit courses successfully completed at other degree-granting institutions in accordance with the following policies:
1.

Credit must have been awarded at a degree granting institution that is accredited by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE).
2.

The Registrar's Office in consultation with faculty determines whether transferred courses satisfy Goodwin University degree requirements.
3.

Only courses completed with grades of "C" or higher may be eligible for transfer.
4.

Some degree programs require a higher passing grade than "C" to satisfy specific course requirements. Some degree programs have expiration dates for selected courses. Students should reference program requirements and consult with their Academic Advisor to ensure that transferable courses satisfy degree requirements.
5.

Officially transferred credit will be posted to the student's transcript upon receipt of official transcripts.
6.

Once a student is matriculated at Goodwin University, no additional credits earned at other institutions will be transferred with the exception of military students. An approved Parent School letter must be on file before the student starts the class at the host school.
7.

Credits earned at international institutions may be considered for transfer. The Registrar's Office will assess official transcripts for equivalency; however, if an equivalency can not be determined it is the student's responsibility to have the international transcript evaluated. The transcript must be assessed by an evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) and an official copy of the results must be sent to Goodwin University for evaluation and assessment of credit.
8.

Students may be required to provide additional information during the transfer evaluation process, such as course descriptions and/or syllabi for potential transfer credit.

9.

Credits awarded are given the grade of TR and are not included in the calculation of the Grade Point Average. These credits will count both as credits attempted and as credits earned in determining satisfactory academic progress.

10.

Residency requirement: All students are required to take a minimum of 25% of all coursework toward a credential at Goodwin University. Students should consult the catalog pages that pertain to their major for any additional degree requirements. The last 12 credits posted to a student's transcript must be taken at Goodwin University with the exception of active military students.

Credit for Lifelong Learning

The Board of Trustees believes that college-level learning occurs in many settings. Accordingly, the University adopted a policy for the assessment and awarding of credit for experiential learning. Collegiate credit may be awarded based on verification that the non-traditional learning is equivalent in level and nature to the learning acquired in approved college courses and programs.

There are several assessment methods available for students who want to earn collegiate credit for their college-level, non-traditional learning. Goodwin University accepts credit recommendations with departmental approval from the American Council on Education (ACE), Charter Oak State College Connecticut Credit Assessment Program (COSC CCAP) and the United States military in awarding college credit to adult learners for classroom-based training experiences.

In addition, the University evaluates student performance on select standardized tests such as the College Level Examination Program (CLEP), Advanced Placement (AP) tests, Excelsior exams, and DANTES/DSST.

The Goodwin faculty may offer a Credit-by-Exam (CBE) test designed and administered by the University. Students must achieve a score of 73% on a CBE; however, programmatic requirements may require a higher passing score. For specific CBE requirements please contact the appropriate academic department. Students may only attempt each exam one time. There is an assessment fee charged by the University for CBEs; however, no charge is assessed for the credits awarded.

Portfolio review consists of the creation of a portfolio that documents student learning from work, volunteer, and other significant life experiences and relates the learning to student learning outcomes of specific college courses. For the initial portfolio, there is a mandatory Portfolio Review for Experiential Credit course and development and assessment fee associated with the portfolio review. For the development of additional portfolios, there is a development and assessment fee associated with each portfolio review.

Students may elect to have their experiential learning assessed by any of these methods, only if they are in student status during the semester the assessment is completed. No more than 50% of the credits required for an AS or BS degree shall be awarded for prior experiential learning. No more than 25% of the credits required for a credential of 30 credits or fewer will be awarded.

Credit awarded for experiential learning may not be transferable to other institutions of higher learning. Credits awarded are given the grade of EC and are not included in the calculation of the GPA. These credits count both as credits attempted and as credits earned in determining satisfactory academic progress.

Students should refer to the transfer pages on the Goodwin University website for more information.

Financial Aid

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to attend university. A majority of financial aid, including aid funded through federal and state agencies, is granted on the basis of need. A student's financial need is the difference between the total cost of one academic year (two semesters) of study at the university and the total resources available to the student and, if dependent, to his/her family.

Goodwin University's Financial Aid Office is dedicated to giving students the personal attention needed to help them find the financial means to pay for their university education. A variety of financial aid is available to qualified individuals in the form of grants, loans, part-time employment, and scholarships. Some of these funds originate from federal and state agencies and some originate from local government and community-based organizations. Some funds originate from Goodwin University in the form of institutional grants and scholarships. Scholarships and grants do not have to be repaid. Loans have to be repaid. Typically, federal loans are repaid after the student graduates or is no longer enrolled in university.

To apply for financial aid; follow the steps below. Please remember that many scholarships require you to complete the **Free Application for Federal Student Aid (FAFSA)** in addition to the scholarship application.

Step 1: Get an FSA ID

The FSA ID is a username and password combination that gives you access to Federal Student Aid's online systems. It can also serve as your legal signature. If you don't have an FSA ID by the time you fill out your online Free Application for Federal Student Aid (FAFSA), you will be prompted to apply for one. Get a head start on that process by creating one at www.studentaid.gov.

Step 2: Complete the FAFSA

Complete the FAFSA annually online at www.studentaid.gov. It becomes available October 1 for aid in the following year. The Goodwin University Federal School Code is: 015833. You will need your 2018 federal tax information for the 2020-2021 FAFSA.

Financial Literacy

Goodwin University is committed to assisting students in becoming fiscally responsible. All new students are required to take an on line, module based, self-paced financial literacy course, FIL101, as a graduation requirement.

In partnership with Inceptia, Goodwin University provides the online program, Financial Avenue to give students smart resources to help simplify the world of personal finance. Our goal is to empower students with key knowledge they need to take control of their financial future.

Each module is designed to be interactive and tailored to your needs to help you build a solid financial foundation.

In addition to the required course, Goodwin University provides a full time Financial Literacy Coordinator to help students learn strategies to make better financial decisions, obtain a greater understanding of their relationship with money, learn how to create a budget/spending plan, learn to create short-term and Long-term Financial Goals, learn about financial products, how to keep their money safe, and how keep their costs low.

Workshops and seminars are provided and announced each semester to help students navigate their finances.

Individual appointments may be scheduled as well as "walk-ins" welcomed in the Financial Aid suite. Please contact finlit@goodwin.edu or call 860-913-2125 for assistance.

Sources of Financial Aid

Grants

The Roberta B. Willis Scholarship Program (RWSP) Scholarship Grant — This grant is available to Connecticut residents who are undergraduate students enrolled in a degree-granting program. The student must be registered for at least half-time (6 or more credits) per semester to qualify. It is a grant, so it does not have to be repaid. Go to www.ctdhe.org for more information on other types of financial aid programs for State of Connecticut residents.

Federal Pell Grants (PELL) — Eligibility is based on financial need. Only those students who have not earned a bachelor's degree and are not in default on Title IV funding are eligible for this grant. A Pell Grant is not a loan, so it does not have to be repaid. It can be used for tuition, books, and living expenses.

The maximum Pell Grant awarded for 2020-2021 is $6,345 based on 12 credits (full-time status). The Pell Grant is prorated for less than full-time attendance.

Federal Supplemental Education Opportunity Grants (FSEOG) — Students who receive the Pell Grant and have the lowest expected family contribution may be considered for the FSEOG. Eligible students may receive up to $4,000 per academic year depending upon the college funding levels. Only those students who have not earned a bachelor's degree are eligible. This grant does not have to be repaid.

Loans

Federal Direct Loan Subsidized Program — The U.S. Department of Education pays interest while the borrower is in school; students must be attending at least half-time (6 or more credits per semester) and have financial need; fixed rate is set annually for new borrowers. Effective July 1, 2012, subsidized loans first disbursed after this date will only have the interest subsidized while the borrower is in school. The borrower will be responsible for the interest that accrues during the grace period. Loans must be repaid.

As of July 1, 2013, any first-time borrower (who is defined as someone who has no outstanding balance on a FFELP or Direct loan on or after July 1, 2013) will only be able to obtain Federal Direct Subsidized loans for a maximum of 150% of the published program length in which they are enrolled. Additionally, the subsidized loans that had been borrowed up to the 150% point will lose further government subsidy and interest will begin to become the student's responsibility if they do not graduate by the 150% point (and continue to be enrolled in the same or a shorter undergraduate program). From that point forward, these subsidized loans will become **unsubsidized** loans.

Federal Direct Loan Unsubsidized Program — The borrower is responsible for all interest; must be at least half-time (6 or more credits per semester); financial need not required; fixed rate is set annually for new borrowers.

Federal Direct Parent Plus Loan — For parents of dependent students; students must be enrolled at least half-time (6 or more credits per semester); financial need not required. Repayment generally begins 60 days after the disbursement of funds. However, parents may choose to defer payments when completing the application.

Additional Direct Unsubsidized Loan — This loan is available to dependent students whose parents have been denied a PLUS loan. This is non-need based. Interest and repayment terms are the same as the Unsubsidized Loan described above.

Employment

Federal Work Study (FWS) The Federal Work Study Program provides part-time employment for students who have financial need. The job can be on or off campus. Students may use these funds to offset their educational and personal expenses. Students may work no more than 15 hours per week and may not perform their duties during scheduled class times. Awards are paid directly to the student in the form of a paycheck.

Scholarships and Institutional Grants

Hartford Foundation for Public Giving — The Hartford Foundation builds partnerships with donors and nonprofit organizations to enhance the quality of life for people in the greater Hartford region and to help students from the community afford a college education. As part of this mission, the Foundation provides block grants to Goodwin University for scholarships.

Besides living in the greater Hartford region, the selected recipients must have demonstrated financial need, as determined by the financial aid office; must be matriculated in a degree-granting program or a certificate program; and the recipients must be of traditional or non-traditional age, first-time or returning students and be a high school graduate. Awards range from $500 - $1,500 per student. The Foundation publishes a directory of scholarships available in searchable format at www.hfpg.org/scholarships.

CHESLA Need-Based Scholarship Program — Connecticut Higher Education Supplemental Authority (CHESLA) provides need-based college scholarships to Connecticut residents attending Connecticut State or nonprofit institutions to degree-seeking students demonstrating need while maintaining satisfactory academic progress. Awards range from $500 - $3,000 per student per academic year. CHESLA publishes available scholarships at www.CHESLA.org

Institutional Grants

Institutional grants are awarded to students each academic year on the basis of need. Need based Institutional Grants are based on the Estimated Family Contribution (EFC) as calculated on the Institutional Student Information Records (ISIR). The award amount is typically disbursed equally over two semesters. To qualify, the student must be registered for 6 or more credits per semester. The award amount is dependent upon the student's enrollment status per semester. There is no formal application process. Students automatically apply by completing the FAFSA form and submitting all required documentation. Students will be notified of the grant amount through receipt of the Financial Aid Award Notice, which can be seen anytime using NetPartner.

Students may reapply each academic year by completing a new Free Application for Federal Student

Aid (FAFSA). Please note that if a student's award package exceeds direct costs and results in a credit balance, Goodwin University reserves the right to reduce institutional funding.

Institutional Scholarships

President's Scholarship

Awarded annually to graduates of Hartford-area high schools who apply to Goodwin University. Applicants must be in their senior year, have a minimum GPA of 2.8 and document 100 hours of community service. Five $2000 scholarships are available at each area high school. Students must apply by completing the scholarship application form and submitting it along with an application for admission to Goodwin University by August 1st following their senior year. Winners will be chosen by the individual high school guidance counselors. Recipients will be notified before the start of the fall semester.

Dean's Scholarship

Awarded to continuing students entering a new Financial Aid academic year who have attained a 4.0 GPA for the prior financial aid award year (two semesters). There is no formal application process. Students completing at least 18 credits their first academic year will receive a $2000 award. Students completing at least 12 credits their first academic year will receive a $1000 award. The award amount will be disbursed during the following semester.

Goodwin University Foundation Scholarships

Several privately-funded scholarships are awarded each year through the Goodwin University Foundation, thanks to the generous support of donors. Recipients are selected each semester by the Scholarship Committee through an application process.

Goodwin University Matching Scholarship Program

Whenever any enrolled student receives a scholarship from any nonprofit agency, service club, or similar private organization, Goodwin University will match the amount up to a maximum of $250 per semester. Goodwin University will award up to $20,000 per year in aggregate for this program. To apply for this scholarship, students are required to provide proof of the outside scholarship award to the Financial Aid Office prior to the registration date for classes. Acceptance will be noted on the Financial Aid Award Notice.

Goodwin University Alumni Scholarship

The Alumni Scholarship is designed for Goodwin University students who have graduated from their program of study and continue at the University or return to Goodwin University to pursue another degree. The scholarship is directed to graduates with a cumulative grade point average of 3.0 or higher. Students who meet the initial eligibility requirements are awarded $1000, ($500 in each of the first two semesters) as long as the student is attending on at least a half-time basis. There is no special application process. The scholarship award will be noted on the Financial Aid Award Notice. The Alumni Scholarship is funded by Goodwin University.

RN to BSN Scholarship (Navigator's Scholarship)

This scholarship is awarded to graduates of Goodwin's Associate Degree in Nursing program who matriculate into the BS Nursing program. This scholarship requires a FAFSA completion and is awarded based on a pre-determined Expected Family Contribution (EFC) range and semester course load. Eligible students may receive up to a 55% scholarship to reduce their tuition cost in their first two semesters of the program, and up to a 30% scholarship off their tuition cost thereafter. Students registering for the first time in this program during or after Spring 2021 may be eligible for a scholarship up to 30% off their tuition cost.

Early Childhood Education Scholarship (Navigator's Scholarship)

This scholarship is awarded to students enrolled in the B.S. Child Study Program. This scholarship requires a FAFSA completion and is awarded based on a pre-determined Expected Family Contribution (EFC) range and semester course load. Students may receive up to 50% off their tuition cost.

Departmental Scholars Initiative

Students who attend one of the selected programs below on either a three-quarter-time or full-time basis will receive a 30% reduction in tuition. To maintain the scholarship, students must have a cumulative grade-point-average (CGPA) of 3.0 at the end of each semester. Students whose CGPA drops below 3.0 but above 2.7 will lose one-half of the scholarship (15%). Students may regain eligibility if the CGPA criteria are met at the end of a future semester.

The programs eligible for this scholarship are:
•

AS and BS Business Administration
•

AS and BS Human Services

•

AS and BS Criminal Justice/Public Safety

Medical Assisting Scholarship (Navigator's Scholarship)

This scholarship is awarded to students enrolled in the Medical Assisting Program. This scholarship requires a FAFSA completion and is awarded based on a pre-determined Expected Family Contribution (EFC). Students may receive up to 50% off their tuition.

A.S. Histology Scholarship (Navigator's Scholarship)

This scholarship is awarded to students enrolled in the A.S. Histology Program. This scholarship requires a FAFSA completion and is awarded based on a pre-determined Expected Family Contribution (EFC). Students may receive up to 25% off their tuition.

Vision Care Technology Scholarship (Navigator's Scholarship)

This scholarship is awarded to students enrolled in the Vision Care Technology Program. This scholarship requires a FAFSA completion and is awarded based on a pre-determined Expected Family Contribution (EFC). Students may receive up to 50% off their tuition.

Manufacturing Scholarship (Navigator's Scholarship)

This scholarship is awarded to students enrolled in the following programs:

•

Certificates in Manufacturing & Logistics, CNC Manufacturing & Technology, Mechatronics, Welding Technology

•

AS in CNC Machining, Quality Management

•

BS Manufacturing Management

This scholarship requires a FAFSA completion and is awarded based on a predetermined Expected Family Contribution (EFC). Students may receive up to 30% off of their tuition.

Alternative Loan Programs

After exhausting all federal, state and institutional funding, students needing to borrow additional funds to offset the cost of their education may do so through the lender of their choice. Students must have satisfactory credit history and some lenders may require a co-signer. Goodwin University advises students to conduct research prior to selecting a lender by checking interest rates, lending requirements, and repayment options. Alternative loans are considered part of a student's financial aid package and cannot exceed the cost of attendance budget. For assistance in researching alternative loans, please see the Financial Aid Office.

Additional Resources
• Community Scholarships
• Employer Tuition Reimbursement
• Veteran's Benefits and the Yellow Ribbon Program

Other Funding Sources

Connecticut Bureau of Rehabilitation Services (BRS)/Workers Compensation Commission

This department provides direct and supportive funds for disabled students attending Goodwin University. Funds have been received through WIA offices in Hartford, East Hartford, Manchester, Enfield, Middletown, Meriden, New Britain, Bristol, Willimantic, Waterbury, and others.

Connecticut Department of Labor

This entity provides funding for students under the Trade Adjustment Act (TAA).

Corporate Partnership Scholarship

Students who are employed at companies or are members of organizations that have entered into agreements with Goodwin University may be eligible for this scholarship. Student may receive up to 25% off of their tuition. The student must present a letter from the company or organization prior to the award being made.

Division of Workers Rehabilitation Services

This state agency provides funds for re-training for those individuals who were hurt on the job and can no longer perform that job due to accident or illness.

Job Connection, State Department of Social Services

This program has provided childcare and transportation funds for eligible students during enrollment at Goodwin University. Goodwin University meets the institutional definition of an Approved Provider under the Workforce Investment Act.

Regional Workforce Development Board

This entity provides funding under the Workforce Investment Act (WIA). WIA assists dislocated workers in funding their education through contracts and custom-made programs.

EdAssist Scholarship

Students who are employed at companies who are affiliated with EdAssist who has entered into an agreement with Goodwin University may be eligible for this scholarship. Student may receive up to 10% off of their tuition. The student must present a letter from the company or organization prior to the award being made and be submitted on the monthly EdAssist roster.

Eligibility for Financial Aid

In order to receive financial aid, students must meet these eligibility requirements:

•

Be enrolled in an eligible degree or certificate program;

•

Be enrolled for 6 or more credits per semester for all Financial Aid other than Pell Grants; (Students may be enrolled for less than 6 credits and still be eligible for Pell Grants);

•

Demonstrate financial need for certain funds;

•

Maintain satisfactory academic progress;
- Register with the Selective Service (for males between the ages of 18 and 25). If registration has not been completed, contact the Financial Aid Office for assistance;
- Be a citizen or eligible non-citizen of the United States or Trust Territories with a valid Social Security number;

•

Not be in default in the repayment of any educational loans or owe a refund on any Title IV grant program at any institution; and

•

Have a high school diploma, General Educational Development (GED) certificate, or State Authorized High School Equivalent certificate.

Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA) is available on-line at www.studentaid.gov. Students must create an FSA ID This ID serves as the student's electronic signature. The FAFSA serves as the application for all sources of financial assistance awarded by the University as well as all Title IV Programs. A financial aid counselor is available to assist each student in explaining the process of applying online.

Complete the FAFSA correctly and truthfully. There are severe penalties for falsifying information on a FAFSA including the potential for fines and imprisonment. The University is required to return Title IV aid to the Department of Education in these situations. The payments of tuition and fees incurred will be the responsibility of the student.

The total financial aid application process may take several weeks to complete. To facilitate their official registration into individual classes, applicants should make every effort to complete the process as outlined below in a timely fashion.

To be considered, all applicants must complete the following steps:

1.

Complete the process for admission into a degree or certificate program at Goodwin University.

2.

Complete and submit the Free Application for Federal Student Aid (FAFSA).

3.

Students whose FAFSAs are selected for verification must provide additional information to be verified prior to being awarded any financial aid. See your financial aid counselor for any questions you may have regarding additional supporting documentation.

Notification of Awards

Students are advised of grants, loans, and institutional scholarship amounts in award notices, which are provided online and also given to new students when processing is complete. These awards are based on information from the FAFSA application, which may be estimated and subject to change. Students are encouraged to view their award for the current semester by accessing the NetPartner website. On the Awards tab of NetPartner, the student may also view the College Financial Planning sheet (CFP), which will outline their total charges and gift aid for the entire award year. Federal and State awards are not final until the information reported on the FAFSA application has been verified as accurate by the Financial Aid Office. The award notice is for one academic year (2 semesters) and outlines the types and amounts of aid offered. All new and revised award notices must be acknowledged by the students in one of the following manners: giving

Goodwin University permission to accept the awards for them, signing the award notice, or accepting the awards on NetPartner. The parent of a dependent student who borrows through the PLUS program must sign the initial award notice.

This notification represents the most equitable offer based upon the information provided and the funds available to the University. The availability of funds from Federal and State programs is subject to federal and state appropriations and to changes in Federal and State legislation and regulations.

When their financial circumstances change, students are expected to notify the Financial Aid Office so that adjustments on the award package can be made. When outside awards are received, the student is required to notify the Financial Aid Office to ensure that these awards are credited to the student and to adjust need-based aid where mandated by Federal and State law.

Students should direct any questions related to financial aid at Goodwin University to the Financial Aid Office. The Financial Aid Office has extensive information on specific financial aid programs and federal and state regulations. Before adding or dropping a course, transferring programs, withdrawing from a program or beginning a medical withdrawal, students are encouraged to check with the Financial Aid Office regarding any financial charges or penalties involved.

Questions regarding procedure or awards should be directed to the Financial Aid Office, Goodwin University, One Riverside Drive, East Hartford, Connecticut 06118. (860) 727-6723 or email financialaid@goodwin.edu

International Students

International students are not eligible to receive any Federal or State aid to offset their tuition and fees.

Repayment Solutions

The Repayment Solutions team at Goodwin University promotes financial literacy to prospective and current students as well as alumni. During the admissions process, all students are encouraged to meet with a loan repayment counselor and/or the Financial Literacy Coordinator who provides them with basic resources as starting points for financial education and student loan repayment success. Students are always welcome to come in with questions. Appointments are not needed.

In addition to our on-campus resources, Repayment Solutions also works in partnership with Inceptia, a non-profit organization providing premier expertise in default prevention and debt management in relation to student loans. Together with Inceptia, we identify students

needing immediate, short-term and long-term student loan management guidance. We have partnered with Inceptia to help students explore a wide variety of student loan management possibilities.

Throughout a student's federal loan repayment cycle, our partnership with Inceptia and with our students emphasizes our mutual commitment to student loan repayment success.

Satisfactory Academic Progress

This Policy Applies to all Students

Federal Regulations (General Provision CFR 668.16 and 668.34) require Goodwin University to review the Satisfactory Academic Progress (SAP) of students who apply for and/or receive Title IV financial aid. However, SAP is measured for all students. The sanctions described in this policy are both for federal financial aid and academic purposes. Generally, all periods of the student's enrollment count when assessing Satisfactory Academic Progress, even periods in which the student did not receive financial aid. Please note: SAP evaluations cannot take place until final grades have been posted each semester. Therefore, any financial assistance awarded prior to the academic evaluation is subject to cancellation if the minimum SAP standards are not met.

All students must maintain SAP, achieve minimum academic standards, progress at a satisfactory rate toward program completion, and complete the program of study within the maximum time frame in order to remain enrolled at Goodwin. Additionally, students receiving federal financial aid must meet the SAP standards to remain eligible for their funding. SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (PACE) towards completion at each evaluation point. Students must complete all requirements for graduation within the maximum time frame and have a CGPA of 2.0 or higher.

Maximum Time Frame

Maximum time frame is defined as 150 percent of the length of an academic program, measured in semester hours attempted, as published in the Goodwin University catalog. For example, using the 150% maximum, students enrolled in a program that is 60 semester hours in length must complete the program with a CGPA of 2.0 by the time they have attempted 90 semester hours. Successful course completion standards at each evaluation point ensure that the student can successfully complete the program of study within the maximum time frame with a minimum of a 2.0 CGPA.

If at any point it becomes mathematically impossible for the student to complete his/her program within the 150% maximum timeframe, the student will become ineligible for federal financial aid. The student will be notified via Goodwin University email when reaching maximum timeframe and his/her ineligibility for additional federal financial aid.

Evaluation Points

A student's academic progress toward meeting SAP requirements is evaluated at the end of each semester. The student's cumulative grade point average and rate of completion are reviewed to determine satisfactory academic progress. The student must meet all of the minimum standards to be considered in good standing.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet the minimum CGPA requirement as determined by the degree type (BS, AS, or Certificate) and the number of credits attempted at each evaluation point in order to be considered making satisfactory academic progress. These requirements are:

Bachelor Degree Programs

Number of Credits Attempted	Minimum CGPA
1-10	1.0
11-30	1.5
31-60	1.8
61 and above	2.0

Associate Degree Programs

Number of Credits Attempted	Minimum CGPA
1-10	1.0
11-20	1.5
21-30	1.8
31 and above	2.0

Certificate Programs - 16 to 17 credits

Number of Credits Attempted	Minimum CGPA
1 and above	2.0

Certificate Programs - 18 to 23 credits

Number of Credits Attempted	Minimum CGPA
1-6	1.3
7-12	1.7
13 and above	2.0

Certificate Programs - 24 and above

Number of Credits Attempted	Minimum CGPA
1-6	1.3
7-18	1.7
19 and above	2.0

Rate of Completion Requirements

Students must progress through their educational program at a pace that ensures they will complete the program within the maximum time frame. Therefore, in addition to the CGPA, a rate (or percentage of completion) is calculated and reviewed at the end of each semester. Rate of completion is calculated by dividing the cumulative number of semester credits the student has successfully completed by the cumulative number of semester hours the student has attempted. The rate of completion requirements are:

Bachelor Degree Programs

Number of Credits Attempted:	Pace
1-30	50%
31-60	60%
61-180	66.7%

Associate Degree Programs

Number of Credits Attempted:	Pace
1-30	50%
31 and above	66.7%

Certificate Programs - 16 to 17 credits

Number of Credits Attempted:	Pace
1 and above	66.7%

Certificate Programs - 18 to 23 credits

Number of Credits Attempted:	Pace
1-6	50%
7-12	60%
13 and above	66.7%

Certificate Programs - 24 credits and above

Number of Credits Attempted:	Pace
1-6	50%
7-18	60%
19 and above	66.7%

Financial Aid/Academic Warning

At the end of every semester, each student's CGPA, rate of completion (PACE), and maximum time frame are reviewed to determine whether the student is meeting the above Satisfactory Academic Progress requirements. Students who are not meeting the CGPA and/or PACE standards at the end of a semester will be placed on Financial Aid/Academic Warning for the next semester. Financial Aid/Academic Warning status is assigned to the student by the Academic Progress Coordinator without the need for any appeal or further action by the student. All students placed on Financial Aid/Academic Warning will be notified via Goodwin University e-mail before the start of the next semester. Students with a status of Financial Aid/Academic Warning are eligible to continue receiving federal financial aid funds for one semester.

At the end of the semester during which the student was on Financial Aid/Academic Warning status, the institution will evaluate the student's Satisfactory Academic Progress to determine if the student is meeting the minimum standards of SAP. Students on a Financial Aid/Academic Warning who raise their CGPA and rate of completion at or above the minimum SAP standards will be returned to good standing. If the student does not meet the minimum SAP requirements at the time of evaluation, the student is no longer eligible to receive federal financial aid funds, unless the student successfully appeals the determination and is placed on Financial Aid/Academic Probation. Students not meeting SAP requirements will be notified via Goodwin University e-mail before the beginning of the next semester.

Appeal Process

Students who lose their eligibility to receive federal financial aid funds may appeal to the institution for reinstatement of eligibility. The student may also appeal for exceeding maximum time frame. A written appeal must be initiated by the student and sent to the Academic Progress Coordinator. The deadline for the appeal will be emailed to students via Goodwin University email. The appeal must be based on mitigating circumstances, such as the death of a relative, injury or illness of student or family member, or other special circumstances that prohibited the student from making SAP. The appeal must provide information regarding why the student failed to make SAP and what has changed in the student's situation that will allow the student to meet the minimum SAP standards at the next evaluation point. Furthermore, the student must demonstrate that such circumstances will not continue to adversely impact their performance. The SAP Appeal Board will review and approve/deny all appeals.

If received in a timely fashion, all appeals will be responded to before the beginning of the next semester. Students will be notified of the outcome of their appeal via Goodwin University e-mail.

Financial Aid/Academic Probation and Academic Plans

If the University approves the appeal and determines that the student can meet SAP standards by the end of the subsequent semester, the student will be assigned the status of Financial Aid/Academic Probation and will have their eligibility to receive federal financial aid funds reinstated for one semester.

If the student will not be able to meet the minimum SAP standards by the end of the probationary semester, even with all "A" grades, the student will be placed on an Academic Plan. The Academic Plan may require the student to fulfill specific terms and conditions such as a reduced course load or enrolling in specific tutoring or mentoring programs provided by the University. The student will be eligible to receive federal financial aid funds for the Academic Plan period as long as the University determines, at the end of each semester, that the student has met the requirements specified by the University in the Academic Plan for the student, and otherwise meets all federal financial aid eligibility requirements.

If the student does not meet SAP requirements at the end of the Financial Aid/Academic Probation, or if the student fails to meet their objectives under the Academic Plan, the student is no longer eligible to receive Federal financial aid funds.

How Developmental Courses Affect SAP

Based on testing, degree-seeking students may need to take developmental courses before enrolling in college-level English or math courses. These courses are considered part of the program of study, but carry no academic credit hours. For purposes of establishing enrollment status for federal financial aid eligibility, each developmental course equates to three credits.

Developmental courses may be repeated only once without departmental permission, and under no circumstance will a student be permitted to attempt a developmental course more than three times. Developmental courses may be eligible for federal financial aid; however, students are eligible for financial aid for only a maximum of 30 credits (10 attempted courses) as long as the student maintains SAP.

SAP is monitored on developmental courses; however, developmental courses are not included in the CGPA, the rate of completion, or maximum time frame calculations. The qualitative and quantitative SAP

measurements for developmental courses are assessed separately by monitoring the student's successful completion and grades in these courses.

Developmental courses are measured qualitatively by reviewing the successful completion of these courses after attempting four developmental courses. A student must receive a "C" or higher grade in a minimum of two courses. After attempting more than four developmental courses, a student must receive a "C" or higher grade in at least 50% of developmental courses attempted. If the student fails to meet this criterion, the student is considered not to be making SAP and will be placed on Financial Aid/Academic Warning for the next semester.

At the end of the semester during which the student was on Financial Aid/Academic Warning status, the institution will evaluate the student's Satisfactory Academic Progress to determine if the student is meeting the minimum standards of SAP for developmental courses. Students on a Financial Aid/Academic Warning who meet the standard of receiving a "C" or higher in at least 50% of developmental courses attempted will be returned to good standing. If the student does not meet the requirement at the time of evaluation, the student is no longer eligible to receive federal financial aid funds, unless the student successfully appeals the determination and is placed on Financial Aid/Academic Probation. If the University approves the appeal and determines that the student can meet the 50% standard by the end of the subsequent semester, the student will be assigned the status of Financial Aid/Academic Probation and will have their eligibility to receive federal financial aid funds reinstated for one semester. If at the end of the semester that a student is on Financial Aid/Academic Probation for developmental courses the student fails to meet the 50% standard, the student will no longer be eligible to receive federal financial aid for developmental courses.

Developmental courses are evaluated quantitatively by limiting the number of developmental course repeats. At the point that the institution determines that a student cannot complete all required developmental courses within attempting 30 credits, the student will no longer be eligible for federal financial aid for developmental courses.

How Withdrawing from a Course Affects SAP

If a student withdraws from a course and receives a grade of "W", the credits will count as credits attempted but not as credits earned in the rate of completion and maximum time frame calculations. The "W" grade will not be calculated in the CGPA. Withdrawing from a course can have an adverse effect on the student's rate of completion and maximum time frame calculations

and may affect the student's ability to meet SAP requirements.

How Incomplete Grades Affect SAP

"INC" grades always count as an "F" grade and as credits attempted and may adversely impact the student's ability to meet SAP requirements. "INC" grades count as credits attempted but not as credits earned in the rate of completion maximum time frame calculations.

How Repeated Courses Affect SAP

Any repeated course that is designated as an "R", whether repeated because of a failed grade or to receive a better grade, will be counted as credits attempted but not as credits earned for SAP calculations to determine rate of completion and maximum time frame calculations. Financial aid regulations permit students to repeat a course that has been passed (not an "F" grade) only once in order to earn a better grade. Any additional repeats of previously passed courses are not eligible for federal financial aid nor will they be used to calculate the student's enrollment status for determining federal financial aid eligibility. When a course is repeated, the grade of the most recent repeat will be used for the purposes of calculating CGPA. The "old" grade will remain on the transcript and will be followed by an "R". "R" grades are not used in calculating the CGPA. Repeating courses can have an adverse effect on the student's rate of completion and maximum time frame calculations and may affect the student's ability to meet SAP requirements.

How Medical Withdrawals Affects SAP

Students who are granted a Medical Withdrawal will receive a grade of "W" for all courses in progress. The credits will count as credits attempted, but not as credits earned in the rate of completion and maximum time frame calculations. Withdrawing from a course can have an adverse effect on the student's rate of completion and maximum time frame calculations and may affect the student's ability to meet SAP requirements.

How Transfer Credit Affects SAP

From Another Institution: All transfer credit that is accepted towards a student's academic program or major will be counted as both credits attempted and credits earned for purposes of the rate of completion and maximum time frame calculations. Grades for these transfer courses are not used to calculate CGPA.

Internal Transfer (Change of Program): Every course a student takes at Goodwin University remains on the transcript and is used to calculate the CGPA. In general,

all courses attempted at Goodwin will count as both credits attempted and credits earned for the SAP calculation. The only exception to this policy is for students who transfer to a new program under the Second Chance Program (refer to that catalog section for more information).

This program is not considered academic amnesty, rather a way for students to transfer to a new program that is a better fit for their skills and interests. Students with this type of program transfer will have their SAP calculated only for courses applicable to the new program of study.

Reinstatement of Eligibility

Once a student loses eligibility for federal financial aid funds, the student may continue to enroll in classes but will not receive any federal financial aid.   Once a student meets the minimum SAP requirements, the student may apply through the Financial Aid Office for a reinstatement of eligibility to receive federal financial aid funds.

Students may be reinstated for eligibility for federal financial aid and/or continue as a student as long as it is determined that the student can complete the program within the maximum time frame with a CGPA of a minimum of a 2.0.

Dismissal

At the point that the Academic Progress Coordinator determines that a student cannot achieve the minimum 2.0 CGPA needed for graduation, the student will be dismissed from the University. At the point that it is determined that a student cannot complete the required credits needed for graduation, within the maximum time frame, the student will be dismissed unless (1) the student has submitted an appeal that is approved (2) is on Financial Aid/Academic Probation, and (3) is making progress towards graduation, according to their Academic Probation Plan. Students who are dismissed will be notified in writing by the Provost and Dean of Faculty.

Tuition and Fees

Tuition

Full-time Students* (12 to 18* credits per semester)	$9,994/per semester
Accelerated BSN, Bachelor of Science	$11,994/per semester
Three-quarter Time Students (9 to 11 credits per semester)	$7,073/per semester
Half-time Students (6 to 8 credits per semester)	$5,038/per semester
Students taking less than 6 credits per semester	$707/per credit
English Language Program	
ESL four levels	$10,304

*Students taking over 18 credits in any semester will be charged $707 for each additional credit.

Fees (Non-refundable)

Application Fee:

Degree & Certificate Programs	$50
ESL	$25
General Student Fee	$300/semester
Technology Support Fee	$200/semester
Science Lab Fee	$450/course

Course Fees:

Business Administration Fees

Materials Fee	BUS 101	$50
	BUS 123	$100

Dental Hygiene Fees

Dental Hygiene Lab Fees	DHP 105	$350
	DHP 106	$400
	DHP 110	$400
	DHP 120	$350
	DHP 210	$400
	DHP 220	$350

Dental Hygiene Clinical Fees	DHP 105	$200
	DHP 110	$600
	DHP 120	$500
	DHP 201	$30
	DHP 210	$400
Mock Board Exam Fee	DHP 230	$85
Background Check and Drug Testing	DHP 105	$120
Dental Pin	DHP 220	$40

Early Childhood/Child Study Fees

Task Stream Fee		$100
Background Check Fees	ECE 101	$100
	ECE 251	$100

Funeral Service Fees

Background Check and Drug Testing Fee	FNS 202	$120
Materials Fee	FNS 205	$225
MorTrqr 6 Month Subscription	FNS 297	$30
Practice National Board Exam	FNS 298	$120

Health Science Fees

Background Check and Drug Testing	HSC 460	$120
Task Stream Fee	HSC 450	$100
	HSC 460	$100

Histology/Histologic Science Fees

Lab Fees	HLT 102	$750
	HLT 115	$750
	HLT 209	$750
	HLT 290	$750
Exam Fee	HLT 230	$25
Background Check and Drug Testing	HLT 290	$120
Management &	OS 101	$50

Fee	Course	Amount
Leadership Fees	OS 250	$50
Manufacturing Fees	BMM 101	$300
	BMM 110	$240
	BMM 125	$339
	BMM 135	$200
	BMM 175BMM 183	$275$40
	BMM 190	$75
	BMM 240	$75
	BMM 241	$75
	BMM 275	$275
	BMM 276BMM 285 BMM 289	$275$75 $200
Medical Assisting Fees		
Clinical Fee	MED 151	$550
Background Check and Drug Testing	MED 299	$120
Exam Fee	MED 299	$155
Nursing Fees		
Nursing Clinical Fee		$850/course
Background Check and Drug Testing	NUR 100	$145
	NUR 190	$145
	NUR 205	$145
Background Check Fee	NUR 210	$10
Task Stream Fees	NUR 300	$100
	NUR 301	$100
Shadow Health Fees	NUR 310NUR 320	$100$100
Occupational Therapy Fees		
Lab Fee	OTA 220	$185
Background Check and Drug Testing	OTA 100	$120

Fee	Course	Amount
Exam Fees	OTA 220	$175
Respiratory Care Fees	RSP 112	$750
	RSP 133	$750
	RSP 153	$375
	RSP 154	$750
	RSP 253	$750
	RSP 254	$1,125
ACLS Fee	RSP 254	$300
Background Check and Drug Testing	RSP 112	$120
Additional Background Check	RSP 153	$85
Task Stream Fee	RSP 112	$100
Exam Prep Software	RSP 234	$100
NMRC Mock Exam Fee	RSP 234	$120
Vision Care Technology Fees		
Vision Care Technology Lab Fee	VCT 203	$350
Clinical Fees	VCT 204	$350
	VCT 205	$350
Exam Fees	VCT 105	$45
	VCT 204	$45
Materials Fee	VCT 201	$250
Welding Technology Fees		
Materials Fee	BMM 151	$300
	BMM 252	$175
Administrative Fees:		
Official Transcript of Academic Work (additional fees may apply)		$10
Credit by Exam		$100/course
Late Registration Fee		$100
Late Payment Fee		$50
Payment Plan Fee		$40
Returned Check Fee		$25

Fee to retake MSSC credential exam	$55/exam

Portfolio Review

Credit + Portfolio Development and Assessment Fees for one course	$1,000
Portfolio Development and Assessment Fees for each additional course	$500

Room and Board Fees(per semester)

Residential Fee

Single	$1,450
Double	$850

Housing Fee

Single	$1,800
Double	$1,400
Meal Plan	$850
Meal Plan Replacement Card Fee	$5/card

This schedule of tuition and fees is comprehensive and is expected to prevail during the 2020-2021 academic year. For a more detailed listing of fees by program, please contact the Business Office at 860-727-6784. The Board of Trustees of Goodwin University reserves the right, at any time, to authorize changes.

Refund Policy

Withdrawing from the University

If a student submits an official notice of withdrawal from the university prior to the first day of the semester or the module, 100% of applicable tuition and fees (less books purchased) will be refunded.

If a student officially withdraws from the university between day one and the 15th calendar day of the semester, 100% of total tuition (less fees and books purchased) will be refunded.

No refund of tuition or fees will be granted for officially withdrawing from the university after the 15th calendar day of the semester.

Withdrawing from a Course

If a student officially withdraws from a course(s) prior to the first day of the semester or module, 100% of applicable tuition and fees for the course(s) withdrawn (less books purchased) will be refunded.

If a student does not establish attendance in any course(s) by the 14th calendar day of the semester or module, student will be withdrawn from the course(s). 100% of applicable tuition for the course(s), less $200 fee per course withdrawn (less fees and books purchased) will be refunded.

If a student withdraws from a course(s) by completing the official Add / Withdrawal Form from the first day through the 15th calendar day of the semester or module, 100% of applicable tuition for the course(s) withdrawn (less fees and books purchased) will be refunded.

No refund of tuition or fees will be granted for an attending student who officially withdraws from a course(s) after the 15th calendar day of the semester.

Policy Notes

1. Refund/returns of Title IV funds are made in accordance with applicable Federal rules and regulations that take precedence over university refund policy.
2. Refund policies assume that all charges have been paid in full prior to withdrawal. In some cases, an account adjustment may not entitle a student to an actual refund.
3. When a student's Sonis accounting ledger indicates a credit balance, not including institutional and/or anticipated funds, a refund will be issued.

Financial Aid/Loan Students

If a student withdraws from the university or a course, he/she may be subject to a financial aid award reduction or cancellation. This can result in a student personally owing money to the university. Students should contact the Financial Aid office before withdrawing.

Appealing Financial Aid/Finance Issues

Students may resolve financial aid/finance-related issues by appealing to the Record Review Committee (RRC). The RRC is comprised of various members of administrative departments at Goodwin University. Students are required to submit their concerns in writing on a Petition Form located on the

Registrar's page of the Goodwin University website. Students must include all pertinent documentation to substantiate their claims. The committee meets weekly and will respond to each student's request within thirty (30) days of receiving the petition. If students are not satisfied with the decision of the RRC, they may appeal to the Goodwin University Appeals Board for a final decision.

Single Course/Workshop Refund Policy

For all single courses and workshops, the university will retain 100% of the tuition once the student has attended class.

Refund Policy for Students Participating in Federal Title IV Student Aid Programs

If a student participates in Federal Title IV Financial Aid, the university will first calculate the Return to Title IV and then apply the Institutional Refund Policy. For those students not participating in Federal Title IV Financial Aid, only the Institutional Refund Policy will apply. FederalTitle IV funds include Federal Pell Grants, Federal College Work-Study, Supplemental Educational Opportunity Grants, Direct Loans and Direct PLUS Loans. A student's Title IV monies are adjusted when the student drops a course or earns an NS (no show) grade. An NS grade does not establish attendance. Each NS grade results in a $200 charge. Title IV Funds cannot be used for this $200 charge.

Return of Title IV Funds: The university must return any unearned portion of monies received under any of the Title IV programs. This calculation is based on the parameters set forth in section 668.22(e)(1) of the Higher Education Act of 1965, as amended. This is a proportional calculation based upon the student's date of withdrawal. Students must attend 60.01% of an enrollment period in order to earn all of their financial aid for the applicable semester. Students will be notified of any balance owed to the university as a result of the refund calculations.

This is a synopsis of the Return to Title IV calculation and not the entire policy. The student may see the entire policy along with work sheets and examples in the Financial Aid Office's Policies and Procedures Manual. Students who withdraw and re-enter are subject to all the regulations and policies in effect at the time of re-entry.

General Policies

The Board of Trustees and the administration of Goodwin University are committed to providing educational opportunities to all who seek and can benefit from them. They recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences.

Goodwin University recognizes that it has an obligation to provide programs which promote pluralism and diversity and encourage the University community to respect and appreciate the value and dignity of every person and his/her right to an atmosphere not only free of harassment, hostility, and violence, but supportive of individual academic, personal, social, and professional growth.

Policy Disclaimer

The Course Catalog is not an exhaustive list of all of Goodwin University's policies and procedures. Please also refer to the Student Handbook and the Goodwin University policy website.

Anti-Violence Policy

Violence is not tolerated at Goodwin University. All University employees and students share a responsibility, and should therefore strive, to create and maintain an environment that is free from violence.

Violence includes assaults, threats, bullying, stalking, intimidation, and other disruptive behaviors. It can involve oral, written, or electronic statements, gestures, or expressions that communicate a direct or indirect threat of harm.

All members of the Goodwin community have a duty to report actual or potential violence on University property, or during a University-approved activity. All reports shall be taken seriously and investigated. No reprisals will be taken against any individual who makes a report, unless it is found to be of a vexatious or retaliatory nature.

Any person who finds him/herself in imminent danger while on University property or engaged in any University-approved activity should immediately contact the East Hartford Police Department and Campus Security when reasonably possible. The primary consideration is to ensure the safety of that person(s) as well as any other person in the immediate vicinity who might be at risk.

Campus Security may contact the East Hartford Police Department in non-emergency situations depending on the circumstances or at the victim's request.

Nothing in this policy shall prevent any member of the Goodwin community from directly contacting a police service or other appropriate emergency response agency.

Any individual who commits or plans a violent act on University premises may be banned from all campuses and/or subject to disciplinary actions, criminal charges, or both.

In addition to the processes described above, the University is committed to providing support services to victims of violence. Members of the University community who are victims of violence will have access to the Counseling Services, which may be contacted at (860) 913-2159 or (860) 913-2021. Additional information about the Counseling Services can be found on the website.

Appeals and Grievances

When questions or concerns arise which must be discussed and resolved, it is important to know the person with whom to speak and the procedure for obtaining resolution of issues.

Goodwin University treats its programs as a form of on-the-job training for its students. For that reason, any complaint or suggestion regarding a class should be discussed first with the instructor. If a student is unable to satisfactorily address the problem, (s)he should make an appointment with the appropriate Dean. After that, appeals may be made, in writing, to Goodwin University's Appeals Board (GCAB). All appeals should be sent to Danielle Wilken, Provost, Dean of Faculty, and Chair of the Appeals Board. Decisions will be rendered in writing within two (2) weeks.

The GCAB will also hear appeals on financial aid and conduct issues after the student has sought a remedy through the appropriate channels. As with academic issues, appeals may be made, in writing, to the Goodwin University Appeals Board (GCAB). All appeals should be sent to Danielle Wilken, Provost, Dean of Faculty, and Chair of the GCAB. Decisions will be rendered in writing within two (2) weeks.

If you are still aggrieved after speaking to all of these people, you may call or write the Connecticut Office of Higher Education at 450 Columbus Boulevard, Suite 707; Hartford, CT 06103-1841. The phone number is (860) 947-1800. Students wishing further clarification

may direct concerns, in writing, to the New England Commission of Higher Education; 3 Burlington Woods, STE 100; Burlington, MA 01803-4514. Their phone number is 781-425-7785.

Children on Campus Policy

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of Goodwin University must be under the constant supervision of a responsible adult while on University property or on the site of any approved off-campus class or other University event. The only exception to this policy is the Kid care program, which is an on-campus drop-in child care service that provides supplemental child care assistance for Goodwin University students during class time. Employees of the University have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. Children should not be unattended in any University facility at any time. Furthermore, children may not be brought with students to class sessions, labs, internships, fieldwork placements, or clinical placements. A violation of this policy may result in appropriate disciplinary action.

The University assumes no responsibility or liability for children, or for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in a Goodwin University class.

If an unattended child is observed on campus, Campus Security should be alerted immediately. Security will attempt to locate the child's (children's) parents or legal guardians or caregiver to remedy the situation. If the parents, guardians, or caregiver cannot be found in a reasonable amount of time, Security may refer the situation to the Department of Social Services or other appropriate agency.

Copyright Infringement Policy

Goodwin University Copyright Compliance Policy

The Goodwin University Copyright Compliance Policy provides a summary of U.S. copyright law as it relates to the use of copyright-protected works in the classroom and library.

U.S. copyright law contains many gray areas. The goal of this policy is to provide administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers issues such as photocopying

and online education. It also covers library uses for print and electronic reserves, ILL, file sharing, and document delivery.

What is Copyright?

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

What is protected by Copyright?

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship," including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform, and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data, or facts.

Fair Use

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, or research. If the

reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

- The purpose and character of use (principally, whether for commercial or nonprofit educational use);
- The nature of the copyright-protected work;
- The amount and substantiality of the portion used; and
- The effect of the use as it affects the value of the copyright-protected work.

The law does not state exactly what uses of a copyright-protected work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. Fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, the University interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations;
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one-time use in only one semester;
- Use in a parody of short portions of the work itself; and
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

Types of Use

Classroom handouts. Based on XYZ's fair use analysis, classroom handouts fall into two categories: one that requires permission and one that does not. If the handout is a new work for which you could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, you may use that work without obtaining permission. However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one

could reasonably be expected to obtain copyright permission in advance, you must obtain copyright permission to use the work.

Reserves. If the Goodwin library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission.

Photocopying in the library. It is permissible to photocopy copyright-protected works in the Goodwin library without obtaining permission from the copyright owner under the following circumstances:

- **Library user requests for articles and short excerpts.** At the request of a library user or another library on behalf of a library user, the library may make one reproduction of an article from a periodical or a small part of any other work. The reproduction must become the property of the library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship, and research.
- **Archival reproductions of unpublished works.** Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another library or archive. This may be a photocopy or digital reproduction. If it is a digital reproduction, the reproduction may not be made available to the public outside the library or archive premises.
- **Replacement of lost, damaged, or obsolete copies.** The library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating, or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library.
- **Library user requests for entire works.** One reproduction of an entire book or periodical may be made by your library at a library user's request or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining, after reasonable investigation, that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship, and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

Online Use

Instructors may post their own authored materials, such as lecture notes, tests, exercises, problem sets, and PowerPoint presentations. If material they wrote was published, they may have transferred the copyright to the publisher. In that case, it will be necessary to obtain permission from the publisher to post the material.

Materials from Goodwin-licensed collections may be included in electronic reserves and course websites without any further permission by linking to a persistent URL. Material not protected by the Copyright Act may be made available on electronic reserves or on course websites without the permission of the copyright owner, such as works in the public domain, works of the U.S. government, and links to websites.

Warning

Compliance with copyright law is the responsibility of the individual. This is only a short introduction to copyright issues affecting students and faculty. Please see the copyright book in the library, *Copyright Clarity* by Renee Hobbs, Ed.D., for further discussion of fair use supporting digital learning. Dr. Hobbs is a leading authority on media literacy education and copyright law.

Drug and Alcohol Policy

Goodwin University is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Goodwin University maintains a campus free from drug and alcohol abuse. Any violation of this policy will warrant disciplinary actions up to and including dismissal or termination and may result in local, state, and/or federal criminal charges.

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires that all institutions of higher education implement a program that prevents the use of illicit drugs and the abuse of alcohol by students and employees.

Please refer to the Student Handbook, Faculty Handbook, or Staff Handbook, as applicable, for the full policy.

Gender-based and Sexual Misconduct Policy

Introduction

Members of the University community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Goodwin University believes in a zero tolerance policy for gender-based and sexual misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a complaintant is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Overview of Policy Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you do and do not want sexually. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence — without actions demonstrating permission — cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates the University's gender based and sexual misconduct policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drugs use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, individuals will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a "No."

Please refer to the Student Handbook for further information on violations, definitions, and sanctions. For questions or concerns or to report a violation of this policy, contact Madison Yates, Title IX Coordinator, at (860) 913-2141 or myates@goodwin.edu.

Goodwin University Technology Access

Access to computer systems, networks and electronic devices owned by Goodwin University imposes certain responsibilities and obligations on all students. Students are to use computers, networks, and resources for conducting day-to-day business operations for Goodwin University or educational purposes relating to the education of students at Goodwin. Network resources are not to be abused in any way for personal usage, profit-making, or illegal activities.

Users shall not add, remove, reconfigure, or deface any computer or electronic hardware or software owned and maintained by Goodwin University; install or download any Games or Gaming websites onto any Goodwin University-owned equipment; or install or use any malicious software such as, but not limited to Trojans, viruses, or malware.

Goodwin University's Appeals Board

The Goodwin University Appeals Board (GUAB) is the final arbiter of all financial aid issues, including the Record Review Committee (RRC); academic issues, including grade appeals; and conduct issues, including issues regarding Title IX, ADA, and Section 504. The Goodwin University Appeals Board shall be chaired by the Provost and Dean of Faculty and shall include appropriate members from senior leadership and faculty.

Internet Usage

The Internet is a very powerful tool when used properly. However, abuse of the Internet is very common and must be monitored and controlled to protect Goodwin University from malicious attacks. Users should always assume any Internet activity, including but not limited to E-mail, web browsing, and downloading, can be viewed by someone else at any given time on any computer owned by Goodwin University. Please refer to the Technology Policy on the Goodwin University Policies web page.

Kid Care Program

Goodwin Kid Care Program is currently closed. For more information, please visit our website.

Goodwin Kid Care is an on-campus drop-in child care service that provides supplemental child care assistance for Goodwin University students during class time. Students are encouraged to take advantage of this exceptional service and opportunity to keep your children engaged, happy, and safe while you are in class. Children will have opportunities to make new friends and explore math, science, reading, and technology.

All students must complete an application and an interview with the Kid Care Director or Kid Care Specialist prior to utilizing this service.

Non-discrimination Statement and Acts of Intolerance Policy

Goodwin University is an affirmative action/equal opportunity educator and employer, fully committed to the goal of providing equal opportunity and full participation in its educational programs, activities, and employment without discrimination because of race, color, religious creed, sex, age, national origin, political affiliation, marital status, veteran status, sexual orientation, gender identity or expression, disability, HIV/AIDS or other communicable disease status, or any other consideration not directly and substantively related to effective performance. This policy implements Federal and State laws, regulations, and executive orders.

The staff, faculty, student body, and administration of Goodwin University form a diverse community and the University maintains that activities, programs, and everyday interactions are enriched by acceptance of one another in an environment of positive engagement and mutual respect. Acts of discrimination, intolerance, or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with according to employee and student grievance and disciplinary procedures.

To file a discrimination complaint, or for inquiries concerning Goodwin University's Non-discrimination Policy, Title IX and the Rehabilitation Act of 1973, and the Americans with Disabilities Act, contact Madison Yates, Title IX and Equity Coordinator, at (860) 913-2141 or myates@goodwin.edu.

Persons with Disabilities Policy

Goodwin University is committed to the goal of achieving equal educational opportunity for individuals with disabilities and actively seeks to develop and maintain reasonable accommodations for all students. Persons with disabilities are encouraged to apply for admission. With appropriate documentation, students may request reasonable accommodations through the AccessAbility Services office at accessabilityservices@goodwin.edu.

Goodwin University is accessible to people with disabilities. Accessible parking is located in the front of the school in designated areas. A ramp is located at the entrance of the University. All campus buildings have been built to handicapped specifications.

Student ID Cards

All students at Goodwin University are issued a student ID card for the purposes of security-related identification, to use in financial aid situations and to use in the various other functions of University life at Goodwin. Each student is expected to have and wear an ID card. The initial card is provided at no cost to the student. Subsequent cards will carry a charge of $10 for replacement.

Unauthorized Peer-to-Peer (P2P) File Sharing and Other Copyright Infringement

Policy Regarding Unauthorized Peer-to-Peer (P2P) File Sharing and Other Copyright Infringements

The Higher Education Opportunity Act (HEOA) was signed into law on August 14, 2008, and regulations for implementing the law were issued by the Department of Education on October 29, 2009. Several sections of the HEOA are designed to reduce the illegal distribution of copyrighted works, including the unauthorized uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. These provisions require all U.S. colleges and universities to:

• Provide an annual disclosure to current and prospective students describing copyright law and campus policies related to copyright infringement, including penalties and liabilities for unauthorized peer-to-peer file sharing.

• Create a plan to effectively combat the unauthorized distribution of copyrighted materials by users of its network, including the use of one or more technology-based deterrents.

• Offer alternatives to illegal downloading, to the extent practicable.

• Identify procedures for periodically reviewing the effectiveness of the plan to combat the unauthorized distribution of copyrighted material.

Copyrights

Users shall not use Goodwin University's computers or network to copy, download, modify, or distribute copyrighted materials. This includes but is not limited to the following:

1. Music
2. Movies
3. Literature
4. Photographs
5. Software

Abuse and Enforcement of policy

1. Any abuse of this policy should be immediately reported to the Vice President for Physical Facilities and Information Technology.

2. Abuse of this policy may result in disciplinary action by the University, local law enforcement, and/or federal law enforcement.

3. If there is a violation of this policy, the Director of Information Technology is authorized to take actions to implement and enforce the network usage policy and provide system integrity and security.

4. The Director of Information Technology is authorized to suspend any user's access rights if the administrator has reason to believe that said user has violated the network usage policy.

Goodwin University ("the University") complies with the HEOA by the following:

Annual Disclosure. At the beginning of each Fall term, the following statement ("P2P Policy") will be incorporated into the Student Handbook for all students and sent to all students in a stand-alone email:

> Institutional policies and sanctions related to the unauthorized distribution of copyrighted material: The University takes copyright infringement seriously. All students must abide by federal and state copyright laws when using the University computing or network resources. The unauthorized publishing or use of copyrighted material on the University computer network is strictly prohibited and users are personally liable for the consequences of such unauthorized use. This specifically applies to P2P file-sharing of copyrighted music and movies. Students should be aware that by engaging in unauthorized sharing of copyrighted material, they not only violate University policy, but they may also be held criminally and civilly liable by federal and/or state authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work

infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office, especially their FAQ's.

The University will subject students who violate this policy to discipline as appropriate. Repeated infringement is subject to disciplinary action, up to and including expulsion from the University.

Weapons Policy

There is zero tolerance for actions that endanger or threaten to endanger any student and his/her right to have equal access to an education on a secure campus. Therefore, any weapon or anything that is determined to be a weapon by the Director of Campus Safety and Security is not allowed anywhere on campus. Any such weapon will be confiscated, and the violator will be subject to disciplinary action, including expulsion from the University.

All students, faculty, and staff who have knowledge of weapons on campus must report that knowledge immediately to the police by calling 911.

Academic Regulations

Academic Placement Evaluation

The purpose of placement evaluation is to ensure that the skills of incoming students are uniformly evaluated, that students are placed in courses appropriate to their academic preparation, and that courses and other academic and student support services which allow students to develop to their full potential are made available. Goodwin University uses the CollegeSuccess test for placement evaluation. CollegeSuccess scores are valid for one year from the date they were taken.

Challenge/Retakes - One Time Only

Students may challenge their English or Math scores only once for any reason. A student may challenge Math by retaking either the Math or Algebra portion of the test.

If a student retakes a test and scores lower, the highest score can be used in placement.

Test Waivers

Students do not have to take the CollegeSuccess if they produce an official college transcript that indicates that they:

•

Already completed a transferable English composition and a mathematics course higher than elementary Algebra (e.g., earned a C or better) OR
1. Passed a developmental English course (earned a C or better) in past three years will place into ENG 101
2. Have overall GPA of 2.5 or better in most recent coursework (high school or college) will place into ENG 101

•

Have at least an associate's degree from an accredited college

Or if they are a recent high school graduate and can produce:

•

A recent, documented SAT Evidence-Based Reading and Writing score of 480 or higher

•

A recent, documented SAT Math score of 530 or higher

•

A recent, documented PSAT Evidence-Based Reading and Writing of 460 or higher

•

A recent, documented PSAT Math score of 510 or higher

•

A recent, documented ACT English score of 18 or higher

•

 A recent, documented ACT Math score of a 22 or higher

SAT and ACT scores can be used for 3-5 years; after five years, a potential student must take the CollegeSuccess. The CollegeSuccess is used to assess a student's readiness for college-level work. Any student who places into English 088 will be enrolled in the Goodwin Achievement Program. Other placement decisions should be made in collaboration with the student's applicant advisor.

Re-Enrollment and CollegeSuccess Expiration

Student CollegeSuccess scores can be used for one year from the official withdrawal date. After one year, a student must retake the test and be placed according to the current University guidelines.

Please note: Students placing into developmental English courses will need permission from their advisor to register for any college-level course work.

Academic Advising

Goodwin University Academic Advising builds collaborative relationships between the student and University community to support our diverse students as they explore and pursue career and personal goals. It is our mission to foster student success and retention by providing comprehensive and individualized one-on-one advisement sessions. During advisement sessions, students will develop the knowledge and skills necessary to select their courses within their plan of study, as well as make decisions on choice of major and academic goals. Advisors challenge, support, and encourage students to be active participants in their learning, development, and academic success.

All students are assigned to an academic advisor upon their enrollment to Goodwin University. Assignments are made based upon a student's academic program. If a student changes his or her academic program, the advisor will likely change. Academic Advising plays a critical role in fulfilling the mission of the University as it builds collaborative relationships that assist students in exploring professional options and developing

educational plans consistent with their academic and lifelong learning goals. Advisors also connect students to appropriate campus services and opportunities. The advisement process fosters a continuous advisor/student relationship that begins in the first semester and continues throughout the time the student is enrolled at G.

All students are encouraged to meet with their academic advisor throughout their university career. Students planning to transfer credit from an accredited institution or who wish to be considered for an award of credit for experiential learning should also meet with an academic advisor before registration to discuss options. In addition, students planning to continue their education should meet with their academic advisor to discuss transfer requirements, admission requirements and course planning.

Advisors are available to:
• Advise students on course selection.
• Develop plans of study.
• Add, drop, and withdraw students from classes.
• Answer academic questions regarding courses and plans of study.
• Counsel students if they are having academic difficulties.
• Serve as a support system for enrolled students.
• Advise students on graduate school options.

College Transfer Advising

Goodwin University has formal articulation agreements with select colleges and universities in Connecticut. Credits earned at Goodwin University may be eligible for transfer to another accredited college or university. However, each receiving institution has special degree program requirements that will determine the specific transfer credit it will grant. Goodwin University does not promise or guarantee the transferability of any course, credits or credentials earned at this institution to any other educational institution. Students who plan to transfer are advised to check with the intended transfer institution concerning the number of credits that the institution will accept from Goodwin University. It is the student's responsibility to seek advice early in the process.

Registration

Incoming students register for classes by visiting with an applicant advisor as part of the Admission process.

Returning students officially register for the upcoming semester in week 7 of their current semester. Specific information about each registration period is available

on the university website beginning week 4 of each semester and course offerings are available at https://www.goodwinsonisweb.com/. Students are encouraged to access the Goodwin University website home page for registration details. Students should also check their Goodwin e-mail for registration reminders.

Before official registration begins, students should:
1.

Meet with their program director or Academic advisor to choose courses.
2.

Check that their FAFSA is current.
3.

Check for registration holds in Sonis.
4.

Clear up holds.

Students who do not register during the official registration period will be charged a $100 late registration fee to register during the late registration period. Students may revise their registration during late registration and throughout the add/drop period. After the add/drop period, students wishing to add a second module course may do so before the seventh day of the second module. Changes made during the add/drop period may result in changes in tuition and/or fees. Students should reference the institutional refund policy for any financial penalties that may occur because of a change in registration during the add/drop period. All changes made to registration are subject to review by the Financial Aid Office, Business Office, and the Registrar before they are considered final.

Wait List Management Policy

When a student wishes to register in a course that is full, the student may be added to the wait list for that course.

A student may be added to no more than three wait lists and must understand that the wait list is a good faith offer to seat students in a fair and equitable manner SHOULD a seat open up. Students are offered seats in sequential order only. The wait list does not guarantee a seat; so students should register for another section or course in order to ensure that they will qualify for financial aid.

If a seat becomes available, students will be contacted by the Registrar's office through their Goodwin University e-mail. Students should notify the Registrar's Office of their intentions as soon as possible. If a student does not respond to the Registrar's office email

within 24 hours, the student will be automatically removed from the wait list.

Double Major and Dual Degree Enrollment

Many of the degree programs at Goodwin offer different options within the discipline that will accommodate the student with complex career objectives. There are instances, however, where a student will choose to matriculate in one major or degree program and also request courses in a second major or degree program.

Double Majors

To pursue a double major, students must complete a minimum of 15 credits in their original major with a grade-point-average of 2.3 or better before requesting admission into a second major. Enrollment into the second major requires the approval of the Dean of that program. The student must complete a "Request for Dual Major" form which is obtained online. If the student elects one concentration within their original program, and subsequently decides to take an additional concentration within that same program, the above criteria will apply.

In order to earn a double major, students must complete all requirements for both majors as outlined in this catalog. At least 25% of the core coursework in each program must be unique to each major. Selective admissions requirements must be satisfied before the student enrolls into a second major. Please use the link to complete the form.

Dual Degrees

Dual degrees may be pursued either concurrently or separately.

Enrollment into the second degree requires the approval of the Dean of that program. The student must complete a "Request for Dual Major" form which is obtained online.

In order to earn the credential they are striving for (the degrees and/or certificate), students must complete all requirements as outlined in this catalog. Selective admissions requirements must be satisfied before the student enrolls into a second degree.

The exception to this policy is that all students enrolled in the Associate in Science in Medical Assisting are dually enrolled into the Certificate in Medical Assisting.

Concurrent dual degree — matriculation into two degree programs at different academic levels (e.g. Bachelor and Associate). Students must complete a minimum of 15 credits in their original degree with a grade-point-average of 2.3 or better before requesting admission into a second degree program.

Separate dual degree — graduation from one degree program and then matriculation into a second degree program at the same level (Associate and Associate or Bachelor and Bachelor) or different academic levels where there is at least a full year of study beyond the first degree to earn the second (a minimum of 30 unique credits).

Please go to the following link to complete the form: https://www.goodwin.edu/pdfs/registrar/dual-major-request.pdf.

Minors

Goodwin University offers students pursuing a bachelor's degree an opportunity to choose a minor to serve as a secondary area of interest. Minors may extend a student's scope of study in a related field or balance their major through study in a completely different field.

Minors are 15 credits. Completion of a minor requires that a student earn a "C" (2.0) grade or better in each of the required courses for that minor. No more than 9 credits may be used to meet both major/general education/concentration and minor course requirements. Students can substitute up to six credits with permission of the Dean and Program Director. A maximum of 6 transfer credits may be applied toward the minor. A student may earn more than one minor.

Refer to the appropriate Academic School's page for specific minor curriculum requirements.

To be considered for a minor, students entering their last semester must apply for a minor through the Registrar's Office when submitting their application for award of credential. After completion of requirements, the minor will be recorded on the student's final transcript.

Developmental Courses

Course numbers beginning with a "0" are considered developmental courses. Grades received for developmental courses are not included in the calculation of the student's cumulative GPA. For purposes of Satisfactory Academic Progress, these courses do not count as credits attempted or as credits earned toward any degree or certificate.

Students who are required to take developmental courses must do so within their first 15 credits at the University.

Developmental courses may be repeated only once without requesting permission, and under no circumstance will a student be permitted to attempt a developmental course more than three times.

Developmental courses may be eligible for financial aid; however, students are eligible for financial aid for a maximum of 30 credits (10 attempted courses) in developmental coursework.

Independent Study

Independent Study is an alternative instructional strategy. Students work independently, according to a written agreement, and under the supervision of a faculty mentor. An Independent Study course offers flexibility to meet individual student needs, interests, and styles of learning.

Students may request an independent study through their dean. Tuition for these courses is charged at the same rate as all other courses. In each independent study, a contract containing specific course objectives, activities and assignments will be agreed upon and signed by the instructor and student. Requirements may vary according to specific courses, but all must meet the following:

•

Regularly scheduled meetings of the faculty mentor and student.

•

Summary report of the assigned project.

•

Final paper and/or examination.

To qualify, a student must be in good academic standing; students on probation are ineligible. Up to 12 collegiate credits may be earned through independent study.

The Independent Study Contract is available from the Registrar's office. Students should complete the contract with their instructor and submit a signed copy to the Registrar's office prior to registering for the course.

Academic Integrity

At Goodwin University, we value integrity as an essential component in our interactions with each other. We believe the purpose of a college education is for

students to learn how to think critically and express their own opinions using their own ideas. The concept of academic integrity in all intellectual pursuits is a value that is fundamental to academic life and scholarly practice. Students at Goodwin are obligated to uphold high standards of academic integrity in their scholarship and learning. It is expected that students take personal responsibility for their work and acknowledge the ideas of others. Academic integrity means doing one's own work and giving proper credit to others whose ideas and work a student is utilizing. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism.

Goodwin University defines academic dishonesty as including, but not limited to, (a) plagiarism: presenting, as one's own, the ideas or words of another person or persons for academic evaluation without proper acknowledgment and (b) cheating: providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations.

Student Teaching/Internship/Externship Requirement

Students enrolled in programs requiring student teaching or an internship/externship must have a 2.0 cumulative grade point average before attempting to fulfill this requirement. Registration into these courses is not considered final until the roster has been reviewed and approved by the Dean and the Program Director.

Attendance and Tardiness

Goodwin University believes that regular attendance in, and prompt arrival to, all classes optimizes each student's educational experience. Therefore, students are encouraged to attend every class, to arrive on time, and to stay for the entire class period.

Instructor set their own attendance and tardiness policies. These policies are given to the students on the first day of each class as part of the course syllabus. Students are responsible for familiarizing themselves with each of their instructor's attendance policies.

Establishing Course Attendance

Students must establish attendance in each course for which they are registered. Students have from the first

day of their course through the fourteenth calendar day of a semester/module to establish attendance. Faculty report attendance on Census Day, which occurs on the fifteenth calendar day of each semester/module. Students who have not attended or participated in their course

by the fourteenth day of the semester or module will be withdrawn from the course.

In order to establish attendance, students must do at least one of the following, prior to Census Day:

•

Student attends an on-ground class; OR

•

Student posts to online discussion about an academic matter; OR

•

Student submits an academic assignment either on-ground or online; OR

•

Student takes a quiz or test either on-ground or online.

Please note that posting to an introductory discussion board assignment does not constitute as establishing attendance.

Students who do not establish attendance will be administratively withdrawn from the course(s) and will be listed as a No Start (NS). These courses will not be listed on the transcripts or counted as credits attempted.

For students who do not establish attendance for all/any course(s) by Census Day, a refund of 100% of applicable tuition charges less applicable fees and books, less $200 for course withdrawn will be granted.

Students receiving Title IV funds should reference the Financial Aid and Refund Policy in the catalog or on the Goodwin University website for any financial consequences related to non-attendance.

Course Prerequisite Requirements

Students must meet all course prerequisites, including minimum grade requirements, before beginning a course. Incompletes may not be used to satisfy course prerequisites. Students who register for a course that does not meet minimum requirements may be withdrawn from the registered course by the Registrar's Office.

Prerequisite Course Waiver and Course Substitution

Under special circumstances, with permission from the appropriate Dean or Program Director, students may receive a waiver for a prerequisite of a specific course. Students who wish to pursue a prerequisite waiver should contact their Dean or Program Director.

Course substitutions also require permission of the Dean or Program Director and the Registrar.

Credit Hour System

Goodwin University complies with federal regulations defining the credit hour and describes all collegiate courses in semester credit hours. A credit is a unit of academic achievement that is awarded upon successful completion of a course and not necessarily an indicator of transferability of credit. For a 15-week course, a credit hour is defined as: (1) Didactic traditional Classroom - one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester, (2) Laboratory - one laboratory credit equals three hours per week of classroom laboratory instruction or two hours of classroom laboratory instruction combined with a minimum of one hour of out-of-class student work,
(3) Internship/Externship/Clinical - one internship/externship/clinical credit equals three hours per week in assigned workplace-directed activities. If assigned workplace-directed activities equal less than three hours per week, then course syllabi must demonstrate that the work hours plus outside work equals three hours per week per credit. For a Distance Education course, one credit in an online classroom must equate to at least three hours per week of engagement in academic activities as documented in the course syllabi.

Goodwin University offers three semesters in a calendar year. An academic year consists of the three semesters beginning in September. Each semester is 15 weeks in length. Two semesters constitute an academic year for purposes of financial aid. Day and evening courses are usually either 7 1/2 or 15 weeks in length. For a complete description of the University's credit hour policy and procedures, including equivalencies, refer to the University's website.

Student Classification

A full-time student is one who registers for 12 or more credits per semester. A three-quarter-time student is one who registers for 9 to 11 credits per semester. A half-time student is one who registers for 6-8 credits per

semester. Students taking less than 6 credits per semester are considered less than half time and may not be eligible for financial aid. For purposes of designating bachelor degree students by class, Goodwin University uses the following standards:

- <30 collegiate credits earned=Freshman

- 30-59 collegiate credits earned=Sophomore

- 60-89 collegiate credits earned=Junior

- 90+ collegiate credits earned=Senior

Students are classified by their degree. Students who are enrolled in at the Associate in Science level can achieve the highest classification of Sophomore; while students enrolled in the Bachelor of Science degree can achieve the highest level of Senior.

Course Repeats

Repeating courses can have an adverse impact on satisfactory academic progress (SAP). In addition to the standards set for minimum credits earned and grade point average in the evaluation of SAP, repeated courses will be counted as credit hours attempted when calculating the quantitative component.

Students are required to repeat any course in which they have received an "F", a "UG", or a "W" if that course is required in the student's program, or if they have not earned a grade that meets program or major grade requirements. Students may also choose to repeat a course to qualify for graduation status (2.0) or generally to improve their CGPA.

Students may repeat a course only once without permission. A request to take a course for the third time requires students to formally request permission by completing a form available online. Permission to take a course for a third time is not guaranteed and may require a meeting with the Dean or Program Director. Decisions made via the request form are final and may not be appealed.

Students receiving Financial Aid should check with that office regarding re-takes of courses in which they have already earned a satisfactory grade. A student is not eligible to receive financial aid for repeating a course for the third time in order to achieve a better grade. The credits associated with the third repeat are not used in determining the student's enrollment status for purposes of financial aid. In all cases, a student can only receive Title IV funds for one repeat of a previously passed course.

In all cases, every course taken counts as credits attempted when calculating the quantitative component for program completion. When a course is repeated, the new grade will be used in place of the original grade for the purposes of calculating the CGPA. The old grade will remain on the transcript and will be followed by an "R" to indicate that the course was repeated. "R" grades do not affect the CGPA.

Adding a Course

Students who wish to add a 15-week or first module course must do so by the end of the first week of the semester. Students may add a 15-week course during the second week of the semester, however it's for approved courses only. Registered students who want to add a second module course must do so by the end of the first week of that module. Prior to the beginning of the semester, students may add courses by accessing their Registration on Sonis and registering for the course(s) that they wish to add. Once the semester begins, students must add courses by contacting their Academic Advisor to complete an "add" form, which must be signed by the student. Students are recommended to contact the Business and Financial Aid Offices for counseling. New schedules may be printed from Sonis.

Withdrawing from a Course

Withdrawing before semester begins

If a student officially withdraws from a course(s) prior to the first day of the semester or module, 100% of applicable tuition and fees for the course(s) withdrawn (less books purchased) will be refunded.

Withdrawing from the first day of the semester through the fourteenth calendar day

Students who have established attendance can withdraw from a course from day one of the semester through the fourteenth calendar day of the semester by visiting their Academic Advisor and completing a withdrawal form. If the fourteenth calendar day of the semester falls on a Sunday the deadline to withdraw will be that following Monday. These withdrawn courses will not appear on the student's transcript nor will they count as credit hours attempted.

For financial consequences of withdrawing from a course from day one through day fourteen of a semester refer to the institutional refund policy. Students should check with the Financial Aid Office to determine what financial penalty may be assessed as a result.

All deadlines are published in the Goodwin University catalog and are also available on the "Current Students" page of the University website. Deadlines will be strictly enforced. A student's enrollment status for the semester will be determined on the first day of the third week of the semester and shall be considered final for that semester unless the student withdraws from Goodwin or the student is granted a medical withdrawal.

Withdrawing from a course after the fourteenth calendar day of a semester

Students who have established attendance may withdraw from a course after the fourteenth day of the semester through the end of week 13 of a 15-week course and through the end of 5 ½ weeks of a 7 ½ week course. If the fourteenth calendar day of the semester falls on a Sunday the deadline to withdraw will be that following Monday.

To withdraw from a course, students must complete a Course Withdrawal Form with their Academic Advisor. A "W" will be assigned to the course and it will appear on the transcript. The "W" will not be used in the calculation of the GPA, but it will count as credits attempted. Students who have established attendance and withdraw from a 15-week or 1st module course after the fourteenth calendar day of a semester will be charged 100% tuition. Students who establish attendance in a second module course and withdraw from the course will be charged 100% tuition. Excessive withdrawals can impact satisfactory academic progress and jeopardize financial aid eligibility, so students are strongly encouraged to get both academic and financial aid advice before withdrawing from courses.

Course withdrawal deadlines are published in the Goodwin University catalog and are available on the website on the "Current Students" page. Deadlines will be strictly enforced. Withdrawals are not permitted beyond the deadline. After the deadline, students will receive an earned grade as determined by the instructor. If a student submits a withdrawal after the withdrawal deadline but prior the the semester ending, the student will have an automatic grade of "F" entered for their grade.

Failure to attend class is not an appropriate method of withdrawing from a course. Non-attendance 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 to the University.

For financial consequences of withdrawing from a course after the start of a semester, refer to the institutional refund policy. Students should check with the Financial Aid Office to determine what financial penalty will be assessed as a result of withdrawing from a course.

Appeal of Grades

Grades are part of the student's permanent record. In rare instances, there can be situations in which course grades may need to be changed. These include computational errors, clerical errors, or the discovery of overlooked components in a student's body of work. Students are able to view their final grades in Sonis and are responsible for checking their grades at the end of each semester. Students must appeal a final grade within one semester of the grade's issue date.

A student who believes that an error in grading has occurred may request a review by the instructor of the record until the end of the semester following the one in which the grade in question was earned. Students may appeal a grade by submitting a completed Grade Review Request available in the Registrar's Office. If the instructor believes the change is justified, the instructor will initiate the grade change, and the student will be notified. If the instructor does not agree with the grade change, the student may appeal the decision to the Dean within 15 days of the instructor's decision. If this process results in agreement that the grade should be changed, the instructor will initiate the grade change and notify the student. If the agreement is that a grade change is not justified, the Registrar will notify the student in writing with a copy to the instructor. All grade changes must be reported to the Registrar's Office.

Program Transfers or Program Option Transfers

Students wishing to change programs or concentrations within a degree program must file a written request which is available online. Please use the following link for the form.

Students wishing to transfer to selective admission programs should meet with the appropriate Dean or Program Director and complete the application process. Please refer to Selective Admission requirements.

Students who change programs are advised that their courses and semester credit hours will be reviewed for applicability to the new program. **Only courses applicable to the new program and completed with a grade of D- or better will be eligible for transfer into the new program**.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student

education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA provides these rights:

1. Students have the right to inspect and review their education records within 45 days of the day Goodwin University receives a request for access.
2. Students have the right to request that a school correct records which they believe to be inaccurate. They should write to the Provost and Dean of Faculty, identify the part of the record they want changed, and specify why it is misleading.

If Goodwin University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.

Generally, colleges must have written permission from the student in order to release any information from a student's education record. However, FERPA allows colleges to disclose records, without consent, to college officials who have legitimate educational interest.

In addition, colleges may disclose without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, major field of study, degrees earned, honors and awards, and dates of attendance. Students may request to restrict the release of directory information by filing a "Request to Restrict" form in the Registrar's Office. Students who wish to have information shared with parents, legal guardians, and/or significant others must file a "Permission to Release" form in the Registrar's Office. Goodwin University annually notifies students of their rights under FERPA.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Goodwin University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

> **Family Policy Compliance Office**
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, D.C. 20202-8520
> 1-800-872-5327

Second Chance Program

Current and returning students choosing to transfer to a different program may be eligible for the Second Chance Program. This program is not considered academic amnesty rather a way for students to transfer to a new program that is a better fit for their skills and interests. Not all program transfers are approved under the Second Chance Program. The student must apply for and be approved for this program.

Under this program, only courses applicable to the new program, and all attempts, will be used to calculate the cumulative grade point average (CGPA) and rate of completion for Satisfactory Academic Progress (SAP). All courses and grades not applicable to the new program will remain on the transcript, but will not be used to calculate SAP for the new program.

Depending on the student's performance in the transfer courses, SAP may still impact the student's ability to receive federal financial aid even after being accepted into the Second Chance Program. If this is the case, the student will receive the same sanctions and be required to go through the same SAP processes as all other students.

A student may only be approved to participate in the Second Chance Program once. The program is not applicable to any prior completed degree or certificate program the student completed at the University. For more information on the Second Chance Program, please contact the Registrar's office at (860) 727-6708.

Withdrawing from the University

Conditions may arise requiring the student to withdraw from Goodwin. A student who wishes to withdraw from the University should:

1.

Complete and submit all necessary forms with their advisor;

2.

Meet with a Financial Aid Officer to determine all financial obligations; and

3.

Meet with a Student Account Specialist in the Business Office.

The official withdrawal date is the date the student officially initiates the withdrawal process.

If applicable, a revised tuition charge or refund will be calculated by the Business Office. If a student who withdraws has received financial aid, he/she may be subject to the loss of some, or all, of the financial aid award. This may also result in the student having personal responsibility for repayment of financial assistance. Please refer to the University's Refund Policy.

Withdrawn students must reapply to the University. Re-admitted students must complete the academic requirements in effect in the catalog under which they are returning.

Medical Withdrawal

Goodwin University, upon request and with appropriate documentation, may medically withdraw students from their courses due to serious medical conditions that prohibit the student from completing their courses. Students are required to complete a course withdrawal form with their advisor to withdraw from their courses. They must also fill out and submit a petition form through the Goodwin Goodwin University website. The request for withdrawal and relevant documentation must be received by the module or semester withdrawal date as indicated in the University catalog. In addition, Medical Withdrawals may affect a student's academic progress. Please refer to the Satisfactory Academic Progress section in this catalog. Medical Withdrawals will be reviewed by the Record Review Committee (RRC) and students will be notified via their Goodwin University email. Students who do not agree with the decision of the RRC may appeal to the Goodwin Appeal Board; please refer to the section on Appeals and Grievances.

Course and Program Changes

Goodwin University reserves the right to change curricula, schedules, prerequisites and requirements for all courses and programs in order to enhance the employability of the student, provided this change does not affect the overall purpose of the program. Students will be subject to the requirements listed in the catalog in effect when they enrolled. Goodwin University reserves the right to add or cancel classes at any time due to an increase or decrease in enrollment.

Grading System

Grades are an indication of the standard of academic work performed. Throughout their program of study, students will be continually apprised of their academic progress.   Students' grades are provided at the end of each course. Students may view their unofficial transcript by logging into their Sonis account. Requests for official transcripts must be filled out online at: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=XLGji54y6mqMvZLk.

Students must pay a $10.00 administrative fee which can be paid with a debit or credit card. Official transcripts are released by the Registrar's Office only after all other offices have issued clearances for the student.

Goodwin University uses the following academic grading system. The chart also describes the impact of each grade on a student's academic progress.

Grade	Quality Points	Explanation	Included in Credits Earned	Included in Credits Attempted
A (93-100)	4.0	Excellent	Yes	Yes
A- (90-92)	3.7	Excellent	Yes	Yes
B+ (87-89)	3.3	Good	Yes	Yes
B (83-86)	3.0	Good	Yes	Yes
B- (80-82)	2.7	Good	Yes	Yes
C+ (77-79)	2.3	Satisfactory	Yes	Yes
C (73-76)	2.0	Satisfactory	Yes	Yes
C- (70-72)	1.7	Below Average	Yes	Yes
D+ (67-69)	1.3	Poor	Yes	Yes
D (63-66)	1.0	Poor	Yes	Yes
D- (60-62)	0.7	Poor	Yes	Yes
F (below 60)	0.0	Fail	No	Yes

Grades followed by an "R" on transcripts indicate that the course has been repeated.

Grades not used in the calculation of Grade Point Average:

Grade	Quality Points	Explanation	Included in Credits Earned	Included in Credits Attempted
P	N/A	Pass	Yes	Yes
TR	N/A	Transfer Credit	Yes	Yes

UG	N/A	Ungraded	No	Yes
CBE	N/A	Credit by Examination	Yes	Yes
AU	N/A	Audit	No	No
W	N/A	Withdrawn	No	Yes
INC	N/A	Incomplete	No	Yes
EC	N/A	Credit Awarded for Experiential Learning	Yes	Yes
EXT	N/A	Continuing Education Credit	No	No
AP	N/A	Advance Placement	Yes	Yes

Grade points are calculated by multiplying the number of quality points of each grade total by the total number of assigned credits for that course. The GPA is obtained by dividing the total number of grade points earned by the total number of credits attempted.

A student's transcript identifies two different Grade Point Averages (GPA).   The first is the Semester GPA, which is based on the courses taken only for that semester. The second is a Cumulative GPA (CGPA) that consists of all the courses a student has taken at the University and the grades received for those courses unless grades fall under the Second Chance Policy. See Course Repeats for further information.

Course Incompletes

An Incomplete (INC) is a temporary grade assigned by the faculty member. Course Incompletes are counted as credit hours attempted but not earned. The student has two (2) weeks from the end of the course to complete all course requirements in order to receive a grade for that course. If requirements are not met, the incomplete will be converted to an "F". Academic standing will be recalculated after the "INC" is replaced with a grade. In both cases the final grade will then be included in calculating the student's GPA and count as credits attempted. In cases where the Incomplete has been issued for a prerequisite course, the student may not be allowed to move on to the higher level course if the Incomplete has not been replaced with a satisfactory grade.

Graduation and Degree Conferral

The Board of Trustees of Goodwin University is authorized to confer Master of Science, Bachelor of Science, and Associate in Science degrees and award

Collegiate Certificates to qualified candidates who have met all of the requirements. Students nearing the completion of their program must complete an Application for Award of Credential for each credential they believe they are qualified to receive prior to their last semester of study. The Application for Award of Credential is available on the University website only and must be electronically submitted to the student's Dean or Program Director and to the Registrar for the purposes of a final degree audit. Candidates' transcripts will be evaluated under the catalog in effect at the time of admission. If the candidate changed programs, the catalog used shall be the one in effect at the time of the program change. Candidates who have not met all of the requirements for graduation will be notified by the Registrar's Office.

For purposes of clarity, the term "graduation" refers to program completion. The term "conferral" refers to the actual bestowal of the degree which happens twice a year, once on the date of our Commencement Ceremony and once at the end of the fall semester.

Goodwin University's Milestone policy allows students to receive credentials and participate in commencement as those credentials are earned. Students who are enrolled in a Bachelor's program who have met the requirements for a collegiate certificate or an Associate's Degree will be awarded that credential. Students enrolled in Associate Degree programs who have met the requirements for a collegiate certificate will be awarded that credential.

Additionally, students may earn certificates that are embedded within their degree. Students are not allowed to enroll directly into these embedded programs. All courses in these programs also count towards graduation requirements for the related degree program.

Because the University holds Commencement once a year, in June, students who anticipate completing their program at the end of the summer semester following commencement are invited to participate in the ceremony. Participants must have their last three or fewer courses in progress to be included in the ceremonies, and will be acknowledged with honors at Commencement based on their GPA at the end of the spring 2020 semester. Final determination of honors will be decided upon the completion of their program. Degrees and academic honors are conferred to August graduates at the end of the fall semester.

General Graduation Requirements
1.

Official enrollment in a certificate or degree program;
2.

Completion of the minimum number of semester credit hours for the degree or certificate program with an academic average of at least 2.0 within the maximum time frame;

3.

At least 25 percent of the graduation credit requirements must be granted by Goodwin University;

4.

The last 12 credits posted to the transcript must have been granted by Goodwin University. This requirement is waived for any service members called to active duty while trying to complete their last twelve credits;

5.

Satisfactory completion of all courses required in the student's program;

6.

Fulfillment of all financial obligations to the University;

7.

Electronic submission of an Application for Award of Credential to Program Director and Registrar; and

8.

Completion of all specific program requirements for graduation. Additional requirements for Bachelor of Science degrees:

- A minimum of 15 credits in the major core must be completed at Goodwin University;

- Completion of a minimum of 45 credits at the 200-level or above; and

- Completion of a minimum of 30 credits at the 300-level or above.

Students with a CGPA less than 2.0 in required courses or in attendance for more than the maximum time frame will not be considered as graduates and will only receive a certificate of completion.

Student's Right to Know

Section 485 (a) of the Higher Education Act requires universities that participate in any of the Title IV financial assistance programs to disclose information about completion rates to current and prospective students. Goodwin University's four-year average Student-Right-To-Know Graduation Rate is 29%. The four-year average represents the 2010 - 2013 cohorts.

Programs of Study

Graduation Requirements

Goodwin University is committed to prepare competent, productive problem solvers who appreciate the diversity of our society, maintain inquiring minds, and embrace lifelong learning. This goal is achieved through the following practices:

Writing requirements span across all our programs and courses. Students become skilled, perceptive, analytical readers and critical thinkers by writing research papers. Utilizing both inductive and deductive reasoning, students evolve into proficient writers capable of conducting scholarly research.

Both content-specific *communication courses* and embedded material in General Education courses are required for degree students, resulting in students' mastery of effective methods of relating information. Participation requirements include discussions, teamwork and presentations allowing students to practice critical thinking techniques and collaboration skills.

Mathematics and science courses encourage students to develop inquiring minds by analyzing and synthesizing data, experimenting and drawing solutions, cultivating logical thinking, and using the scientific method.

Philosophy, psychology, or sociology courses prepare students to understand the relevance of the humanities and social sciences to contemporary, local, and world conditions.

History requirements allow students to prepare for their future by learning about the past, appreciate the lessons learned over time by American and world cultures, and find methods to translate this knowledge critically to their lives.

All courses at Goodwin University encourage students to make positive contributions to society by exploring their own talents, experiencing personal growth, and becoming valuable members of their community.

Computer Literacy Test Out Option

Students who do not have transfer credit for CAP 110 are required to either take the course or demonstrate proficiency on the test out option, known as CAP 005. CAP 005 is a zero credit, one to two hour test administered online in the Blackboard learning management system. If CAP 005 is passed, students may select a General Education course of their choice. Students decide upon initial enrollment if they wish to take the test out option. If so, they will be registered for CAP 005 during the first mod they enroll. Students who do not pass or do not complete the test during their designated timeframe sign up for the course the following mod or semester. Students who have already attempted a section of CAP 110 or the CBE are not eligible to take CAP 005. The expectation for students is that they will take the test with honesty so they have a valid assessment of their skills using Microsoft Word, PowerPoint, and Excel, which are necessary for success in Goodwin courses.

General Education Requirements for Associate Degrees

All students enrolled in associate degree programs must complete a minimum of 21 credits in credits in general education.

ENG 101	English Composition	3
	English (ENG)	3
	Computer Literacy (CAP)*	3
	Math (MATH)	3
	Science (BIO, CHEM, SCI)	3-4
	Social Science (PSY, SOC)	3
	Humanities (HIS, PHIL, SPAN, HUM)	3
	TOTAL CREDITS	21-22

*Students taking CAP 110 have the option to test out of the course and take a General Education elective instead. The test must be completed prior to the first attempt.

Elective credits may be from any General Education course, unless directed by the Program. General Education courses contain the following prefixes: ENG, MATH, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, SOC.

General Education Requirements for Bachelor Degrees

All students enrolled in bachelor degree programs must complete a minimum of 40 credits in general education.

ENG 101	English Composition	3
	English (ENG)	6
	Computer Literacy (CAP)*	3
	Math (MATH)	3
	Science (BIO, CHEM, SCI)	4
	Social Science (PSY, SOC, POL)	6
	Humanities (HIS, PHIL, SPAN, HUM)	3
	General Education Electives	12
	TOTAL	**40**

*Students taking CAP 110 have the option to test out of the course and take a General Education elective instead. The test must be completed prior to the first attempt.

Elective credits may be from any General Education course, unless directed by the Program. General Education courses contain the following prefixes: ENG, MATH, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, SOC.

School of Business, Technology, and Advanced Manufacturing

Mission Statement

The mission of the School of Business, Technology, and Advanced Manufacturing is to prepare career-focused individuals capable of technical, professional and interpersonal competencies to meet the needs of our stakeholders. With this acquired knowledge and an ethical mindset, our students contribute to the social responsibility and sustainability of organizations within the community.

Basic CNC Production, Certificate

Enrollment into this certificate is by Departmental Permission only.

In this 18-credit certificate in Basic CNC (Computer Numeric Control) Production, students will learn the basic skills manufacturing employers are seeking: problem solving, safety, quality, production processes, maintenance awareness, and teamwork.

You will develop technical drawing, specification, and mathematical skills while learning about material properties and material processing.

Classroom instruction is combined with hands-on operation of our new CNC 3-axis milling and turning machines. You will gain knowledge and machining experience required to be successful in the field.

Graduation Requirements

Students must complete all the graduation requirements as stated in the catalog and maintain a GPA of 2.3 in the coursework.

Curriculum

Certificate in Basic CNC Production

First Semester

The first semester suggested course list should include BMM 100, BMM 140, BMM 222, BMM 175 and BMM 224.

As the start of summer 2020 semester (May 11 2020) Basic CNC 18 credit is no longer available to incoming students. CNC certificate of 30 credit is no longer available to incoming students. 37 Credit CNC and Metrology.courses are available in day and evenings.

BMM 101	Key Principles of Manufacturing	3
BMM 140	Principles in Manufacturing Mathematics	3
BMM 175	CNC Machining	3

Second Semester

The 2nd semester suggested course list should include BMM 210, BMM 275, BMM 220, BMM 240 4 courses.

As the start of summer 2020 semester (May 11, 2020) Basic CNC 18 credit is no longer available to incoming students. CNC certificate of 30 credit is no longer available to incoming students. 37 Credit CNC and Metrology. courses are available in day and evenings.

BMM 110	Technology in Advanced Manufacturing	3
BMM 222	Technical Drawings and Specifications	3
BMM 240	CAM I	3

BMM 101, BMM 110 - These courses provide the opportunity for the student to take two national, portable credentialing exams with the Manufacturing Skill Standards Council.

Total Credits in the Program: 18

Bookkeeping, Certificate

In this 19 credit certificate program, students will be introduced to the fundamentals of accounting and bookkeeping, including working with ledgers, journals, financial statements, inventory accounting, and other vital skills. Students in this certificate program will choose one general business-related elective to deepen their understanding of other aspects of business that they may encounter as bookkeepers. Students will also be exposed to the software used in the industry. Students will be prepared to sit for certification exams in QuickBooks and Bookkeeping at the completion of the certificate. This certificate can be completed on ground or online.

Graduation Requirements

Certificate in Bookkeeping

First Semester

ACC 101	Principles of Accounting I	3
ACC 230	Principles of Taxation	3
	OR	
ACC 235	Accounting Information Systems	3
BUS 1XX	Elective	3

Second Semester

ACC 210	Principles of Accounting II	3
ACC 220	Managerial Accounting	3
ACC 299	Accounting Capstone	4

Students must complete all of the graduation requirements as stated in the catalog and maintain a GPA of 2.3 in the coursework.

Total Credits in the Program: 19

Business Administration, Associate in Science

The Associate degree program in Business Administration provides a foundation in business that will prepare students for direct entry into the workforce or to pursue a baccalaureate degree. The Business Administration curriculum helps students comprehend the underlying business principles and develop the ability to analyze and solve problems faced by managers whether in corporations, small businesses, government agencies or nonprofit organizations.

The program provides an introduction to business and its global connections. It addresses business law and ethics, corporate social responsibility, social enterprise, business planning and development, effective leadership, as well as the fundamentals of accounting, budgeting, and marketing principles. Students also explore the basics of business communication, economic theories and effective forecasting.

Each student builds a business plan relevant to his or her career aspirations that integrates skills and knowledge learned in the various courses. An optional 150-hour internship may be undertaken at the end of the student's program where classroom experiences will be applied in a real business environment. Wherever possible, the specific business chosen for the internship will reflect the student's desired career goal.

Entrepreneurship Concentration

Entrepreneurs are people who would like to start and grow their own business. Their satisfaction comes from creating, advancing, and ultimately transforming an idea into a thriving business. Success demands knowledge of, and experience in, a number of factors, including initiating the start-up process, maintaining a competitive edge, gaining market share, making financial decisions, adapting to change, and developing products and services. In the United States, approximately 600,000 - 800,000 new businesses are started each year. These businesses form the basis of our economy. They allow their owners to work for themselves and to be self-sufficient. Many entrepreneurs build on their success by taking personal and financial risks to introduce new

types of businesses based on current and projected needs.

The purpose of the Entrepreneurship concentration is to provide students with the general knowledge to launch, operate, and grow their own business or operate and grow an existing business. This option focuses on innovative, hands-on business practice and small business management. Foundation and advanced courses expose students to the principles of business development, including strategic planning, marketing, advertising, business law, accounting, and information systems.

Human Resource Management Concentration

The management of human resources is a growing field. With increasing legal issues pertaining to employment and the need for organizations to carefully select, develop and maintain their workforce, this field will continue to present excellent opportunities for both employment and advancement. The Human Resource Management concentration prepares students to effectively deal with the complexities and challenges of managing today's workforce.

Successful students will be prepared for positions as human resource assistants or specialists whose work contributes to the growth and success of organizations and their employees. Graduates will be prepared for human resource positions in business, government, and nonprofit organizations. Students will learn to identify staffing needs and develop skills for recruiting, interviewing, hiring, and developing employees. They will also learn the policies, procedures, and legal aspects of human resource management. They will round out their program with studies in business management, ethics, and cultural awareness.

Students who complete this concentration will possess the skills necessary for many career opportunities at entry- and mid-level positions in a wide variety of organizations.

Manufacturing Management Concentration

This concentration is designed to introduce students to the modern manufacturing environment. While rounding out their skills in lean manufacturing principles, this concentration prepares students to take nationally-recognized, portable credential exams for Certified Production Technician (CPT). Students will be tested on safety; quality practices and measurement; manufacturing process and production; and maintenance awareness from the Manufacturing Skill Standards Council (MSSC). Students must pass all four exams to earn the CPT. This concentration will also prepare students to take the nationally-recognized,

portable credential as a Certified Logistics Technician (CLT) by passing exams in logistics from MSSC. Students must pass two logistics exams to earn the CLT. Additionally, students who complete this concentration may take the MSSC green manufacturing credentialing exam. Students may further seek to earn the Certificate in Manufacturing & Production and apply all of this coursework toward a bachelor degree.

Office Management Concentration

To maintain a competitive edge in today's global marketplace, many companies are becoming high performance organizations. As a result, companies are upgrading the skills required to perform entry-level administrative and supervisory responsibilities. This unique concentration, with a dual focus in business management and computer applications, is based on job qualifications identified by local area employers.

The concentration provides students with an advanced level of skills in using Microsoft Office, planning and organizing, working as part of a team, communicating across cultures, and coordinating operational tasks. The concentration emphasizes the development of the students' problem solving, decision making and project management skills. Students who graduate from this concentration will be qualified to work in companies across all industry sectors.

Program Outcomes

Upon successful completion of all program requirements, graduates of the Associate of Science in Business will be able to:
1.

Understand the conceptual and practical importance of the functional areas of business;
2.

Construct a business practice informed by ethics and social responsibility;
3.

Assess a variety of management practices and develop leadership and teamwork skills in an increasingly multicultural corporate environment;
4.

Research, evaluate, and interpret financial and economic information to make sound business decisions;
5.

 Demonstrate an effective utilization of technology within the functional areas of business; and
6.

Understand how to motivate co-workers and other corporate stakeholders effectively.

Graduation Requirements

Students must complete all graduation requirements as stated in the catalog. In addition, students must maintain a GPA of 2.3 in the major.

Curriculum

Associate in Business Administration

General Education Requirements - 21-22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 110*	Computer Applications	3
MATH 1XX	Mathematics (MATH)	3
	Science (BIO, CHEM, SCI)	3-4
	Social Science (PSY or SOC)	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Non Major Core Requirements - 3 Credits

	General Education Elective**	3

Business Major Core Requirements - 21 Credits

Freshman Year

BUS 101	Introduction to Management OR	3
BUS 107	Introduction to Nonprofit Management	3
BUS 110	Business Law and Ethics	3
BUS 135	Customer Relations in a Multicultural World	3
ACC 1XX	Accounting Elective	3

Sophomore Year

ECN 1XX	Economics Elective	3
BUS 121	Personal Finance and Insurance	3
BUS 132	Budgeting and Planning	3

Electives - 15 Credits

BUS 1XX	Elective OR	3
ACC 1XX	Accounting Elective	3
BUS/ACC 2XX	Elective	6
OPEN	Electives	6

Total Credits in the Program 60-61

Entrepreneurship Concentration Requirements-12 Credits

Freshman Year

BUS 150	Small Business and Entrepreneurship	3
BUS 215	Marketing	3

Sophomore Year

BUS 210	Business Planning and Development	3
ACC 220	Managerial Accounting	3

Human Resource Management Concentration Requirements - 12 Credits

Freshman Year

BUS 115	Human Resource Management	3
PSY 205	Organizational Behavior	3

Sophomore Year

BUS 230	Workforce Planning and Staffing	3
BUS 215	Marketing	3

Manufacturing Management Concentration Requirements - 12 Credits

Freshman Year

BMM 101	Key Principles of Manufacturing	3
BMM 110	Technology in Advanced Manufacturing	3

Sophomore Year

BMM 125	Manufacturing Logistics OR	3
BMM 135	Green Manufacturing	3
BMM 210	Lean Manufacturing Principles	3

Office Management Concentration Requirements - 12 Credits

Freshman Year

BUS 215	Marketing	3
BUS 115	Human Resource Management	3

Sophomore Year

BUS 218	Event Management	3
BUS 230	Workforce Planning and Staffing	3

Business Administration, Bachelor of Science

The Bachelor of Science in Business Administration provides the business competencies that employers look for in their workforce. Students prepare to meet the challenges of a changing marketplace in a wide variety of local and global industries while preparing for leadership roles within the business arena. The Bachelor of Science in Business Administration focuses on developing students to understand and support organizational missions.

This degree program is focused on realistic, accurate, and sound interpretations of the complexity and diversity found in today's global economy. The program strives to be consistent in scope with University standards and industry outcomes. This program of study integrates analysis of theory, case studies, projects and research so students may apply these to practical situations in the daily workplace. Students are further encouraged to develop thoughtful and creative approaches to understanding business models that are assessable, and observable. The degree program emphasizes ethical business behavior while promoting corporate social responsibility and social enterprise.

The Bachelor of Science in Business Administration is thus a comprehensive response to the demand for business skills in an ever-increasing global market and competitive workplace. Many people in the workplace may seek career opportunities in small to mid-size businesses, explore their own start-up or franchise business, or assume a role in a community-oriented nonprofit. Participants develop the requisite skills and knowledge that are needed for small business employers and nonprofit organizations. The skills and knowledge taught in this program relevant to the business arena help develop competent personnel in any organization through the understanding of marketing, operations, organizational structures and best practices for contemporary small businesses whether profit-driven or not. As participants in business life, students in this program develop the knowledge and competencies to become contributors to their organization's success. They may even exercise formal or informal leadership roles in their respective organizations and are thus well versed in contemporary business theories and practices to make their inculcation into an organization more effective.

Embedded certificates in Human Resource Talent Development (18 credits), Human Resource Management (30 credits), Nonprofit Management (30 credits), Property Management and Acquisition (30 credits), Entrepreneurship (30 credits) and Business Administration (24 credits) may be earned as part of the milestone policy in the Business Administration program. [See Program Director]

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1.

Communicate clearly and concisely both verbally and in writing;
2.

 Acquire, analyze, and synthesize data for operational and strategic decision-making;

3.

Recommend ethical behaviors, promote corporate social responsibility, and engage in social enterprise;
4.

Evaluate the global environment and position the business unit demonstrating multicultural awareness;
5.

Manage and coordinate people, business processes, and business resources; and
6.

Develop and implement components of a business plan.

Graduation Requirements

Students must complete all graduation requirements as stated in the catalog. In addition, students must maintain a GPA of 2.5 in the major.

Curriculum

Bachelor in Business Administration

General Education Requirements - 46 Credits

General Education Core Requirements - 40 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
ENG 325	Advanced Writing for the Business Professional	3
CAP 110*	Computer Applications	3
MATH 1XX	Mathematics (MATH)	3
	Science (BIO, CHEM, SCI)	4
	Social Science (PSY, SOC)	6
	Humanities (HIS, PHIL, SPAN, HUM)	3
	General Education Electives**	12

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

**Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Programmatic General Education Requirements - 6 Credits

	General Education Elective**	3
STAT 167	Principles of Statistics	3

Business Major Core Requirements - 48 Credits

Freshman Year

ACC 1XX	Accounting Elective	3
BUS 101	Introduction to Management	3
	OR	
BUS 107	Introduction to Nonprofit Management	3
BUS 110	Business Law and Ethics	3
ECN 1XX	Economics Elective	3

Sophomore Year

BUS 132	Budgeting and Planning	3
BUS 135	Customer Relations in a Multicultural World	3
BUS 150	Small Business and Entrepreneurship	3
BUS 215	Marketing	3

Junior Year

BUS 265	Principles of Finance	3
BUS 2XX*	Directed Elective	3
BUS 305	E-Business	3
BUS 310	Targeted Marketing and Social Media	3

Senior Year

BUS 3XX*	Directed Elective	3
BUS 410	Theory and Practice of Business Research	3
BUS 490/OS 450	Capstone: Strategic Planning	3
BUS 4XX	Directed Elective	3

Open Electives - 27 Credits

*Directed elective courses may be taken in business, accounting, economics, management and leadership or manufacturing at the appropriate levels.

Total Credits in the Program: 121

Business Administration, Minor

Business Administration studies the business competencies and knowledge needed to meet the challenges of a changing marketplace in a variety of industries. The skills and knowledge developed in this coursework equip students with an understanding of contemporary business and the best practices needed to achieve business success. Students are encouraged to work closely with their Advisors to design a Business Administration minor that fits their career and educational goals.

Curriculum

Minor in Business Administration

Required Courses

BUS 101	Introduction to Management	3
	OR	
BUS 107	Introduction to Nonprofit Management	3
ACC 101	Principles of Accounting I	3
	OR	
ACC 110	Applied Accounting	3
1XX*	Elective	3

| 2XX* | Electives | 3 |
| 3XX* | Electives | 3 |

*These courses must be selected from Business Administration courses (ACC, BMM, BUS or ECN).

Subtotal: 15

Total Credits in the Program: 15

Business Startup, Certificate

In this 18 credit certificate, students will receive the fundamentals of taking a business from idea to launch. Students will explore basic accounting and bookkeeping skills needed to run their own business as well as to oversee professionals they may use to help maintain financial records. Students will explore management and their management style. They will learn about incorporation types, contract review and partnership agreements in a business law class. They will learn to review a lease and assess a property. They will be provided guidance on marketing and they will complete a business plan.

Graduation Requirements

Certificate in Business Startup

First Semester
BUS 101	Introduction to Management	3
BUS 142	Introduction to Property Management	3
BUS 215	Marketing	3

Second Semester
ACC 235	Accounting Information Systems	3
BUS 110	Business Law and Ethics	3
BUS 150	Small Business and Entrepreneurship	3

Students must pass all classes to graduate.

Total Credits in the Program: 18

CNC Machining, Associate in Science

The Associate in Science in CNC (Computer Numerical Control) Machining program, prepares students for entry-level positions in CNC Machining or to pursue a baccalaureate degree. It is also an excellent program for people already working in the CNC Machining field without a degree, who seek advancement opportunities in their chosen career which require an associate degree.

The program prepares graduates for employment in the manufacturing field as a CNC operator. This program of study integrates an understanding of manufacturing processes, a knowledge of materials, a working knowledge of manufacturing mathematics, a competence in technical drawing and specifications, an understanding of computer-aided machining, and the hands-on machining skills needed for CNC machining.

Students completing an Associate in Science in CNC Machining, will earn 64 credits and have the opportunity to receive nationally-recognized credentials from the Manufacturing Skill Standards Council (MSSC) as a Certified Production Technician (CPT). Students will also have the opportunity to earn National Institute for Metalworking Skills (NIMS) credentials.

Program Outcomes

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

1. Enhance their skills and knowledge of computer numerical control (CNC) machining in manufacturing sectors through collaboration, presentation and continuous learning;;

2. Earn nationally-recognized, portable credentials from the Manufacturing Skill Standards Council (MSSC) and the National Institute for Metalworking Skills (NIMS);

3. Promote and facilitate upward educational and career mobility by providing students with the knowledge, skills and abilities to effectively integrate themselves into any manufacturing organization;

4. Practice critical thinking and creativity that empowers them to reach their personal, academic, and professional goals;

5. Apply critical thinking skills, the scientific method and problem analysis in manufacturing;

6. Integrate the fields of management, social sciences, and humanities into an academic tract that prepares students to utilize the skills learned in the classroom within diverse settings and with a variety of populations;

7. Develop skills to participate meaningfully in the manufacturing operations for the long-term viability of a manufacturing business for the purpose of promoting the mission, vision and core values.

Graduation Requirements

Students must complete all graduation requirements as stated in the catalog. In addition, students must maintain a GPA of 2.3 in the major.

Curriculum

Associate in CNC Machining

General Education Core Requirements - 21-22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 110*	Computer Applications	3
MATH 1XX	MATH (MATH 130 or higher)	3
	Science (BIO, CHEM, SCI)	3-4
	Social Science (PSY or SOC)	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Non-Major Core Requirements - 6 Credits

OPEN	Electives	6

CNC Machining Major Core Requirements - 33 Credits

Freshman Year

BMM 101	Key Principles of Manufacturing	3
BMM 110	Technology in Advanced Manufacturing	3
OS 101	Team Dynamics and Individual Skills	3
BMM 222	Technical Drawings and Specifications	3
BMM 140	Principles in Manufacturing Mathematics	3
BMM 175	CNC Machining	3

Sophomore Year

BMM 220	Materials and Processes in Manufacturing	3
BMM 275	CNC Machining II	3
BMM 240	CAM I	3
BMM 276	CNC Machining Applications	3
BMM 241	CAM II	3

Total Credits in the Program: 60-61

CNC Machining, Metrology, and Manufacturing Technology, Certificate

This full-time two semester, 37-credit certificate program is designed to introduce and prepare students to enter the manufacturing workforce as skilled CNC operators while understanding the holistic process of design, machining, and quality systems. Students in this program develop the technical skills and materials knowledge to be an effective member of a manufacturing team. Participants are introduced to the concepts of production and its relationships to the local and global economy; lean manufacturing principles and

essential information on material properties and behaviors. Additionally, students develop competencies in mathematics, hands-on CNC machining, geometric dimensioning and tolerancing and metrology courses. Further competencies are gained through design of multi-dimensional parts with computer-aided manufacturing CAM software. The 37 credits earned for this certificate may also be used toward the fulfillment of the requirements of the AS Degree in CNC Machining or the BS Degree in Manufacturing Management. Lab sessions are coordinated with the classroom instruction to emphasize experimentation and application. Successful completion of this certificate program prepares participants to pursue a National Institute for Metal working Skills (NIMS) credential as a CNC operator.

Graduation Requirements

Students must complete all graduation requirements as stated in the catalog. In addition, students must maintain a GPA of 2.3 in the major.

Curriculum

Certificate in CNC Machining, Metrology, and Manufacturing Technology

Semester 1 MOD 1

BMM 100	Introduction to Manufacturing	3
BMM 140	Principles in Manufacturing Mathematics	3
BMM 175	CNC Machining	3
BMM 222	Technical Drawings and Specifications	3
BMM 224	Metrology and Calibration	3

Semester 2 MOD 2

BMM 210	Lean Manufacturing Principles	3
BMM 220	Materials and Processes in Manufacturing	3
BMM 240	CAM I	3
BMM 275	CNC Machining II	3

Semester 3 MOD 3

BMM 229	Advanced Metrology and Calibration	4
BMM 241	CAM II	3
BMM 276	CNC Machining Applications	3

Total Credits in the Program: 37

Manufacturing Management, Bachelor of Science

The Bachelor of Science in Manufacturing Management is designed to prepare students for entry- and mid-level positions in a wide array of manufacturing organizations. Coursework is designed around two primary areas:

General Education core courses facilitate the student's development in broad skills specifically identified by employers throughout our region as being essential for success in manufacturing management. Those include computer literacy, communication, math, science, social science, and a global perspective.

Manufacturing core courses provide the student with the knowledge necessary to develop competencies and obtain the skills that they need to succeed. Focus is on supervision of manufacturing processes, management of human and machine resources, assurance of lean processes and production of high-quality product, all of this within budgetary and schedule constraints. Core manufacturing courses in conjunction with manufacturing electives, chosen with advice from the Program Director, enable students to focus their degree on a specific area of interest within their manufacturing profession. These include, operations management, manufacturing supervision, lean manufacturing, manufacturing logistics, industrial safety, production planning and control, quality management, purchasing and customer service. The students will also gain hands-on experience in fabrication, quality, logistics and advanced manufacturing laboratories. Throughout the manufacturing management program there is a strong emphasis on leadership, teamwork, problem solving and safety.

In addition to earning the degree, the student will have the opportunity to earn nationally-recognized, portable credentials from the Manufacturing Skill Standards Council (MSSC) including the Certified Production Technician (CPT) credential, and the Certified Logistics Technician (CLT) credential.

Students may concentrate in CNC Machining or Quality Management Systems; the core requirements of which are listed under their respective Associate in Science degree. The concentration in CNC Machining prepares students for entry-level positions as CNC operators. This concentration integrates an understanding of manufacturing processes, a knowledge of materials, a working knowledge of manufacturing mathematics, a competence in technical drawing and specifications, an understanding of computer-aided machining, and the hands-on machining skills needed for CNC operators.

The concentration in Quality Management Systems prepares students for entry-level positions as quality technicians. This concentration covers the basics of quality management, manufacturing principles, quality inspection techniques, materials & processing, interpreting engineering drawings, problem solving, measurement and test equipment, calibration, lean manufacturing, statistical process control, teamwork and supplier quality control.

Students earning a Bachelor of Science in Manufacturing Management are prepared to make a significant contribution to manufacturing and production.

Program Outcomes

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

1.

Control the flow of material with appropriate process documentation in the most efficient manner, while employing lean principles, operational flow strategies, value stream management, inventory mapping, inventory control and scheduling;

2.

Apply management competencies toward human capital and other resources in the manufacturing process;

3.

Apply financial metrics to the manufacturing decision process;

4.

Apply stakeholder-relevant competencies in support of customer desires and needs;

5.

Develop skills to manage operations and strategically plan for the long-term viability of a manufacturing business for the purpose of promoting the mission, vision and core values;

6.

Establish a quality management process, develop grades and standards of quality, and provide staff training to facilitate corrective action;

7.

Implement a manufacturing process that results in recognized credentials from CPT, CPT-Green, and CLT; and

8.

Apply relevant metrics to drive continuous improvement.

Graduation Requirements

Students must complete all graduation requirements as stated in the catalog. In addition, students must maintain a GPA of 2.3 in the major.

Curriculum

Bachelor in Manufacturing Management

General Education Requirements - 43 Credits

General Education Core Requirements - 40 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3

ENG 325	Advanced Writing for the Business Professional	3
CAP 110*	Computer Applications	3
MATH 1XX	MATH (MATH 130 or higher)	3
	Science (BIO, CHEM, SCI)	4
	Social Science (PSY, SOC)	6
	Humanities (HIS, PHIL, SPAN, HUM)	3
	General Education Electives**	12

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

**Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Programmatic General Education Requirements - 3 Credits

	General Education Elective**	3

Manufacturing Management Major Core Requirements - 51 Credits

Freshman Year

BMM 101	Key Principles of Manufacturing	3
BMM 110	Technology in Advanced Manufacturing	3
OS 101	Team Dynamics and Individual Skills	3
OS 180	Organizational Supervision and Administrative Roles	3
BUS 101	Introduction to Management	3

Sophomore Year

ACC 110	Applied Accounting	3
ACC 225	Manufacturing Accounting	3
BMM 135	Green Manufacturing	3
	OR	
BMM 125	Manufacturing Logistics	3
BMM 210	Lean Manufacturing Principles	3
OS 210	Organizational Communications	3

Junior Year

BMM 3XX	Manufacturing Elective	3
BMM 320	Facilities and Planning	3
BUS 330	Operations Management	3
BMM 350	Six Sigma Green Belt Training	3

Senior Year

BMM 4XX	Manufacturing Elective	3
BMM 440	Industrial Safety	3
BMM 460	Quality Management Systems	3

Open Electives - 27 Credits

Total Credits in the Program: 121

Manufacturing and Logistics, Certificate

Enrollment into this certificate is by Departmental Permission only.

In this 18-credit Manufacturing and Logistics certificate, you will explore the exciting fields of modern manufacturing, warehousing and distribution, and be introduced to the concepts of logistics and supply chain and their relationship to local and global economies.

You will learn the basic principles and practices of a safe and productive manufacturing environment, as well as the principles of planning, production, and product distribution. Elements to be covered include understanding the product life cycle from conception through distribution. Other topics include inventory control, protective packaging, and customer service. Students will learn various aspects of warehouse operations management, including bar coding, radio frequency identification (RFID), Kanban, Just-In-Time (JIT) manufacturing, inventory replenishments, and use of third-party logistics.

Learn the effective process planning that goes into product distribution and transportation, as well as management techniques including analysis of warehouse locations, operations, and management. Classroom instruction combines hands-on use and operation of logistics equipment — knowledge that is essential to success in the logistics field.

Admission Requirements

Students entering a direct enroll certificate program in Manufacturing and Logistics (18 credits) must take the CollegeSuccess assessment if they have not successfully taken 6 college credits, including college-level English or math. The CollegeSuccess is used for assessment purposes only and not for determining prerequisites for program enrollment. Students who do not meet these minimum standards may be conditionally enrolled at the discretion of the Manufacturing Management Program Director. Students who have completed the equivalent of MATH 097, ENG 101, and CAP 110 are more likely to find success in these certificate programs. Students not meeting the recommended CollegeSuccess levels are encouraged to take tutorials in English, math and computer literacy before starting course work in a certificate program.

Graduation Requirements

Certificate in Manufacturing and Logistics

First Semester

BMM 100	Introduction to Manufacturing	3
BMM 126	Introduction to Materials and Logistics Management	3

Second Semester

BMM 125	Manufacturing Logistics	3
BMM 221	Warehouse and Distribution Center Management	3

Third Semester

BMM 225	Transportation Traffic and Contract Management	3
BMM 227	Lean Supply Chain and Management	3

Total Credits in the Program: 18

Mechatronics, Certificate

In our three semester, 36-credit Mechatronics certificate program, students will combine mechanical, electrical, computer, and software skills to prepare for positions operating and maintaining the electro-mechanical, computer-controlled systems commonly found in automated manufacturing environments. The Mechatronics Program is based on elements of the German dual system of vocational training, where participants rotate between practice (workplace) and theory (classroom) throughout the program. We have partnered with the German American Chamber of Commerce to create this affordable full-time program that will add value to the company and help them strengthen their workforce by developing and retaining the best talent. Upon completion, participants will earn IHK (Industrie und Handelskammer) certification by the German American Chamber of Commerce, indicating that their knowledge and skills are aligned with German quality standards.

Graduation Requirements

Certificate in Mechatronics

Mod 1

BMM 181	Introduction to Mechatronics	3
BMM 140	Principles in Manufacturing Mathematics	3

Mod 2

BMM 190	Computer-Aided Design (CAD)	3
BMM 183	Basic Electrical	3

Mod 3

BMM 185	Hydraulics and Pneumatics	3
BMM 187	Mechanical Drives and Kinematics	3

Mod 4

BMM 189	Electrical Schematics	3
BMM 287	Industrial Robotics	3

Mod 5

BMM 281	Motor Control	3
BMM 283	Programmable Controllers	3

Mod 6

BMM 285	Industrial Electrical Maintenance	3
BMM 289	Machining and Pipe Fabrication	3

Total Credits in the Program: 36

Quality and Manufacturing Inspections, Certificate

Enrollment into this certificate is by Departmental Permission only.

In this 19-credit Quality and Manufacturing Inspections certificate program, students learn about critical quality assurance and inspections in 21st century modern manufacturing. You will begin by learning basic industry skills in order to received nationally-recognized credentials in safety, quality, production processes, and maintenance awareness. Students then study quality management and inspection techniques, engineering drawing interpretation, and lean manufacturing concepts. Students also develop skills related to measurement and test equipment.

Admission Requirements

Students entering a direct enroll certificate program in Quality and Manufacturing Inspections (19 credits) must take the CollegeSuccess assessment if they have not successfully taken 6 college credits, including college-level English or math. The CollegeSuccess is used for assessment purposes only and not for determining prerequisites for program enrollment. Students who do not meet these minimum standards may be conditionally enrolled at the discretion of the Quality Management Systems Program Director. Students who have completed the equivalent of MATH 097, ENG 101 and CAP 110, are more likely to find success in these certificate programs. Students not meeting the recommended CollegeSuccess levels are encouraged to take tutorials in English, math and computer literacy before starting course work in a certificate program.

Graduation Requirements

Students must complete all graduation requirements as stated in the catalog and maintain a GPA of 2.3 in the coursework.

Curriculum

Certificate in Quality and Manufacturing Inspections

First Semester

BMM 101	Key Principles of Manufacturing	3
BMM 222	Technical Drawings and	3

	Specifications	

Second Semester

BMM 220	Materials and Processes in Manufacturing	3
BMM 224	Metrology and Calibration	3

Third Semester

BMM 210	Lean Manufacturing Principles	3
BMM 229	Advanced Metrology and Calibration	4

Total Credits in the Program: 19

Quality Management Systems, Associate in Science

The Associate in Science in Quality Management Systems program prepares students for entry-level positions in the quality management field or to pursue a baccalaureate degree. It is also an excellent program for people who are working in the field without a degree who seek advancement opportunities in their chosen career that require an associate degree.

The Associate in Science in Quality Management Systems covers the basics of quality management, manufacturing principles, quality inspection techniques, materials & processing, interpreting engineering drawings, problem solving, measurement and test equipment, calibration, lean manufacturing, statistical process control, teamwork and supplier quality control.

Students completing an Associate in Science in Quality Management Systems will earn 61-62 credits and have the opportunity to receive nationally-recognized credentials from the Manufacturing Skill Standards Council (MSSC) as a Certified Production Technician (CPT). Students may choose to continue their studies in a range of baccalaureate programs including Manufacturing and Business Administration programs.

Program Outcomes

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

1. Earn nationally-recognized, portable credentials from the Manufacturing Skills Standards Council (MSSC);
2. Contribute to manufacturing system technology and quality management with an understanding of Lean Six Sigma tools;
3. Apply lean tools to manage inventory, production process and quality to meet financial and supplier requirements;
4. Establish quality assurance processes and train staff to meet quality audits;
5. Develop and characterize careers and trends in manufacturing using cost of quality, impact of quality, and safety on the production process;
6. Develop grades and standards of quality, acceptance sampling and inspection procedures and prepare and institute quality assurance mechanisms;
7. Apply financial metrics to the manufacturing decision-making process;
8. Apply stakeholder relevant competencies in support of customer desires and needs;
9. Analyze and manage key elements of a high performance manufacturing organization related to logistics, quality, and manufacturing;
10. Integrate regulatory and government regulations into the quality management systems environment;
11. Demonstrate competency in the research, product development and test process, including the handoff between processes as it applies to manufacturing; and
12. Assess and evaluate strategies for production and quality systems for an organization.

Graduation Requirements

Students must complete all graduation requirements as stated in the catalog. In addition, students must maintain a GPA of 2.3 in the major.

Curriculum

Associate in Quality Management Systems

General Education Core Requirements - 21-22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 110*	Computer Applications	3
MATH 1XX	MATH (MATH 130 or higher)	3
	Science (BIO, CHEM, SCI)	3-4
	Social Science (PSY or SOC)	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Non-Major Core Requirements - 12 Credits

OPEN	Elective	3
ACC 110	Applied Accounting	3
OS 210	Organizational Communications	3
STAT 167	Principles of Statistics	3

Quality Management Systems Major Core Requirements - 28 Credits

Freshman Year

BMM 101	Key Principles of Manufacturing	3
BMM 110	Technology in Advanced Manufacturing	3
BMM 210	Lean Manufacturing Principles	3
BMM 220	Materials and Processes in Manufacturing	3

Sophomore Year

BMM 222	Technical Drawings and Specifications	3
BMM 224	Metrology and Calibration	3
BMM 226	Principles of Quality Management	3
BMM 228	Quality Management and Supplier Integration	3
BMM 229	Advanced Metrology and Calibration	4

Total Credits in the Program: 61-62

Welding Technology, Certificate

This 24-credit certificate program is for the student whose intention is to pursue entry level employment in the field of welding after completing the program. The 24 credits earned for this certificate may also be used toward the fulfillment of the AS Degree. In this certificate program, the student is introduced to welding safety and fabrication using common welding processes including: shielded metal arc welding (SMAW), gas metal arc welding (GMAW/MIG), flux core arc welding (FCAW) Gas Tungsten Arc Welding (GTAW/TIG) and thermal cutting. State of the art equipment is used to create and weld complex parts using a CNC plasma cutter and variety of welding equipment

Admission Requirements

Students entering a certificate program in Welding must take the CollegeSuccess assessment. Students who have completed the equivalent of MATH 097, ENG 101, and CAP 110 are more likely to find success in these certificate programs. Students must place in college-level math or successfully complete Math 097 in order to enter the Welding Certificate Program. Students who do not meet these minimum standards may be conditionally enrolled at the discretion of the Welding Program Director.

Graduation Requirements

Students must complete all the graduation requirements as stated in the catalog and maintain a GPA of 2.3 in the coursework.

Curriculum

Certificate in Welding Technology

First Semester MOD 1

BMM 151	Welding Safety	3
BMM 153	Welding Principles	3
BMM 155	Welding Fabrication	3
BMM 157	Thermal Cutting	3

Second Semester MOD 2

BMM 252	Introduction to Shielded Metal Arc Welding (SMAW)	3
BMM 254	Introduction to Flux Core Arc Welding (FCAW)	3
BMM 256	Introduction to Gas Tungsten Metal Arc Welding (GTAW)/Tungsten Inert Gas (TIG)	3
BMM 258	Introduction to Gas Metal Arc Welding (GMAW)/Metal Inert Gas Welding (MIG)	3

Total Credits in the Program: 24

School of Applied Liberal Arts and Social Sciences

Mission Statement

The School of Applied Liberal Arts and Social Sciences is committed to preparing dedicated, reflective, and responsive professionals who employ evidence-based practices in service to their communities and society as a whole. We teach students to think critically and independently to further the development of their humanistic, intellectual, and technical capabilities so they can respond creatively, thoughtfully, and effectively in a globally interdependent world.

Child Study, Bachelor of Science

The Bachelor of Science in Child Study is designed to prepare competent and dynamic professionals for work with young children and their families, both in and outside of the classroom.

This degree program is grounded in developmental theory and emerging educational trends in early childhood education. Upon completion of the program, students will have developed ethical decision-making abilities, the skills to foster relationships, and strategies for engaging in informed advocacy for children and the profession. Most courses in this program are offered in a blended format with both on-ground and online sessions.

Students earning a Bachelor of Science in Child Study are prepared to work as professionals in the field of early childhood in the following roles and settings:

- Early childhood educator, such as a child care center teacher, family child care provider, Head Start teacher, or paraprofessional in the public schools;

- Home-family support provider, such as home visitor, family advocate, child protective services worker, or parent educator; or

- Professional support roles, such as early childhood administrator in a child care or Head Start program, staff trainer, peer/program mentor, or advocate at the community, state, or national level.

The Bachelor of Science in Child Study is an approved program of study leading to the Connecticut Office of Early Childhood (OEC) Early Childhood Teacher Credential (ECTC). For more information about this

credential please visit the OEC website. In addition, Goodwin University offers courses in all areas leading to the Connecticut Director's Credential. The specified courses can be taken as part of the Child Study degree program or as a non-matriculated student. For more information, please contact the Program Director for Child Study.

Program Outcomes

Upon successful completion of the Bachelor Degree program, graduates will be able to:
1.

Create developmentally-appropriate learning environments and instruction that are based on knowledge of each child's strengths, interests, and needs and that enable each child to advance his or her learning.
2.

Create respectful, reciprocal relationships that acknowledge the complex characteristics of children's families and communities and support families' active and authentic engagement in their children's development and learning.
3.

Reflect on and analyze their practice to improve outcomes for all children.
4.

Design, implement, and evaluate developmentally-meaningful and challenging curriculum for all children based on early learning standards and high-quality resources.
5.

Apply the NAEYC Code of Ethical Conduct to their work with children, families, and other early childhood professionals.
6.

Locate and use appropriate professional resources and engage with professional organizations to inform and improve their practice.
7.

 Advocate for children, families, and the early childhood profession.
8.

Communicate effectively and professionally orally and through writing.

Graduation Requirements

Students must complete all the general graduation requirements as stated in the Graduation and Degree Conferral section of this catalog as well as the general education requirements for bachelor's degrees located in the Programs of Study section. In addition, students must complete all Early Childhood core courses, PSY 115 (p. 172) and PSY 365 (p. 174) with a minimum grade of "C" in each course and a minimum cumulative GPA of 2.5.

Curriculum

Bachelor in Child Study

General Education Core Requirements - 40 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
ENG 3XX	English Electives	3
COM 105	Interpersonal Communications	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
SCI 1XX	Science w/lab (SCI)	4
PSY 112	Introduction to Psychology	3
HIS 1XX	History Elective	3
	General Education Electives**	12

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

**Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Child Study Major Core Requirements - 60 Credits

Freshman Year

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Health, Safety and Nutrition for Early Childhood Programs	3
ECE 110	Creativity and the Young Child	3
ECE 120	Math and Science for Young Children	3
PSY 115	Child Development	3

Sophomore Year

ECE 201	The Exceptional Child and Learner	3
ECE 210	Observation and Assessment in the Early Childhood Classroom	3
ECE 231	Early Language and Literacy Development	3
ECE 251	Student Teaching I	3
ECE 252	Student Teaching II	3

Junior Year

ECE 220	Multicultural Aspects of Early Childhood	3
ECE 221	Social and Emotional Development in Young Children	3
ECE 315/SOC 315	Family-School-Community Partnerships	3
ECE 340/PSY 340	Psychology of the Exceptional Child	3
PSY 365	Advanced Child Development	3

Senior Year

ECE 320	Technology and Education	3
ECE 410	Education Research	3
ECE 411	Action Research Project	3
ECE 450	Capstone: Internship Experience OR	6
ECE 451	Capstone: Student Teaching	6

Electives - 21 Credits

ECE 1XX	Electives	6
OPEN	Electives	15

Total Credits in the Program: 121

Criminal Justice, Associate in Science

Modern criminal justice professionals must be educated in a vast array of subject matter that reaches far beyond what is learned in the academy. The Criminal Justice program was designed with the intent of offering students a hands-on experience as well as a traditional classroom education. The combination will make them well-rounded and capable of understanding today's changing criminal justice system.

The Associate Degree in Criminal Justice provides students the opportunity to experience and learn about all aspects of the criminal justice system. The program will develop the critical-thinking skills necessary for modern law enforcement, security, emergency response and investigative professions. Students will be exposed to contemporary policing issues as well as the historical development and future of criminal justice. The Criminal Justice program offers a unique opportunity to focus elective courses on homeland security, computer crime, forensics or law enforcement, in addition to the contemporary law enforcement subjects.

Upon completion of the program, students will be prepared for entry-level positions or advancement in a criminal justice profession. These career opportunities may be in areas such as federal, state, or municipal law enforcement, corrections and security, and include jobs such as Customs and Border Protection (CBP), Drug Enforcement Agency (DEA), Immigration and Customs Enforcement (ICE), Transportation Security Administration (TSA), Federal Bureau of Prisons, and private and personal security agencies.

Program Outcomes

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

1.

Explain the basic structure and functions of the American Criminal Justice System, including the juvenile justice system;

2.

Discuss the development of the corrections system in the United States, including the systems of probation, parole and community supervision;

3.

Identify the structure and function of the Federal and State court systems;

4.

Demonstrate knowledge of the development of criminal law and criminal procedure;

5.

Discuss the effects of a culturally diverse society on the development of the Criminal Justice System;

6.

Understand the ethical and legal issues of criminal justice professionals;

7.

 Assess the basic issues and problems in policing, the courts, and corrections in America; and

8.

 Identify the major sociological theories that may explain criminal behavior and delinquency.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete the Criminal Justice major core courses with a minimum grade of "C-" in each course and a cumulative GPA of 2.3.

Curriculum

Associate in Criminal Justice

General Education Core Requirements - 22 Credits

ENG 101	English Composition	3
BUS 212	Grant Writing	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 135	Contemporary Mathematics	3
SCI 1XX	Science w/lab (SCI)	4
PSY 112	Introduction to Psychology	3
PHIL 103	Ethical & Legal Issues OR	3
PHIL 105	Ethics, Values, and Cultural Competence in Practice	3

	OR	
HSM 105	Contemporary Ethical Perspectives	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Programmatic General Education Core Requirements - 6 Credits

COM 1XX	Communications Elective	3
PSY 2XX	Elective	3

Criminal Justice Major Core Requirements - 24 Credits

Freshman Year

CJS 101	Introduction to Criminal Justice and the Law	3
CJS 106/HSM 106	Investigative Report Writing	3
CJS 112	Criminal Procedures	3
CJS 140	Introduction to Corrections	3

Sophomore Year

CJS 150	Criminology	3
CJS 210	Criminal Law	3
CJS 243	Juvenile Justice in America	3
CJS 299	Internship	3

Electives - 9 Credits

CJS/HSM 1XX	Electives	6
CJS/HSM 2XX	Elective	3

Total Credits in the Program: 61

Early Childhood Education, Associate in Science

The Associate of Science in Early Childhood Education is designed to prepare professionals with the competencies to work in early childhood classrooms as defined by the National Association for the Education of Young Children and the Connecticut Office of Early Childhood.

Following completion of the program, students will have the necessary skills and knowledge to become gainfully employed in an entry- to mid-level position in the field of early childhood education or to continue their education toward a Bachelor of Science in Child Study or related fields. Most courses in this program are offered in a blended format with both on-ground and online sessions.

The Associate in Science in Early Childhood Education is an approved program of study leading to the

Connecticut Office of Early Childhood (OEC) Early Childhood Teacher Credential (ECTC). For more information about this credential please visit the OEC website.

Admission Requirements

Students entering the Associate in Science in Early Childhood Education must meet the following criteria:

•

Pass a background check.

•

Complete ENG 101 – English Composition or equivalent with a grade of "C" or better.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1.

Create healthy, respectful, supportive, and challenging learning environments using knowledge of children's unique characteristics and needs and the multiple factors that influence their early development and learning.
2.

Build effective relationships with families and children using their knowledge of family systems, culture, and community.

3. Propose and support positive outcomes for each child based on the use of observation as a teaching strategy and the application of appropriate assessment tools.
4.

Implement a broad range of developmentally-appropriate teaching and learning strategies that consider children's unique characteristics and needs and are research-based, culturally sensitive, and respectful of families.
5.

Plan and implement meaningful and challenging curriculum that supports what young children should know and be able to do in each domain of learning as outlined in early learning and development standards.
6.

Apply the NAEYC Code of Ethical Conduct to their work with children, families, and other early childhood professionals.
7.

Advocate on behalf of young children and their families.
8.

Communicate effectively and professionally, both orally and through writing.

Graduation Requirements

Students must complete all the general graduation requirements as stated in the Graduation and Degree Conferral section of this catalog as well as the general education requirements for associate degrees located in the Programs of Study section. In addition, students must complete all Early Childhood core courses with a minimum grade of "C" and a minimum cumulative GPA of 2.3.

Curriculum

Associate in Early Childhood Education

General Education Requirements - 22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
COM 105	Interpersonal Communications	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
SCI 1XX	Science w/lab (SCI)	4
PSY 112	Introduction to Psychology	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Electives - 6 Credits

OPEN	Electives	6

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Early Childhood Major Core requirements - 33 Credits

Students entering with a valid Child Development Associate (CDA) credential will be awarded 9 credits (ECE 102 and one 6-credit CDA practicum toward elective credits) towards the Associate degree or Bachelor's degree.

Freshman Year

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Health, Safety and Nutrition for Early Childhood Programs	3
ECE 110	Creativity and the Young Child	3
ECE 120	Math and Science for Young Children	3
PSY 115	Child Development	3

Sophomore Year

ECE 201	The Exceptional Child and Learner	3
ECE 210	Observation and Assessment in the Early Childhood Classroom	3

ECE 221	Social and Emotional Development in Young Children	3
ECE 231	Early Language and Literacy Development	3
ECE 251	Student Teaching I	3
ECE 252	Student Teaching II	3

Total Credits in the Program: 61

English as a Second Language, Certificate

The goal of the English as a Second Language (ESL) certificate program is to enhance the English-language proficiency for non-native speakers of English. Instruction is focused on reading, writing, speaking, and grammatical accuracy of English as applied in personal, vocational, or academic contexts.

To determine placement, all prospective students (a) take a faculty-designed grammar test, (b) complete the Comprehensive Adult Student Assessment System (CASAS) pre-test, and (c) participate in a personal interview. The ESL courses are sequenced and delivered in four levels, consisting of one course each. Students who enter the program at Level 2, 3, or 4 will receive Advanced Placement credit for the lower level courses. The 24 institutional credits received for the ESL program cannot be applied or transferred to any degree program at Goodwin University.

Students must earn a grade of C- (70%) or better in both segments to pass each level.

Admission Requirements

Applicants may self-certify that they have obtained a high school diploma and are not required to submit an official high school transcript.

Learning Outcomes

Upon completion of all certificate requirements, students will be able to:
1. Use the target language orally or in writing.
2. Produce simple connected text.
3. Explain plans or opinions, experiences, events, or ambitions.
4. Exchange information, news, or ideas.
5. Analyze experiences, events, or ambitions.

Day Program Sequence of Courses

First Semester

| ESL 015 | Beginning English I | 6 |
| ESL 025 | Beginning English II | 6 |

Second Semester

| ESL 035 | Intermediate English I | 6 |
| ESL 045 | Intermediate English II | 6 |

Evening Program Sequence of Courses

First Semester

| ESL 015 | Beginning English I | 6 |

Second Semester

| ESL 025 | Beginning English II | 6 |

Third Semester

| ESL 035 | Intermediate English I | 6 |

Fourth Semester

| ESL 045 | Intermediate English II | 6 |

General Studies, Associate in Science

The Associate in Science in General Studies (ASGS) provides students the opportunity to gain broad, as well as deep, academic knowledge of the University's institutional outcomes. This degree is available both on-ground and online.

The ASGS program has an emphasis in psychology, English, the sciences, and the humanities. General Studies students gain a strong, in-depth, academic education that will help develop the skills essential for today's educated individual: the ability to communicate effectively, think critically, and interact in a multicultural environment, as well as be adept in reading comprehension, reasoning, and research. General Studies students can select electives from existing programs of study, such as health sciences, child studies, criminal justice, business, management, and human services.

This program provides students with the skills needed for entry-level positions in today's business, industry, and health-related fields seeking self-motivated individuals with excellent oral and written communication skills, critical thinking skills, and analytical skills. Upon completion of this degree, students will be prepared to enter professional, academic, or career paths with confidence in their ability to pursue future goals which may include a four-year degree, a career path, or a vocational path.

Due to the great flexibility in course selection, students are advised to work closely with their academic advisor to ensure that all of the curriculum requirements are met.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1. Express themselves clearly in written, oral, and electronic modes of communication using standard

English; read and comprehend information; organize ideas and demonstrate competency in research modes, including use of information technology;

2. Understand mathematical and scientific principles; apply the scientific method of inquiry in problem solving; demonstrate logical inductive and deductive thinking, as well as qualitative and quantitative reasoning;

3. Analyze and synthesize ideas; apply critical thinking skills in professional and personal problem solving; understand and respect a multicultural society;

4. Understand the impact of cultural, economic, political and social events on global civilization; have appreciation for diversity and the impact of multiculturalism in the U.S. and around the world;

5. Understand and employ opportunities for personal enrichment through their knowledge and appreciation of the humanities, literary, fine and performing arts;

6. Experience a variety of elective courses and academic disciplines that contribute to a greater understanding of opportunities that will lead to future education or careers.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog.

Curriculum

Associate in General Studies

General Education Core Requirements – 22 Credits
ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
	Science (BIO, CHEM, SCI)	4
	Social Science (PSY or SOC)	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

**Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Programmatic General Education Requirements - 18 Credits

COM 101	Public Speaking OR	3
COM 105	Interpersonal Communications	3
	General Education Electives**	6
	Humanities Electives (1XX)	6
HIS 1XX	History Elective	3

General Education Electives - 6 Credits
	General Education Electives (200 level)	6

Open Electives - 15 Credits
OPEN	Electives (1XX)	12
OPEN	Elective (2XX)	3

Total Credits in the Program: 61

Human Services, Associate in Science

The Associate in Science in Human Services program prepares students for entry-level positions in the human services field or to pursue a baccalaureate degree. It is also an excellent program for people who are working in the human services field without a degree who seek advancement opportunities in their chosen career that require an associate degree.

The program is designed to help students develop the core competencies required for professionals in many human services organizations, including conducting intakes, performing assessments, interviewing, counseling, and case management. These and other courses, including electives, provide a foundation for students to be successful in a wide array of human service professions.

The culminating courses for students in the Associate in Science in Human Services program are two 90-hour internships where they will apply their learning at a local human service organization. These are in-depth experiences that are based on specific learning objectives developed in collaboration with the student, faculty and the cooperating human service organization. With our extensive connections to the regional human service community, we seek to help students obtain internship experiences with organizations that offer the services that they would ultimately like to provide during their careers.

Students completing an Associate in Science in Human Services may choose to continue their studies in a range of baccalaureate programs including Human Services, Social Work, Psychology, Rehabilitation, Counseling, Youth Development, Gerontology, Criminal Justice,

Recreation Therapy, and Education, among many others.

Program Outcomes

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

1.

Practice ethical standards consistent with the human services field.

2.

Explain how the history of human services shapes current policies and practices and provides a lens for predicting future trends.

3.

Apply professional helping skills congruent with evidence-based, person-centered, and strength-based approaches to service delivery.

4.

Employ macro-practice skills necessary for successful community organization and advocacy.

5.

Employ critical thinking skills required to be an effective human services professional.

6.

Apply written and verbal communication skills necessary for effective functioning as a human services professional.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete all Human Services core courses and PHIL 105 (p. 170) with a minimum grade of "C" in each course and a minimum cumulative GPA of 2.3.

Curriculum

Associate in Human Services

General Education Core Requirements - 22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 135	Contemporary Mathematics	3
SCI 1XX	Science w/lab (SCI)	4
PSY 112	Introduction to Psychology	3
PHIL 105	Ethics, Values, and Cultural Competence in Practice	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Programmatic General Education Core Requirements - 9 Credits

COM 105	Interpersonal Communications	3
SOC 101	Introduction to Sociology	3
PSY 212	Lifespan Development	3

Human Services Major Core Requirements - 21 Credits

Freshman Year

HSR 101	Introduction to Human Services	3
HSR 105	Community Organization and Advocacy	3

Sophomore Year

HSR 210	Introduction to Research in Human Services	3
HSR 222	Foundations of Helping and Service Delivery	3
HSR 240	Disability, Society, and the Individual	3
HSR 297	Human Services Internship I	3
HSR 298	Human Services Internship II	3

Human Services Electives - 9 Credits

DIRECTED	Electives	9

Total Credits in the Program: 61

Human Services, Bachelor of Science

The Bachelor of Science in Human Services program is designed to prepare students for entry- and mid-level positions in a wide array of human services organizations. Coursework is designed around three primary areas: general education core, human services core, and electives.

General Education core courses help students develop broad skills specifically identified by employers throughout our region as being essential for success in the human services field. Those include writing, public speaking, ethics, and computer literacy, among others.

Human Services core courses help students develop competence in the broader areas of the human services profession such as conducting intakes and assessments, interviewing and counseling, case management, and advocacy. These competencies are used by human services professionals in a wide array of careers and are generally applicable to the broad spectrum of human services positions.

Electives, chosen in conjunction with the advisor, enable the students to focus their degree on a specific area of interest within the profession. These include, among other areas: children and youth, disability studies, substance abuse, domestic violence, veterans service and services, rehabilitation, criminal justice and gerontology.

Early in their program, students will have exposure to the field through a 180-hour internship where they will apply their recent learning at a local human service organization and experience first-hand the day-to-day practices of human service professionals. During their senior year, students will participate in a capstone project. For this project, students will:

•

Perform a 120-hour fieldwork experience where they will integrate the knowledge, theory, skills and professional behaviors that they have learned and developed in the classroom; and

•

Concurrent with a second fieldwork experience of 60 hours, use these experiences, together with research of current human services issues, to identify and conduct a comprehensive, yet focused, research project. The project will identify an issue, problem, information gap, or creative endeavor that the student will explore, research, evaluate, and present in a final paper.

Through our extensive connections to the regional human service community, we seek to match students for their internship and field work experience with organizations that offer the services that they would ultimately like to provide during their careers.

Students earning a Bachelor of Science in Human Services degree are prepared to make a significant contribution to the human services workforce, the people they serve, and their community. Others may choose to continue their studies in a range of master's level programs including Human Services, Counseling, Social Work, Psychology, Rehabilitation, Youth Development, Gerontology, Criminal Justice, and Education among many others.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1.

 Describe key historical events in the development of human services and their implications for practice.
2.

Analyze human systems theories and their interactions.
3.

 Distinguish among the conditions that promote or inhibit human functioning.
4.

Analyze service system needs, develop plans of actions, and evaluate outcomes.
5.

Design person-centered intervention plans and programs that honor the individual's right to self-determination.
6.

Evaluate information resources to optimize service provision.
7.

Employ interpersonal skills that reflect an autonomy orientation to service provision.
8.

Apply evidence-based models of organizational management and leadership in human services delivery systems.
9.

Adhere to professional and ethical standards in practice.
10.

Communicate ethically, responsibly, and effectively in writing and when speaking.

Graduation Requirements

Students must complete all the general Bachelor graduation requirements as stated in the catalog. In addition, students must complete all Human Services core courses and PHIL 105 (p. 170) with a minimum grade of "C" in each course and have a minimum cumulative GPA of 2.3.

Curriculum

Bachelor in Human Services

General Education Requirements - 40 Credits

General Education Core Requirements - 28 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 135	Contemporary Mathematics	3
SCI 1XX	Science w/lab (SCI)	4
PSY 112	Introduction to Psychology	3
PHIL 105	Ethics, Values, and Cultural Competence in Practice	3
	General Education Electives**	6

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

**Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Programmatic General Education Core Requirements - 12 Credits

COM 105	Interpersonal Communications	3
SOC 101	Introduction to Sociology	3
PSY 212	Lifespan Development	3
ENG 3XX	English Elective	3

Human Services Major Core Requirements - 45 Credits

Freshman Year

HSR 101	Introduction to Human Services	3
HSR 105	Community Organization and Advocacy	3
HSR 210	Introduction to Research in Human Services	3
HSR 222	Foundations of Helping and Service Delivery	3

Sophomore Year

HSR 240	Disability, Society, and the Individual	3
HSR 297	Human Services Internship I	3
HSR 298	Human Services Internship II	3
HSR 325	Case Management: Principles and Practices	3

Junior Year

HSR 335	Social Welfare Policy	3
HSR 350	Crisis Prevention and Intervention	3
PSY 350	Cross-Cultural Psychology	3

Senior Year

BUS 320	Foundations in Organizational Leadership and Management	3
PSY 420/PSS 390	Research Methods	3
HSR 493	Human Services Capstone I	3
HSR 494	Human Services Capstone II	3

Human Services Electives - 15 Credits

DIRECTED	Electives	15

Electives - 21 Credits

OPEN	Electives	21

Total Credits in the Program: 121

Minor in Psychology

A minor in Psychology enhances graduates' employability and can complement plans of study for Bachelor of Science degrees in business, nursing, health science, human services, child study, and related fields. Students who minor in Psychology gain knowledge and skills in the human behavior and mental processes. Students must complete 15 credits of the Psychology courses offered at Goodwin University. Of the 15 credits, a minimum of 6 credits must be at a 200-level or higher and a minimum of 3 credits must be at a 300-level or higher. Students should work closely with their advisors to select and design a course of study that fits with their educational and career goals.

Professional Studies, Bachelor of Science

The Bachelor of Science in Professional Studies is a career-focused, degree-completion program that provides students with theoretical and practical educational experiences designed to enhance their current professional capabilities. A degree in Professional Studies will prepare students for both career advancement and new career opportunities.

This program ensures students have the skills necessary to succeed in a variety of work and academic environments.

The curriculum is flexible, so students can tailor the degree to their personal, academic, and professional goals. This degree is available in both an on-ground and on-line format.

Professional Studies students will graduate with the skills expected of an educated person, which includes the ability to think critically, communicate effectively, interact in diverse environments, read comprehensively, and conduct research.

Due to the great flexibility in course selection, students are advised to work closely with their academic advisor to ensure that all of the curriculum requirements are met.

Program Outcomes
1.

Demonstrate effective use of interpersonal skills appropriate for complex and diverse workplace settings.
2.

Demonstrate proficiency in critical analysis, writing and communication skills.
3.

Analyze and evaluate philosophical and ethical arguments.
4.

Review a body of literature and analyze the reported results.
5.

Identify and address a community problem or issue using acquired knowledge and skills.
6.

Understand organizational and psychological theories required to successfully navigate an organization.
7.

Analyze complex problems and propose effective solutions.
8.

Begin to develop specialized knowledge in an academic discipline.

Graduation Requirements

Students must complete all Bachelor-level general graduation requirements as stated in the catalog. Additionally, it is required that students complete the Professional Studies Capstone (PRO 495 (p. 170)).

Curriculum

Bachelor in Professional Studies

General Education Requirements – 40 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
ENG 300	Advanced Composition	3
	OR	
ENG 320	Advanced Writing for Health Professionals	3
	OR	
ENG 325	Advanced Writing for the Business Professional	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
	Science (BIO, CHEM, SCI)	4
PSY 112	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3
	General Education Electives**	12

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

**Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Programmatic General Education Requirements - 6 Credits

COM 101	Public Speaking	3
	OR	
COM 105	Interpersonal Communications	3

STAT 167	Principles of Statistics	3

Major Core Requirements - 33 Credits

	Courses in the student's designed major core (1XX)	27
PRO 495	Professional Studies Capstone	3
PSY 420/PSS 390	Research Methods	3

Open Electives - 42 Credits

2XX	Open Electives	27
3XX	Open Electives	15

Total Credits in the Program: 121-123

Public Safety and Security, Bachelor of Science

The Public Safety and Security Program is designed to be an interdisciplinary bachelor's degree program. The coursework builds on the foundation of the Criminal Justice and Homeland Security associate degree programs and allows students to continue their education in the Public Safety and Security program for degree completion. The program integrates theoretical principles with practical application and offers a broad preparation for positions in local, state, federal and private agencies, such as public and private security, Department of Homeland Security agencies, law enforcement, probation and parole, emergency management, and homeland, corporate and national security agencies.

Students concentrate in either Criminal Justice or Homeland Security. The concentration in Homeland Security prepares students for entry-level positions in emergency management, national security, or homeland security agencies. The coursework emphasizes emergency planning, the National Incident Management System, and personal and physical security. The concentration in Criminal Justice prepares students for entry-level positions in law enforcement, corrections, courts, and corporate security. The coursework emphasizes criminal investigation, criminal procedure, and the development of the criminal justice system.

Graduates of the program are prepared for leadership roles in public safety and security and build a foundation for graduate school. The coursework emphasizes the development of professional skills and knowledge of public safety such as grant writing, risk assessment, research methodology, policy analysis, and safety and security planning. Students learn and apply the skills associated with evidence-based decision making and obtain hands-on experience through an Internship. The program culminates in a practical application knowledge and skills through completion of the Capstone: Seminar in Public Safety and Security.

Prospective students should be aware that most Public Safety and Security agencies require background

checks prior to participating in an internship or making an offer of employment.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1.

Demonstrate proficiency in preparing and delivering professional oral presentations and researching and preparing concise written communications;
2.

Demonstrate competency in the research process as it applies to public safety and security;
3.

Demonstrate an understanding of a diverse workplace and multicultural society;
4.

Recognize ethical issues in public safety and security professions and apply a framework for addressing them;
5.

Identify problems and needs within public safety and security, review literature, collect data, and apply analytical skills in policy analysis and a research project;
6.

Explain and demonstrate strategic planning, policy development and policy analysis process;
7.

Demonstrate skills related to: grant writing, policy analysis, risk management and research;
8.

Identify sources of data and analyze qualitative and quantitative data;
9.

Articulate an awareness and understanding of the varied roles, relationships and responsibilities comprising professions in public safety and security;
10.

Defend the importance of evidence-based decision making in public safety and security; and
11.

Demonstrate theories and practices involving contemporary issues in public safety and security.

Graduation Requirements

Students must complete all the general Bachelor graduation requirements as stated in the catalog. In addition, students must complete the Public Safety and Security major core courses with a minimum grade of "C-" in each course and a cumulative GPA of 2.3.

Curriculum

Bachelor in Public Safety and Security

General Education Requirements - 40 Credits

General Education Core Requirements - 28 Credits

ENG 101	English Composition	3
BUS 212	Grant Writing	3
CAP 1XX	Computer Literacy (CAP)*	3
COM 1XX	Communications Elective OR	3
COM 101	Public Speaking	3
MATH 135	Contemporary Mathematics	3
SCI 1XX	Science w/lab (SCI)	4
PSY 112	Introduction to Psychology	3
PHIL 103	Ethical & Legal Issues OR	3
PHIL 105	Ethics, Values, and Cultural Competence in Practice OR	3
HSM 105	Contemporary Ethical Perspectives	3
	General Education Elective**	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

**Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Programmatic General Education Requirements - 12 Credits

STAT 167	Principles of Statistics	3
PSY 2XX	Elective	3
PSY 3XX	Elective	3
ENG 3XX	English Electives	3

Public Safety Major Core - 42 Credits

Criminal Justice Concentration Requirements - 24 Credits

Freshman Year

CJS 101	Introduction to Criminal Justice and the Law	3
CJS 112	Criminal Procedures	3
CJS 140	Introduction to Corrections	3
CJS 150	Criminology	3

Sophomore Year

CJS 106/HSM 106	Investigative Report Writing	3
CJS 210	Criminal Law	3
CJS 243	Juvenile Justice in America	3
CJS 299	Internship	3

Public Safety and Security Upper Division Core Requirements - 18 Credits

Junior Year

PSS 390/PSY 420	Research Methods	3
PSS 360	Risk Reduction through Environmental Design	3
PSY 350	Cross-Cultural Psychology	3

Senior Year

PSS 350	Multiculturalism in Public Safety and Security	3
PSS 450	Public Policy Analysis	3
PSS 490	Capstone: Seminar in Public Safety and Security	3

Directed Electives - 15 Credits

1XX	Electives	6
2XX	Electives	3
3XX	Electives	6

General Education Electives - 24 Credits

1XX	Open Electives	12
3XX	Open Electives	12

Subtotal: 121

Total Credits in the Program: 121

School of Nursing and Health Professions

Mission Statement

The School of Nursing and Health Professions seeks to provide students with state of the art preparation for careers in healthcare and science-based disciplines. The mission of the School of Nursing and Health Professions will infuse an appreciation for lifelong learning in all students, resulting in excellence in healthcare and improved quality of life for those we serve.

Accelerated BSN, Bachelor of Science

Our Accelerated Bachelor of Science in Nursing (ABSN) track is geared towards individuals who already have a bachelor's degree in a non-nursing major from a regionally accredited college or university, but want to become licensed as an RN and working in the field quickly.

Students will gain the knowledge necessary to become an advocate for patients, families, and communities. They will learn to practice a holistic approach to patient wellness and quality care through critical and creative thinking, ethical decision-making, and evidence-based practice.

Admissions Requirements and Process

Only students admitted to the program may enroll in nursing courses (NUR). It is important to note that not all qualified candidates can be offered admission to the nursing program due to the limited number of places available. Prospective nursing applicants are strongly advised to attend a Health Science Information Session conducted by the university. Please call the Admissions Office at 800.889.3282 for dates and times of upcoming sessions. Students may enter the university at any time to complete the prerequisites required for admission.

Admission is based upon completion of ABSN prerequisites and other requirements. All requirements must be completed before enrolling in the program. Students may apply to the ABSN program up to four times. Any submitted applications that do not meet the minimum required GPA of 3.0 and the required score on the examination being utilized as the pre-admission exam will not be considered or counted as an attempt.

Admissions Process

1.

Complete the application for admission into Goodwin University. Applicants to the ABSN program must first meet the prerequisites for admission and be accepted into Goodwin University.

2.

Complete the ABSN Program Application.

a.

Official college transcripts are required with the application if the applicant has courses from another institution that will need to be transferred in to meet the prerequisite courses required for admission or to use as proof of level of education for the admission point system. If the transcripts have already been provided to the Registrar, the Nursing department will retrieve copies.

b.

Take the examination being used for pre-admission. This examination is administered off campus three times a year, (January, May and September). The cost of the exam is the responsibility of the applicant. Students may only register for the exam when they are submitting an application or reactivating an application that is already on file. It is the student's responsibility to follow the deadlines and instructions posted on the application. All questions regarding exam registration dates and deadlines must be directed to the Nursing Department. Students may only attempt the pre-entrance examination one time per semester for a total of six (6) attempts. Students must attain the pre-determined minimal score for whichever exam is being utilized at the time the student applies to be considered for admission. Student must complete or have already completed BIO 212 (p. 116) (A&P II) in the semester (s)he registers for the pre-entrance exam.

c.

Earn a minimum GPA of 3.0 in the most recent course work (college). College GPA is based on most recent attained collegiate degree or a minimum of 12 completed credits at Goodwin University. GPA's are not rounded.

d.

Complete the following prerequisite courses with a minimum grade of "C" prior to applying:

i.

Chemistry - CHEM 101 (p. 129) (Goodwin University) or equivalent.

ii.

Lifespan Development - PSY 212 (p. 172) (Goodwin University) or equivalent.

iii.

Statistics - STAT 167 (p. 177) (Goodwin University) or equivalent.

e.

Complete the following prerequisite courses with a minimum grade of "C+" prior to applying:

i.

Biology - BIO 211 (p. 115), Anatomy & Physiology I (Goodwin University) or equivalent completed within the last five years.

ii.

Biology - BIO 212 (p. 116) Anatomy & Physiology II (Goodwin University) or equivalent completed within the last five years.

iii.

Biology - BIO 235 (p. 116) Microbiology (Goodwin University) or equivalent completed within the last ten years.

Any prerequisite courses transferred from another college must be equivalent to Goodwin University courses and must meet the grade requirement of "C+" as previously stated.

Point System

I. Previous College Education	Score
Bachelor's Degree Received from Goodwin University	2
Master's Degree	4

II. Completed Goodwin University Courses (C or higher) NO points for FIL 101	
1-3 course(s)	1
4-6 courses	2
≥ 7 courses	3
(MAXIMUM = 3)	

III. Cumulative GPA (not rounded) based on completed Goodwin University coursework* totaling >12 credits or most recent college degree (Minimum 3.0 to qualify)	
3.0 - 3.2	1
3.3 - 3.5	2
3.6 - 3.7	3
3.8 - 4.0	4

*Credit by exam does not count as a course taken.

IV. Composite Score on ATI TEAS Pre-Entrance Exam (≥58.7% to qualify)	
58.7% - 62.9%	1
63.0% - 67.1%	2
67.2% - 71.3%	3
71.4% - 75.5%	4
75.6% - 79.7%	5
79.8% - 83.9%	6
84.0% - 88.1%	7
88.2% - 92.3%	8
92.4% - 96.5%	9
96.6% - 100%	10
Total Points (MAXIMUM = 21)	21

Accepted Students

- Once accepted, students are required to submit a $500 non-refundable tuition deposit to hold their place in the class. Students must obtain their own malpractice insurance and also become members of the National Student Nurse Association (NSNA).

- Admitted students must submit a medical examination report by a health care provider which describes the student's physical and emotional health prior to starting the program. All required immunizations must be completed before the start of the first Nursing course excluding the Hepatitis B vaccine series which may be in progress. If a student elects to not have the Hepatitis B vaccine series, a signed declination form must be in his/her file. All students in the program must receive a flu shot annually.

- Students are required to become certified in Cardio-Pulmonary Resuscitation (Health Provider or Professional Rescuer) by the American Heart Association or the Red Cross before entering the Nursing program and must maintain certification throughout the nursing program. The cost related to obtaining and maintaining CPR certification is the responsibility of the student. Proof of certification must be submitted annually.

- All students accepted to the Accelerated Bachelor of Science Degree in Nursing program must submit to a background check and drug screening. Fees cover the cost of both. However, if the drug screen result is "negative dilute," the student must assume the cost of a second drug screen. A positive drug screen, not substantiated by a physician, will prevent the student from entering the program. Students will be notified if the background check reveals any criminal record that might interfere with future licensure. In the

event that a clinical facility finds the results of a student's background check objectionable and, as a result, prohibits the student from participating in a clinical experience at their facility, the department will make two additional attempts to place the student in an alternative facility. If neither of the two further attempts yield a placement for the student, (s)he will not be permitted to progress with the program. Students are advised to take this into consideration upon initial receipt of the results of their background check.

BSN Program Outcomes

Graduates of the Bachelor of Science in Nursing Degree Program are prepared to practice professional nursing as a generalist with skills that are applicable across all healthcare settings. They are also prepared to enter graduate study.

At the completion of the program, the graduate will be able to:

1. Practice professional nursing from a holistic, visionary, culturally-competent, fiscally-responsible base, as they design, manage, and coordinate care for individuals, families, groups, communities and populations;
2. Synthesize and apply knowledge from nursing theory, practice, research, and the liberal arts and sciences to professional nursing practice;
3. Integrate and demonstrate beginning leadership and management skills utilizing critical and creative thinking, ethical decision making, and evidenced-based practice;
4. Design, manage and coordinate care to patients, families, groups and communities utilizing communication skills honed by self-awareness and self-evaluation;
5. Advocate for patients, families, groups and communities based on a respect for cultural diversity and an understanding of the impact of political and regulatory process on health care;
6. Collaborate and communicate, using a variety of modalities, with patients, families and interdisciplinary team members to maximize patient's level of wellness; and
7. Make a commitment to lifelong learning by assuming responsibility for professional career planning, advanced education and active membership in the profession.

Nursing Department Policies

Policies specific to the ABSN track may be found in the ABSN Student Handbook.

Requirements for Graduation

The following requirements must be met in order to graduate from the nursing program:

1. Completion of the course requirements. Prerequisite courses must be completed with a "C" or better except for specific science courses which require a "C+" or better.
2. Completion of ABSN coursework with an academic average of at least 2.3 (C+) within the maximum time frame (no greater than six (6) semesters);
3. Fulfillment of all financial obligations to the University;
4. Completion of a final math calculation exam with a score of 100%;
5. Pass the Clinical Component of Nursing 450;
6.

In order to be eligible to take the NCLEX-RN®, the student must achieve all of these three criteria:

a. A score 67.3% or better on the ATI RN Comprehensive Predictor, and
b. Attend all 3 days of the ATI Live Review.
c. A grade of 77% or better on the ATI Capstone,

If the student fails to achieve any of these three criteria, then that student must achieve the Virtual ATI Green Light in order to be eligible to take the NCLEX-RN®.

*Graduation from the program does not guarantee passing the NCLEX-RN® licensing exam. If a student in the program has a felony record, the Department of Public Health will determine their eligibility to take the NCLEX-RN® when the student applies to take the exam. The university has no responsibility for making this decision. Students may access the State Board of Nursing website for additional information.

Curriculum

Accelerated Bachelor in Nursing

Requirements List

Students entering this program will automatically be awarded **38 credits** in recognition of attaining their first bachelor's degree.

Prerequisite Courses = **22 credits**

BIO 211	Anatomy and Physiology I	4
BIO 212	Anatomy and Physiology II	4
BIO 235	Microbiology	4
CHEM 101	Chemistry	4
PSY 212	Lifespan Development	3
STAT 167	Principles of Statistics	3

Core Courses - 60 credits

Fall Semester I

NUR 205	Health Assessment & Skills Development	6
NUR 301	Foundations of the Nursing Profession	3
NUR 309	Principles of Pathophysiology	3
NUR 375	Pharmacology for Nurses	3

Spring Semester I

NUR 215	The Wellness Continuum for Adults I	6
NUR 320	Mental Health Nursing	5
NUR 311	Nursing Research and Evidence-Based Practice	3

Summer Semester Session I

NUR 305	The Wellness Continuum II	7
NUR 335	The Wellness Continuum for Children and Families	3

NUR 305 - The Wellness Continuum II is a 15 week course.

Summer Semester Session II

NUR 430	Community and Public Health Nursing	5

Fall Semester II

NUR 435	The Wellness Continuum for Women, Newborns and Families	4
NUR 450	Caring for Adults with Complex Health Alterations	9
NUR 457	Nursing Leadership	3

Total Credits in the Program: 120

Dental Hygiene, Associate in Science

The Goodwin University Dental Hygiene Program (DHP) is designed to equip students with the skills to become professionals ready to assist the public and the community. The program provides clinical and therapeutic services as well as dental hygiene education. The program is centered on evidence-based learning with the theoretical foundation and hands-on classwork that prepares students for the workforce and engenders an appreciation for lifelong learning. Twenty-eight (28) students are accepted each summer semester into the program. The date of application submission and points attained in the Selection Point System will dictate the class roster's placement order.

Dental hygienists are required to be licensed in the state where they practice. Upon completion of the 80 credit-curriculum, students are qualified to take the National Board Dental Hygiene Examination (NBDHE) and the Commission on Dental Competency Assessments (CDCA), which are requirements for state licensure. The Goodwin University Dental Hygiene Program has been granted accreditation status by the American Dental Association Commission on Dental Accreditation for Dental Hygiene Education Programs as: Approval without reporting requirements.

Admissions Requirements

The Goodwin University Dental Hygiene Program is a rigorous and intensive program that is both physically and mentally demanding. Due to the limited number of seats in the program, admission is based on specific entrance criteria as well as a ranking point system. To qualify for admission, the applicant must:

1.

Complete the application for admission into Goodwin University, if not already a student at Goodwin. Applicants to the Dental Hygiene Program must first meet the requirements for admission and be accepted into Goodwin University.

2.

Have a minimum college GPA of 2.7 at the time of application.

3.

Must successfully pass a background check, drug test and Department of Children and Families check before official acceptance into the Dental Hygiene Program will be granted. Forms are provided by program personnel.

4.

Complete all prerequisite courses with a passing grade unless otherwise noted.

5.

Have completed Introduction to Psychology: PSY 112 or equivalent, Computer Literacy Elective: CAP 1XX or equivalent, and English Composition: ENG 101 or equivalent, with a passing grade.

6.

Have completed Math (Intermediate algebra or higher) and Chemistry (CHEM 101) with a "C" or better.

7.

Have completed Anatomy & Physiology I within five years with a "C+" or better.

8.

Have completed Microbiology within ten years with a "C+" or better.

9.

Student may be enrolled in Anatomy & Physiology II at the time of application. The course must be successfully completed before beginning the first DHP course or within the last five years with a "C+" or better.

10.

Complete an interview with the Dental Hygiene Program faculty. As part of the interview, the student will be asked to write a 500-word essay that will be used as part of the point system. The topic will be provided at the time of the interview.

11.

Be able to perform all functions and tasks required of a dental hygienist. As part of the curriculum, the student would be asked to fully participate in all clinic/rotation/community enrichment activities. These activities require the student to be prepared physically and mentally to avoid risks to the safety of a patient or the student.

12.

Provide documentation of 8 hours of observation of dental hygiene services in the prior 12 months.

Point System

The Goodwin University Dental Hygiene Program has limited capacity: a point system has been developed for the selection of prospective candidates. The system was developed to maintain objectivity and to follow the Dental Hygiene program's goals and competencies. The points will be calculated by the program director.

General Education GPA Per Course(Based on the following courses: Math, English Composition, Introduction/General Chemistry, Anatomy & Physiology I & II, Microbiology & Introduction to Psychology)	Score
2.7 - 3.0	1
3.1 - 3.5	2
3.6 - 4.0	3

Overall College GPA (Based on a minimum of 12 credits. Students with less than 12 credits will be given a score of 1 point only)

2.7 - 3.0	1
3.1 - 3.5	2
3.6 - 4.0	3

Completion of Courses at Goodwin University

1 course	1
2 courses	2
3 courses	3
4 courses	4
5 courses	5
6 courses	6
7 courses	7

Previous College Education

Associates Degree	2
Bachelor's Degree	3
Master's Degree	4

Essay (Writing Skills)

Poor (23-28)	1
Average (29-34)	2
Excellent (35-40)	3
Total Possible Points	**41**

Accepted Students

DHP students will be required to provide documentation of a Physical Exam (within 2 years) and immunizations prior to starting the program. Student immunizations must remain current throughout the program. Immunization requirements include:

- Hepatitis B vaccination or titer

- Influenza vaccination (within 1 year)

- MMR vaccination or titer

- Varicella vaccination or titer

- Tetanus vaccination (within 7 years)

- Two-step PPD vaccination (within 1 year)

All students must provide proof of CPR certification by the American Heart Association prior to starting the program.

All students must successfully pass a background check, DCF check and drug test before official acceptance into the DHP Program will be granted. Forms are provided by program personnel.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1.

Value the importance of patient-centered care and concepts of health promotion;
2.

Assess the need for, expose, develop, evaluate and interpret dental radiographs to support the clinical examination; while employing radiation safety principles and procedures requiring exposure to ionizing radiation;
3.

Assess, plan, implement, evaluate and document dental hygiene process of care for the prevention and/or treatment of oral diseases;
4.

Apply principles of nutritional and/or tobacco cessation counseling to the management of oral health;
5.

Apply standard precautions for the prevention of disease transmission;
6.

Follow all state and federal regulatory requirements when rendering patient care;
7.

Demonstrate professional communication skills in all aspects of patient care; while applying principles of professional and ethical behavior when providing patient care;
8.

Demonstrate concern and understanding of a variety of patient needs based on overall health, oral health, cultural, social, and economic circumstances while applying principles of evidence-based decision making;
9.

Recommend referral for additional assessment and/or treatment;
10.

Self-assess ability to perform dental hygiene services at a high standard of care.

Dental Hygiene Department Policies

Policies specific to the Dental Hygiene program may be found in the Dental Hygiene Student Handbook.

Graduation Requirements

Students must complete all the general Associate degree graduation requirements as stated in the

catalog. In addition, students must complete all Dental Hygiene core courses with a minimum grade of "C+" or better.

The following courses are not included in the 80 credits needed for graduation:

CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
PSY 112	Introduction to Psychology	3

Curriculum

Associate in Dental Hygiene

General Education Core - 15 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
COM 1XX	Communications Elective	3
SOC 101	Introduction to Sociology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

Elective credits may be from any General Education course, unless directed by the Program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Non-Major Core Requirements - 16 Credits

CHEM 101	Chemistry	4
BIO 211	Anatomy and Physiology I	4
BIO 212	Anatomy and Physiology II	4
BIO 235	Microbiology	4

Dental Hygiene Core Requirements - 49 Credits

First Semester

DHP 105	Radiology	3
DHP 104	Head and Neck Anatomy and Embryology	4

Second Semester

DHP 110	Principles of Dental Hygiene I	4
DHP 202	Nutrition	3

Third Semester

DHP 120	Principles of Dental Hygiene II	4
DHP 102	Periodontology	3

Fourth Semester

DHP 106	Pharmacology and Pain Management	4
DHP 103	Dental Materials	4

Fifth Semester

DHP 210	Principles of Dental Hygiene III	5
DHP 201	Community and Public Health Dentistry	4
DHP 113	General and Oral Pathology	3

Sixth Semester

DHP 220	Principles of Dental Hygiene IV	5
DHP 230	Dental Hygiene Capstone	3

*Students taking CAP 110 have the option to test out of the course and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Total Credits in the Program: 80

Environmental Health, Minor

Environmental Health is the science and practice of preventing human injury and illness and promoting well-being by: 1) identifying and evaluating environmental sources and hazardous agents and 2) limiting exposures to hazardous physical, chemical, and biological agents in air, water, soil, food, and other environmental media or settings that may adversely affect human health. The Environmental Health minor will prepare public health students for careers that intersect between environmental health and public health.

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 prevent workplace accidents.
5. Use communication and interpersonal skills to establish the respect and authority an EHS professional needs to surmount institutional barriers for employee well-being and environmental protection.
6. Identify environmental factors that affect occupational health and safety.
7. Analyze the impact of local, state, and federal legislation, regulations, and standards on public health practice and environmental health outcomes.
8. Explain product safety requirements of the marketplace and describe engineering and management techniques to meet them.
9. Identify and appraise sources of data used in environmental health.

Curriculum

Minor in Environmental Health

Environmental Health Minor Requirements - 15 Credits

ENV 250	Environmental Contaminants and Sanitation	3
ENV 320	Environmental and Industry Toxicology	3
ENV 330	Principles of Environmental Health	3
ENV 310	Environmental Public Policy, Theory and Practices	3
ENV 420	Environmental Health Planning	3

Total Credits in the Program: 15

Funeral Service, Associate in Science

The Associate in Science in Funeral Service is designed to prepare the graduate for an entry-level position in the funeral service field. Training will consist of lecture, laboratory, and internship. At the completion of all course work, the student will be eligible to take the National Board Examination from the International Conference of Funeral Service Examining Boards.

The Funeral Service Program at Goodwin University is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: http://www.abfse.org/. This accreditation is a continuation of the Lincoln College of New England (LCNE) Associate in Applied Science - Mortuary Science program. LCNE was granted re-accreditation in April 2015 for a period of seven years. The ABFSE's most recent accreditation decision: Accepted plan to transfer the accredited program to Goodwin University effective January 2019. Goodwin University to voluntarily apply for Candidacy/Initial Accreditation of their own program in 2019. National Board Examination pass rates, graduation rates and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's pass rates and rates, go to Goodwin University, Funeral Service Program, One Riverside Drive, East Hartford CT or by e-mail at JGomes@goodwin.edu., or telephone (860) 913-2189.

Admission Requirements

The following are the admission requirements for students applying to the Funeral Service program. Meeting minimum requirements does not guarantee admission into the program due to the limited number of places available. Admission is based upon completion of the funeral service prerequisites and other requirements. If courses are in progress, acceptance will be conditional upon submission of an official transcript immediately upon completion. All requirements must be completed before enrolling in FNS 202, Funeral Service Management and Communications.

Complete the application for admission into Goodwin University. Applicants to the Funeral Service program must first meet the requirements for admission and be accepted into Goodwin University.
1.

Complete the Funeral Service program application.
2.

Earn a minimum GPA of 2.7 in the most recent university course work. University GPA is based on a minimum of 12 completed credits.
3.

Complete the required university placement evaluations. Applicants must test into ENG 101. All remedial courses must be completed before entering the program. Complete all prerequisite courses.
4.

Complete the following prerequisite courses with a grade of a "C" or better:
   a.

Humans and Disease – SCI 124 (Goodwin University)
   b.

Human Biology – BIO 120 (Goodwin University) or equivalent with laboratory component
5.

Complete Microbiology – BIO 235 (Goodwin University) or equivalent with laboratory component with a grade of a "C+" or better. This course must be completed within the last ten years.

Point System

Funeral Service applicants who have satisfied all of the admission criteria will be selected according to the point system as specified below:

Previous University Education	Score
Associate Degree or >60 Credits	2
Bachelor's Degree	3
Master's Degree	4

Completion of courses taken at Goodwin University	
1 course	1
2 courses	2
3 courses	3
4 courses	4
5 courses	5
6 courses	6
7 courses	7

Cumulative GPA (applicable for Goodwin University courses only, based on a minimum of 12 credits)	
2.7 - 3.0	1
3.1 - 3.4	2
3.5 - 3.8	3
3.9 - 4.0	4
Total Possible Points	**15**

Accepted Students

All students must successfully pass a background check before official acceptance into the Funeral Service program will be granted. Forms are provided by program personnel.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1.

Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2.

Identify standards of ethical conduct in funeral service practice.
3.

Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
4.

Apply principles of public health and safety in the handling and preparation of human remains.
5.

Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6.

Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7.

Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8.

Describe methods to address the grief-related needs of the bereaved.

9.

Explain management skills associated with operating a funeral establishment.

10.

Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete all Funeral Service (FNS) core courses with a minimum grade of "C+".

Curriculum

Associate in Funeral Service

General Education Core - 22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
BIO 120	Human Biology	4
PSY 315	Psychology of Death and Dying	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

Elective credits may be from any General Education course, unless directed by the Program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Non-Major Core Requirements - 13 Credits

ACC 101	Principles of Accounting I	3
BUS 101	Introduction to Management	3
SCI 124	Humans and Disease	3
BIO 235	Microbiology	4

Funeral Service Core Requirements - 30 Credits

First Semester

FNS 202	Funeral Service Management and Communication	4
FNS 205	Restorative Art	4

Second Semester

FNS 208	Funeral Service Law	3
FNS 218	Embalming I and Thanato-Chemistry	4

Third Semester

FNS 216	Funeral Service History and Merchandising	4
FNS 219	Embalming II	3

Fourth Semester

FNS 297	Funeral Service Internship	5
FNS 298	Funeral Service Seminar	3

Total Credits in the Program: 65

Health Science, Associate in Science

This program is designed to allow students the flexibility to plan a course of study that best suits their educational and professional needs through four available areas of emphasis: healthcare career exploration, pre-professional, associate degree completion and transfer to a baccalaureate degree. Students work closely with an academic advisor in order to determine their individual professional goals and develop a plan of study to meet those goals.

Students interested in pursuing careers in Histologic Science and Medical Billing and Coding can simultaneously pursue a certificate in these areas, while earning an associate degree in Health Science. In addition, students who complete their certificate in Medical Assisting can also apply those credits toward the associate degree in Health Science. Students should meet with their academic advisor for more information.

Healthcare Career Exploration concentration provides students pursuing a general degree in Health Science the opportunity to explore various careers and aspects of healthcare. This concentration is intended to serve students who have not yet decided on a specific healthcare profession but are interested in pursuing a career in healthcare.

Associate Degree Completion concentration allows individuals who have already obtained a nationally-recognized certification or license the opportunity to gain collegiate credit and work towards the completion of an associate degree. Additionally, students completing certificate program requirements in Histologic Science and Medical Billing and Coding may apply these credits towards completion of this associate degree.

Transfer concentration allows students to complete the degree program with the intention of pursuing a bachelor's degree in Health Science or a related field.

Program Outcomes

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

1.

Demonstrate effective written and verbal communication skills that represent competence and professionalism in the healthcare field;

2.

Identify the ethical, legal and regulatory framework of the healthcare industry;

3.

Identify and analyze bioethical issues facing healthcare practitioners and the healthcare environment;
4.

Identify and describe the different roles of health professionals;
5.

Demonstrate accurate problem-solving abilities when working as a health professional while at an internship;
6.

Appreciate and embrace diversity, differing belief and value systems, as well as appreciate individual opinions;
7.

Develop self-directed learning skills needed for independent and lifelong learning; and
8.

Effectively use information technology to participate in learning activities.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete all Health Science major core requirements with a minimum cumulative grade point average (C.G.P.A.) of 2.0.

Curriculum

Associate in Health Science

General Education Core - 21-22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
	Science (BIO, CHEM, SCI)	3-4
	Social Science (PSY or SOC)	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

Health Science Major Core - Minimum of 9 Credits

HSC 101	Introduction to Healthcare	3
HSC 105	Medical Terminology	3
HSC 111	Medical Law and Ethics	3
HSC 120	Health and Wellness	3
HSC 205	Plague, Epidemics and Society	3
HSC 240	Introduction to Alternative and Complementary Medicine	3

Health Science Electives - Minimum of 12 Credits

Twelve (12) credits from the courses offered by the School of Nursing and Health Professions.

Open Electives – Minimum of 18 Credits

Students opting for the Healthcare Career Exploration concentration should choose electives based on individual goals and needs. Students opting for the

Associate Degree Completion concentration may be awarded credit for licensure, certification, or registry in a healthcare profession. This credit can be applied to the Health Science or open elective credit requirement.

Total Credits in the Program: 60-61

Health Science, Bachelor of Science

The bachelor's degree in Health Science is an interdisciplinary program designed to provide career advancement opportunities for entry-level health profession practitioners as well as individuals who wish to begin their careers in healthcare. This program encourages students with different backgrounds and interests; the program helps students achieve their educational goal through four different concentrations: Environmental Health, Healthcare Administration, Bachelor's Degree completion or the Health Exploration concentration. Students are closely advised throughout the program to determine their professional goals and to develop and follow a plan of study to meet those goals. Graduates of associate degree or certificate programs, such as Histologic Science, Medical Assisting, Medical Billing and Coding, Occupational Therapy Assistant, and Respiratory Care can enroll in this program as a step toward career advancement and apply previous credits earned toward a baccalaureate degree.

Four available concentrations:
1.

Environmental Health concentration is for those students who are interested in pursuing a career in environmental health and the impact of environmental conditions on human health.
2.

Healthcare Administration concentration is designed for those students who are interested in pursuing careers in healthcare management. Students will gain an understanding of the business challenges specific to the healthcare delivery system. Students will gain an appreciation of the manager's role in this complex system.
3.

Bachelor's Degree Completion concentration allows the creation of career paths and advancement opportunities for individuals already possessing a certification, licensure, or registry through a professional organization but lack a collegiate degree. This program would allow these students to apply their professional experience and complete the bachelor's degree required to advance or remain in their chosen profession.
4.

Healthcare Career Exploration concentration provides students with the opportunity to explore various careers and aspects of healthcare. This concentration is intended to serve students who have not yet decided on a specific healthcare profession but are interested in pursuing a career in healthcare. Students may also choose this concentration with the intent of fulfilling the pre-professional requirements for specific healthcare programs or graduate school.

All students going on an internship must successfully pass a background check and drug test before an internship will be approved. Forms are provided by program personnel.

Program Outcomes

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

1.

Demonstrate a strong foundation in basic behavioral, natural, social and health sciences appropriate to entry-level positions in healthcare;

2.

Communicate and present verbal, visual and written ideas and information clearly and accurately in a way that represents competence and professionalism in the healthcare field;

3.

Interpret and explain policy within the ethical, legal and regulatory framework of the healthcare industry;

4.

Identify and analyze bioethical issues facing healthcare practitioners and the healthcare environment;

5.

Identify and describe the different roles of healthcare professionals and develop skills to become an effective team member;

6.

Demonstrate accurate problem-solving abilities when working as a healthcare professional while at an internship;

7.

Appreciate diversity, differing belief and value systems, as well as appreciate individual opinions;

8.

Develop self-directed and engaged learning skills needed for independent and lifelong learning;

9.

Demonstrate the knowledge and skills necessary to successfully enter specific healthcare fields or areas of study; and

10.

Be an educator and promoter of healthy living.

Graduation Requirements

Students must complete all the general Bachelor's graduation requirements as stated in the catalog. In addition, students must complete all Health Science major core requirements with a minimum cumulative grade point average (C.G.P.A.) of 2.0.

Curriculum

Bachelor in Health Science

General Education Core - 40 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
ENG 2XX	English Elective	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
STAT 167	Principles of Statistics	3
BIO 1XX	Science Elective	4
PSY 112	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3
	General Education Electives**	9

Health Science Major Core Requirements - 41 Credits

Freshman Year

HSC 101	Introduction to Healthcare	3
HSC 105	Medical Terminology	3
PBH 110	Introduction to Public Health	3

Sophomore Year

CHEM 1XX	CHEM 101 or CHEM 110	4
BUS 101	Introduction to Management	3
PBH 212	Public Health Informatics	3
PBH 305	Ethics in Public Health	3

Junior Year

HSC 310	U.S. Healthcare Delivery Systems	3
ECN 110	Principles of Economics	3
SCI 1XX	Science Elective OR	4
CHEM 111	General Chemistry II	4

Senior Year

HSC 350	Continuous Quality Improvement	3
HSC 450	Senior Capstone OR	3
HSC 460	Senior Internship	3
PSY 420/PSS 390	Research Methods	3

Health Science Electives - 39 Credits

HSC 1XX	Electives	6
HSC 3XX	Electives	6
OPEN	Electives	27

Healthcare Administration Concentration - 21 Credits

Junior Year

BUS 115	Human Resource Management	3
ACC 110	Applied Accounting	3
PBH 322	Health Administration	3

Senior Year

PBH 302	Public Health Personnel and Administration	3
HSC 312	Organization and Administration of Long-Term Care	3
BUS 210	Business Planning and Development	3
OPEN	Elective	3

Environmental Health Concentration - 21 Credits

Junior Year

ENV 250	Environmental Contaminants and Sanitation	3
HSC 220	Environmental Health Law and Public Policy	3
PBH 252	Human Health in the Environment	3

Senior Year

ENV 330	Principles of Environmental Health	3
HSC 340	Physical Agents/Ergonomic Hazards in the Workplace	3
HSC 410	Epidemiology	3
OPEN	Elective	3

Total Credits in the Program: 120-122

Histologic Science, Certificate

The primary goal of the Histologic Science Certificate Program is the education of students to become competent histotechnicians who not only have a thorough understanding of theory but who can also utilize such information in a laboratory situation, sometimes relying on their own judgment. Qualified by academic and applied science education, histotechnicians provide service and research in histotechnology and related areas. Upon successful completion, graduates will be able to pursue entry-level positions in hospital laboratories, private or pharmaceutical laboratories, research laboratories and state laboratories. The Certificate in Histologic Sciences program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the program's accrediting body, approved a change to Standard 1.D.1.g, requiring HT programs to culminate in either an associate degree or higher, or a certificate for students who hold an Associate degree or higher; therefore, students must hold a minimum of an Associate Degree before they are eligible to sit for the HT (ASCP) Board of Registry Certification Exam. Students are advised to meet with the Program Director before the start of the program to determine their eligibility to sit for the certification exam. Students may also refer to the National Accrediting Agency for Clinical Laboratory Sciences' website at www.naacls.org for additional information.

Graduates of this program will be eligible to take the national examination given by the American Society for Clinical Pathology (ASCP), which leads to certification as a Histotechnician (HT). Graduates possessing a baccalaureate degree may be eligible to sit for the Histotechnologist (HTL) national examination. For more information, please contact the program director or academic advisor.

Students interested in pursuing an Associate or Bachelor's in Health Science can apply the majority of their credits toward these degrees. Students completing both the certificate and the Bachelor's degree may be eligible to sit for the Histotechnologist (HTL) exam. Students should contact the Health Science Program Director for more information.

All students enrolled in the Associate in Science - Histology will simultaneously receive a Certificate in Histologic Science upon completion of this degree.

Graduates of the Goodwin University Histotechnician Program are eligible to sit for the HT (ASCP) certification exam category, via the following route:

Conferral of Associate degree or higher and successful completion of a NAACLS accredited Histotechnician Program within the last 5 years prior to the date of application for examination. Students may visit the American Society for Clinical Pathology website at www.ascp.org for additional information.

Admission Requirements

The specific admission requirements are outlined below. Not all qualified candidates can be offered admission to the Histology program due to the limited number of seats available.

Complete the application for admission into Goodwin University. Applicants to the Histology program must first meet the requirements for admission and be accepted into Goodwin University.

Complete the Histology Program Application. This application must include:

1.

A signed attestation that the applicant possesses the ability to perform the tasks as stated in the Essential Functions of a Histotechnician.

2.

Complete the required University Placement Evaluations. Applicants must qualify for ENG 099 or higher and MATH 125.

3.

Earn a minimum GPA of 2.7 in the most recent course work (university). University GPA is based on a minimum of 12 completed credits at Goodwin University.

4.

Complete the following prerequisite courses with a "C" or better:

  a.

Chemistry - CHEM 101 (Goodwin University) or equivalent.

  b.

Human Biology - BIO 120 (Goodwin University) or equivalent with a laboratory component.

  c.

MATH 125 (Goodwin University) or higher level Math. Statistics does not meet the Math prerequisite for the Histology Program.

5.

Interview with the Program Director.

6.

Student essay.

Accepted Students

Histologic Science students will be required to provide documentation of a Physical Exam (within 2 years) and immunizations prior to starting the program. Student immunizations must remain current throughout the program. Immunization requirements include:

•

Hepatitis B vaccination or titer

•

Influenza vaccination (within 1 year)

•

MMR vaccination or titer

•

Varicella vaccination or titer

•

Tetanus vaccination (within 7 years)

•

Two-step PPD (within 1 year)

All students must successfully pass a background check and drug test before official acceptance into the Histologic Science Program will be granted. Forms are provided by program personnel.

Program Outcomes

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

1.

Receive and accession tissue specimens;

2.

Prepare tissue specimens for microscopic examinations, including all routine procedures;

3.

Assist with gross examination and frozen section procedures in histopathology;

4.

Identify tissue structures and their staining characteristics;

5.

Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs;

6.

Recognize factors that affect procedures and results, and take appropriate action within predetermined limits when corrections are indicated;

7.

Perform and monitor quality control within predetermined limits;

8.

Express themselves clearly in written, oral and electronic modes of communication using Standard English; read and comprehend information; organize ideas and demonstrate competency in research modes including use of information technology;

9.

Exercise principles of leadership, management, safety, and supervision;

10.

Recognize the responsibilities of other laboratory and healthcare professionals and interact with them with respect for their jobs and patient care;

11.

Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence;

12.

Identify the ethical, legal, and regulatory framework of the healthcare industry;

13.

Analyze and synthesize ideas; apply critical thinking skills in professional and personal problem solving; understand and respect a multicultural society; and

14.

Take the national examination given by the American Society for Clinical Pathology (ASCP) which leads to certification as a Histotechnician (HT).

Graduation Requirements

Students must complete all the graduation requirements as stated in the catalog. In addition, students must complete all Histology (HLT) core courses with a minimum grade of "C+".

Histologic Science Program Policies

Policies specific to the Histologic Science program may be found in the Histologic Science Program Handbook.

Curriculum

Certificate in Histologic Science

First Semester

HLT 102	Introduction to Histology	3
HLT 110	Histologic Techniques	3
HSC 105	Medical Terminology	3
HSC 111	Medical Law and Ethics	3
BIO 120	Human Biology	4
CHEM 101	Chemistry	4
MATH 125	Mathematical Applications for the Health Sciences	3

Second Semester

HLT 113	Concepts of Staining and Fixation	3
HLT 115	Histology Laboratory Application	3
HLT 209	Special Staining Lab	3
HLT 210	Staining II	3

Third Semester

HLT 230	Histology Capstone and Seminar	3
HLT 290	Histology Clinical Experience	7

Total Credits in the Program: 45

Histology, Associate in Science

The Associate in Science - Histology equips students with the academic and technical skills necessary to obtain employment in a variety of histology laboratory settings. This program meets the current minimum educational requirements to practice Histology. This program may be completed on-ground or in a hybrid format.

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the program's accrediting body, approved a change to Standard 1.D.1.g, requiring HT programs to culminate in either an associate degree or higher, or a certificate for students who hold an Associate degree or higher; therefore, students must hold a minimum of an Associate Degree before they are eligible to sit for the HT (ASCP) Board of Registry Certification Exam. Students are advised to meet with the Program Director before the start of the program to

determine their eligibility to sit for the certification exam. Students may also refer to the National Accrediting Agency for Clinical Laboratory Sciences' website at www.naacls.org for additional information.

Students in the associate degree are simultaneously enrolled in the Certificate in Histologic Sciences. Students must complete the certificate as part of the Associate degree in order to be eligible to sit for the Histotechnician (HT) exam. Students may either complete the Certificate in Histologic Science and then continue on in the Associate in Science in Histology program or simultaneously pursue both credentials.

Graduates of the Goodwin University Histotechnician Program are eligible to sit for the HT (ASCP) certification exam category, via the following route:

Conferral of an Associate degree or higher and successful completion of a NAACLS accredited Histotechnician Program within the last 5 years prior to the date of application for examination. Students may visit the American Society for Clinical Pathology website at www.ascp.org for additional information.

Admission Requirements

The specific admission requirements are outlined below. Not all qualified candidates can be offered admission to the Histology program due to the limited number of seats available.

Complete the application for admission into Goodwin University. Applicants to the Histology program must first meet the requirements for admission and be accepted into Goodwin University.

Complete the Histology Program Application. This application must include:

1.

A signed attestation that the applicant possesses the ability to perform the tasks as stated in the Essential Functions of a Histotechnician.

2.

Complete the required University Placement Evaluations. Applicants must qualify for a minimum of ENG 099 and MATH 125.

3.

Earn a minimum GPA of 2.7 in the most recent course work (university). University GPA is based on a minimum of 12 completed credits at Goodwin University.

4.

Complete the following prerequisite courses with a "C" or better:

a.

Chemistry - CHEM 101 (Goodwin University) or equivalent.

b.

Human Biology - BIO 120 (Goodwin University) or equivalent with a laboratory component.

c.

MATH 125 (Goodwin University) or higher level Math. Statistics does not meet the Math prerequisite for the Histology Program.

5.

Interview with the Program Director.

6.

Student essay.

Accepted Students

Histologic Science students will be required to provide documentation of a Physical Exam (within 2 years) and immunizations prior to starting the program. Student immunizations must remain current throughout the program. Immunization requirements include:

•

Hepatitis B vaccination or titer

•

Influenza vaccination (within 1 year)

•

MMR vaccination or titer

•

Varicella vaccination or titer

•

Tetanus vaccination (within 7 years)

•

Two-step PPD (within 1 year)

All students must successfully pass a background check and drug test before official acceptance into the Histologic Science Program will be granted. Forms are provided by program personnel.

Program Outcomes

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

1.

Receive and accession tissue specimens;

2.

Prepare tissue specimens for microscopic examinations, including all routine procedures;

3.

Assist with gross examination and frozen section procedures in histopathology;

4.

Identify tissue structures and their staining characteristics;

5.

Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs;

6.

Recognize factors that affect procedures and results, and take appropriate action within predetermined limits when corrections are indicated;

7.

Perform and monitor quality control within predetermined limits;

8.

Express themselves clearly in written, oral and electronic modes of communication using Standard English; read and comprehend information; organize ideas and demonstrate competency in research modes including use of information technology;

9.

Exercise principles of leadership, management, safety, and supervision;

10.

Recognize the responsibilities of other laboratory and healthcare professionals and interact with them with respect for their jobs and patient care;

11.

Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence;

12.

Identify the ethical, legal, and regulatory framework of the healthcare industry;

13.

Analyze and synthesize ideas; apply critical thinking skills in professional and personal problem solving; understand and respect a multicultural society;

14.

 Experience a variety of general education courses that contribute to a greater understanding of opportunities that will lead to future education;

15.

Take the national examination given by the American Society for Clinical Pathology (ASCP) which leads to certification as a Histotechnician (HT).

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete all Histology (HLT) core courses with a minimum grade of "C+".

Curriculum

Associate in Histology

Non-Major Core Requirements - 10 credits

CHEM 101	Chemistry	4
HSC 105	Medical Terminology	3
HSC 111	Medical Law and Ethics	3

General Education Core - 22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 110*	Computer Applications	3
MATH 1XX	Mathematics (MATH)	3
BIO 120	Human Biology	4
PSY 112	Introduction to Psychology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Histology Core Requirements - 28 Credits

HLT 102	Introduction to Histology	3
HLT 110	Histologic Techniques	3
HLT 113	Concepts of Staining and Fixation	3
HLT 115	Histology Laboratory Application	3
HLT 209	Special Staining Lab	3
HLT 210	Staining II	3
HLT 230	Histology Capstone and Seminar	3
HLT 290	Histology Clinical Experience	7

Total Credits in the Program: 60

Medical Assisting, Associate in Science

The Medical Assistant is a respected, multi-skilled health professional who performs diverse duties in medical offices, clinics and health centers. The varied skills offered by the program provide the opportunity to work either in the front medical office or in a hands-on clinical environment.

The goal of the Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program develops the student's knowledge base and skills by providing a theoretical foundation and by developing the student's ability to perform clinical as well as office and administrative procedures. Courses combine lectures, laboratory sessions, simulations, and assignments to provide students with the knowledge and skills needed to be effective members of the healthcare team. Hands-on practice, along with clinical and work experience is gained during a supervised internship component. All courses are offered on-ground. Select courses are offered in a hybrid or online format.

Students are simultaneously enrolled in the Medical Assisting certificate and associate degree programs. Students will first complete the certificate requirements and receive a certificate in Medical Assisting; then graduates will continue in the associate degree program. Upon completion of the collegiate certificate program, you are eligible to apply for immediately upon graduation for the Certified Medical Assistant (CMA) examination administered by the American Association of Medical Assistants (AAMA) and for the Registered Medical Assistant (RMA) examination administered by the American Medical Technologists (AMT) and for the Medical Assistant Certification (CCMA) examination administered by the National Healthcareer Association (NHA).

Students interested in pursuing a Bachelor of Science in Health Science or Associate in Science in Medical Assisting can apply the majority of their credits towards that degree. Students should contact the Health Science Program Director for more information.

Admission Requirements

1. Complete the application for admission into Goodwin University. Applicants to the Medical Assisting program must first meet the requirements for admission and be accepted into Goodwin University.
2. Complete the Medical Assisting program application.
3. Completion of the following prerequisite courses with a minimum grade of a "C" or better:
   a. HSC 105 – Medical Terminology
   b. BIO 101 – Concepts in Human Biology
4. Interview with the Program Director and/or Practicum Coordinator before admission.

Accepted Students

Medical Assisting students will be required to provide documentation of a Physical Exam (within 2 years) and immunizations prior to starting the program. Student immunizations must remain current throughout the program. Immunization requirements include:
- Hepatitis B vaccination or titer
- Influenza vaccination (within 1 year)
- MMR vaccination or titer

- Varicella vaccination or titer
- Tetanus vaccination (within 7 years)
- Two-step PPD (within 1 year)

Students will be asked to provide confirmation of the following prior to internship:

- Proof of current CPR certification - Students must obtain CPR certification by the American Heart Association for Healthcare Providers/BLS and First Aid
- Proof of Liability Insurance - Students must obtain their own professional liability insurance before beginning internship
- Receipt of confidentiality statement
- Proof of completion of the Health and Safety test from Connecticut Hospital Association (CHA)
- All Medical Assisting students must successfully pass a background check and drug test prior to the start of their internship. Forms are provided by program personnel.

Program Outcomes

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

1. Utilize medical terminology appropriately;
2. Describe the anatomy and physiology of the human body, as well as the related disease processes;
3. Describe legal and regulatory frameworks of healthcare as they relate to the Medical Assistant;
4. Demonstrate computer literacy skills;
5. Effectively engage in written and oral communication as demonstrated through charting and communication with patients and other health professionals;
6. Prepare patients for examination or procedures, and assist the physician with the examination or procedure;
7. Collect and prepare laboratory specimens, as well as perform basic laboratory testing;
8. Perform phlebotomy and other invasive specimen collection techniques; and
9. Perform electrocardiograms and respiratory testing.
10. Experience a variety of general education courses that contribute to a greater understanding of opportunities that will lead to future education.

Medical Assisting Program Policies

Policies specific to the Medical Assisting program may be found in the Medical Assisting Student Handbook.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete the following programmatic graduation requirements:

1. Complete all major core course requirements with a minimum grade of "C".
2. Complete HSC 105 and BIO 101 with a minimum grade of "C".

Curriculum

Associate in Medical Assisting

General Education Core - 21 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 110*	Computer Applications	3
MATH 1XX	Mathematics (MATH)	3
BIO 101	Concepts in Human Biology	3
PSY 112	Introduction to Psychology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Non-Major Core Requirements - 6 credits

HSC 105	Medical Terminology	3
HSC 111	Medical Law and Ethics	3

Medical Assisting Major Core - 21 Credits

Freshman Year

MED 115	Introduction to Medical Insurance and Coding	3
MED 151	Medical Assisting: The Medical Office and Patient Care	3
MED 152	Medical Assisting: Diagnostic Procedures	3

Sophomore Year

MED 153	Medical Assisting: Laboratory Procedures	3
MED 212	Pharmacology	3
MED 250	Medical Office Management	3
MED 299	Medical Assisting Internship	3

Electives - 12 Credits

HSC 1XX	Elective	3
OPEN	Electives	9

Total Credits in the Program: 60

Medical Assisting, Certificate

The Medical Assistant is a respected, multi-skilled health professional who performs diverse duties in medical offices, clinics and health centers. The varied skills offered by the program provide the opportunity to work either in the front medical office or in a hands-on clinical environment.

The goal of the Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program develops the student's knowledge base and skills by providing a theoretical foundation and by developing the student's ability to perform clinical as well as office and administrative procedures. Courses combine lectures, laboratory sessions, simulations, and assignments to provide students with the knowledge and skills needed to be effective members of the healthcare team. Hands-on practice, along with clinical and work experience is gained during a supervised internship component. All courses are offered on-ground. Select courses are offered in a hybrid or online format.

Students are simultaneously enrolled in the Certificate and Associate Degree programs. Students complete the certificate first and are awarded a Certificate in Medical Assisting. Students then continue in the Associate Degree program. Graduates of the Collegiate Certificate program are prepared and encouraged to sit immediately upon graduation for the Certified Medical Assistant (CMA) examination administered by the American Association of Medical Assistants (AAMA) and for the Registered Medical Assistant (RMA) examination administered by the American Medical Technologists (AMT), and for the Medical Assistant Certification (CCMA) examination administered by the National Healthcareer Association (NHA).

Students enrolled in the Day Division can complete the certificate program attending school full-time in 45 weeks. Students enrolled in the Evening Division can complete the certificate program attending school part-time in 60 weeks.

Students interested in pursuing a Bachelor of Science in Health Science or Associate in Science in Medical Assisting can apply the majority of their Medical Assisting credits towards that degree. Students should contact the Health Science Program Director for more information.

Admission Requirements

Complete the application for admission into Goodwin University. Applicants to the Medical Assisting program must first meet the requirements for admission and be accepted into Goodwin University.

1.

Complete the Medical Assisting program application

2.

Complete the following prerequisite courses with a minimum grade of a "C" or better:

a.

HSC 105 (p. 148) – Medical Terminology

b.

BIO 101 (p. 115) – Concepts in Human Biology

3.

Interview with the Program Director and/or Practicum Coordinator before admission.

Accepted Students

Medical Assisting students will be required to provide documentation of a Physical Exam (within 2 years) and immunizations prior to starting the program. Student immunizations must remain current throughout the program. Immunization requirements include:

1.

Hepatitis B vaccination or titer

2.

Influenza vaccination (within 1 year)

3.

MMR vaccination or titer

4.

Varicella vaccination or titer

5.

Tetanus vaccination (within 7 years)

6.

Two-step PPD (within 1 year)

7.

Students will be asked to provide confirmation of the following prior to internship:

8.

Proof of current CPR certification - Students must obtain CPR certification by the American Heart Association for Healthcare Providers/BLS and First Aid

9.

Proof of Liability Insurance - Students must obtain their own professional liability insurance before beginning internship

10.

Receipt of confidentiality statement

11.

Proof of completion of the Health and Safety test from Connecticut Hospital Association (CHA)

All Medical Assisting students must successfully pass a background check and drug test prior to the start of their internship. Forms are provided by program personnel.

Program Outcomes

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

1.

Utilize medical terminology appropriately;

2.

Describe the anatomy and physiology of the human body, as well as the related disease processes;

3.

Describe legal and regulatory frameworks of healthcare as they relate to the Medical Assistant;

4.

Demonstrate computer literacy skills;

5.

Effectively engage in written and oral communication as demonstrated through charting and communication with patients and other health professionals;

6.

Prepare patients for examination or procedures, and assist the physician with the examination or procedure;

7.

Collect and prepare laboratory specimens, as well as perform basic laboratory testing;

8.

Perform phlebotomy and other invasive specimen collection techniques; and

9.

Perform electrocardiograms and respiratory testing.

Medical Assisting Program Policies

Policies specific to the Medical Assisting program may be found in the Medical Assisting Student Handbook.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete the following programmatic graduation requirements:

1.

Complete all major core course requirements with a minimum grade of "C".

2.

Complete HSC 105 and BIO 101 with a minimum grade of "C".

Curriculum

Certificate in Medical Assisting

Non-Major Core Requirements - 6 credits

BIO 101	Concepts in Human Biology	3
HSC 105	Medical Terminology	3

Medical Assisting Major Core - 30 Credits

First Semester

CAP 110*	Computer Applications	3
HSC 111	Medical Law and Ethics	3
MED 151	Medical Assisting: The Medical Office and Patient Care	3
MED 115	Introduction to Medical Insurance and Coding	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Second Semester

MED 152	Medical Assisting: Diagnostic Procedures	3
MED 212	Pharmacology	3
MED 153	Medical Assisting: Laboratory Procedures	3
MED 250	Medical Office Management	3

Third Semester

PSY 112	Introduction to Psychology	3
MED 299	Medical Assisting Internship	3

Total Credits in the Program: 36

Medical Billing and Coding, Certificate

Medical Billing and Coding is a challenging and rapidly growing area of healthcare. With today's advancements in medicine and technology and increasing government regulations, this field offers many career avenues for the individual with a medical coding and billing education.

Medical Coding is the practice of assigning specific numeric and alpha-numeric codes to medical services,

procedures, and diagnoses in order to submit claims to insurance companies including Medicare and Medicaid, in order to receive payment for services provided by a licensed healthcare professional. Medical Billers and Coders function as medical reimbursement consultants to medical practices, physician billing services, insurance companies, software companies, healthcare agencies, consulting firms, and State and Federal Government agencies.

The objective of the certificate in Medical Billing and Coding is to provide students with a solid academic foundation in the areas of procedural and diagnostic coding, utilization of medical software, accounts receivable, insurance claims submission and management, electronic medical records (EMR), HIPAA compliance, health insurance guidelines and insurance fraud issues.

Graduates of the program are prepared and encouraged to sit for the Certified Professional Coder (CPC) exam given by the American Academy of Professional Coders (AAPC).

Students interested in pursuing an Associate or Bachelor of Science in Health Science can apply the majority of their credits towards these degrees. Students should contact the Health Science Program Director for more information.

Admission Requirements

1. Complete the application for admission into Goodwin University.Applicants to the Medical Billing and Coding program must first meet the requirements for admission and be accepted into Goodwin University.
2. Complete the Medical Billing and Coding program application.
3.

Completion of the following prerequisite courses with a minimum grade of a "C" or better:
   a. HSC 105 (p. 150) – Medical Terminology
   b. BIO 101 (p. 115) – Concepts in Human Biology
4. Interview with the Program Director and/or Practicum Coordinator before admission.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1.

Demonstrate the ability to successfully process medical insurance claims both manually and electronically;
2.

Demonstrate the ability to analyze all medical reports to properly identify all procedures and diagnoses;
3.

Demonstrate accurate coding of procedures and diagnoses utilizing resources such as, CPT-4, ICD-10-CM, and HCPCS;
4.

Apply knowledge of the medical insurance industry by accurately recording co-payments, deductibles, coinsurance, and risk withholds;
5.

Demonstrate knowledge and adherence to HIPAA regulations;
6.

 Demonstrate coding skills by preparing to take the Certificated Professional Coding exam through the American Academy of Professional Coders (AAPC);
7.

Effectively engage in written and oral communication between patients and other health professionals; and
8.

Appreciate diversity, differing beliefs, value systems, and individual opinions.

Graduation Requirements

Students must complete all the graduation requirements as stated in the catalog. In addition, students must complete the following programmatic graduation requirements:
1.

Complete all MCD core courses and MED 115 with a minimum grade of "C".
2.

Completion of a 3-credit elective internship (MCD 299) or Medical Law & Ethics (HSC 111).

Curriculum

Certificate in Medical Billing and Coding

Non-Major Core Requirements - 6 credits

BIO 101	Concepts in Human Biology	3
HSC 105	Medical Terminology	3

First Semester

CAP 110*	Computer Applications	3
MED 115	Introduction to Medical Insurance and Coding	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following

prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Second Semester

MCD 213	CPT ®-4 Coding I	3
MCD 214	CPT ®-4 Coding II	3
MCD 216	ICD-10-Coding	3

Third Semester

MCD 220	Medical Coding Capstone	3
MED 250	Medical Office Management	3
MCD 299	Medical Billing and Coding Internship	3
HSC 111	Medical Law and Ethics	3

Completion of a 3-credit elective internship (MCD 299) or Medical Law & Ethics (HSC 111).

Total Credits in the Program: 30

Nursing, Associate in Science

The Goodwin University Associate Degree in Nursing (ADN) Program consists of class work and clinical practice in a variety of healthcare facilities, which will provide nursing graduates with the skills to function effectively in today's healthcare industry. It includes the opportunity for personal growth through the inclusion of liberal arts and science courses. The general education courses are supportive to the nursing courses.

This program is an organized program of study that combines general education courses from the biological, social and behavioral sciences and the humanities, with courses in the theory and practice of nursing. The program develops the student in the process of nursing, promotes critical thinking, fosters the development of moral and ethical professional behaviors, and promotes continued self-development and personal and professional growth.

The program is designed as a progression of courses of increasing complexity that build upon one another. Therefore, the courses must be taken in the prescribed sequence. If a student fails a nursing course, (s)he may repeat it one time. However, only one course may be taken twice. If a student's clinical attendance and/or performance are deemed unsatisfactory by the faculty, (s)he is at risk for failing the course. A positive drug screen will preclude admission consideration unless justified through physician documentation as being "medically necessary".

Admission Requirements and Process

These admission requirements are in effect for students applying to the nursing program.

Only students admitted to the program may enroll in nursing courses (NUR). It is important to note that not all qualified candidates can be offered admission to the nursing program due to the limited number of places available. Prospective nursing applicants are strongly advised to attend a Health Science Information Session conducted by the university. Please call the Admissions Office at 800.889.3282 for dates and times of upcoming sessions. Students may enter the university at any time to complete the prerequisites required for admission.

Consideration for admission is based upon completion of nursing prerequisites. All prerequisites must be completed before enrolling in Nursing 100. Final selection is based on a Selection Point System described at the end of this section. Students may apply to the nursing program for a total of six (6) attempts. Any submitted applications that do not meet the minimum required GPA and the required score on the examination being utilized as the pre-admission exam will not be considered.

Process to follow for Program Admission

1. Complete the application for admission into Goodwin University. Applicants to the nursing program must first meet the prerequisites for admission and be accepted into Goodwin University.

2. Complete the Nursing Program Application.

a. Official college transcripts are required with the application if the applicant has courses from another institution that will need to be transferred in to meet the prerequisite courses required for admission or to use as proof of level of education for the admission point system. If the transcripts have already been provided to the Registrar, the nursing department will retrieve copies.

b. Take the examination being used for pre-admission. This examination is administered off campus three times a year, (January, May and September). The cost of the exam is the responsibility of the applicant. Students may only register for the exam when they are submitting an application or reactivating an application that is already on file. It is the student's responsibility to follow the deadlines and instructions posted on the application. All questions regarding exam registration dates and deadlines must be directed to the Nursing Department or are accessible on the Goodwin University web site [www.goodwin.edu/majors/nursing]. Students may only attempt the pre-entrance examination one time per semester for a total of six (6) attempts. Students must attain the pre-determined minimal score for whichever exam is being utilized at the time the student applies to be considered for admission. Students must complete or have already completed BIO 212 (A&P II) in the semester (s)he registers for the pre-entrance exam.

c. Earn a minimum GPA of 2.7 in the most recent course work (college). College GPA is based on a minimum of

12 completed credits at Goodwin University. GPA's are not rounded.

d. Complete the following prerequisite courses with a minimum grade of "C", prior to applying:

i. MATH 125 (Goodwin University) or higher or score into a college level math on the university placement test. This course fulfills the Math Competency general education graduation requirement.

ii. Chemistry - CHEM 101 (Goodwin University) or equivalent.

e. Complete the following prerequisite courses with a minimum grade of "C+" or better:

i. Biology - BIO 211, Anatomy & Physiology I (Goodwin University), or equivalent completed within the last five years.

ii. Biology - BIO 212 Anatomy & Physiology II (Goodwin University), or equivalent completed within the last five years.

Any prerequisite courses transferred from another college must be equivalent to Goodwin University courses and must meet the grade requirement of C+ as previously stated.

Applicants are strongly advised to complete Microbiology (must be completed with a C+ or better) prior to entering the Nursing program. If a student takes NUR 100 and Microbiology together and then decides to withdraw from NUR 100 (s)he will need to reapply to the nursing program. Microbiology must be completed by the end of NUR 110 in order for students to advance to NUR 200.

Applicants will be notified of acceptance in advance of the registration period for the following semester.

Point System

Nursing applicants who have satisfied all of the admission criteria will be selected according to the point system as specified below:

Previous College Education	Score
Associate Degree or >60 Credits	2
Bachelor's Degree	3
Master's Degree	4

Completion of courses taken at Goodwin University	
1 course	1
2 courses	2
3 courses	3
4 courses	4
5 courses	5
6 courses	6
7 courses	7

Cumulative GPA (applicable for Goodwin University courses only, based on a minimum of 12 credits)	
2.7 - 3.0	1
3.1 - 3.4	2
3.5 - 3.8	3
3.9 - 4.0	4

Composite Score on Pre-Admission Test	
58.7% - 62.9%	1
63.0% - 67.1%	2
67.2% - 71.3%	3
71.4% - 75.5%	4
75.6% - 79.7%	5
79.8% - 83.9%	6
84.0% - 88.1%	7
88.2% - 92.3%	8
92.4% - 96.5%	9
96.6% - 100%	10
Total Possible Points	**25**

Accepted Students

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Once accepted, students are required to submit a $500 non-refundable tuition deposit to hold their place in the class. Students must obtain their own malpractice insurance and also become members of the National Student Nurse Association (NSNA).

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Admitted students must submit a medical examination report by a health care provider which describes the student's physical and emotional health prior to starting the program. All required immunizations must be completed before the start of the first Nursing course excluding the Hepatitis B vaccine series which may be in progress. If a student elects to not have the Hepatitis B vaccine series, a signed declination form must be in his/her file. All students in the program must receive a flu shot annually.

-

Students are required to become certified in Cardio-Pulmonary Resuscitation (Health Provider or Professional Rescuer) by the American Heart

Association or the Red Cross before entering the Nursing program and must maintain certification throughout the nursing program. The cost related to obtaining and maintaining CPR certification is the responsibility of the student. Proof of certification must be submitted annually.

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All students accepted to the Associate Degree in Nursing program must submit to a background check and drug screening. Fees cover the cost of both. However, if the drug screen result is "negative dilute", the student must assume the cost of a second drug screen. A positive drug screen, not substantiated by a physician, will prevent the student from entering the program. Students will be notified if the background check reveals any criminal record that might interfere with future licensure. In the event that a clinical facility finds the results of a student's background check objectionable and, as a result, prohibits the student from participating in a clinical experience at their facility, the department will make two additional attempts to place the student in an alternative facility. If neither of the two further attempts yield a placement for the student, (s)he will not be permitted to progress with the program. Students are advised to take this into consideration upon initial receipt of the results of their background check.

The Connecticut Articulation Model

The Connecticut Articulation Model, developed by the Connecticut League for Nursing (CLN), provides the mechanism for licensed practical nurses (LPNs) and registered nurses (RNs) to continue their education.

LPNs who currently hold an unencumbered CT license and are accepted into the Goodwin University nursing program may take a 3-credit "Bridge" course developed by the CLN and administered through Charter Oak College via distance learning. This is followed by a 1-credit course at Goodwin University to validate clinical and other skills. The LPN who successfully completes both these courses is awarded 12 credits and will begin the nursing courses with Nursing 200. LPNs apply in September for the January semester and in January for the May semester. LPNs adhere to the same admission point system as other applicants. LPN's may not apply in May for acceptance in the September semester. No more than eight (8) candidates will be accepted for admission to the January and May semester.

The LPN student's license must remain unencumbered for the duration of the time (s)he is in the program. It is the student's responsibility to immediately report any change in the status of his/her LPN license to the program director. If a student's license becomes suspended or terminated, (s)he must take a leave of absence from the program until the license is reinstated or as determined by the program director.

*Microbiology must be completed before NUR 200. It is recommended that it be completed prior to admission into Nursing.

For more information on the Connecticut Articulation Program and how it is implemented at Goodwin University, please contact the Nursing Department.

Nursing Department Policies

Policies specific to the Associate Degree in Nursing program may be found in the Associate Degree in Nursing Student Handbook.

Requirements for Graduation

The following requirements must be met in order to graduate from the nursing program:
1. Completion of the course requirements. Prerequisite courses must be completed with a "C" or better except for specific science courses which require a "C+" or better.
2. Completion of ADN coursework with an academic average of at least 2.3 (C+) within the maximum time frame (no greater than six (6) semesters);
3. Fulfillment of all financial obligations to the University;
4. Completion of a final math calculation exam with a score of 100%;
5. Pass the clinical component of NUR 220;
6. In order to be eligible to take the NCLEX-RN®, the student must achieve all of these three criteria:
   a.

 A grade of 77% or better on the ATI Capstone,
   a. A score 67.3% or better on the ATI RN Comprehensive Predictor, and
   b. Attend all 3 days of the ATI Live Review.

If the student fails to achieve any of these three criteria, then that student must achieve the Virtual ATI Green Light in order to be eligible to take the NCLEX-RN®.

*Graduation from the program does not guarantee passing the NCLEX-RN® licensing exam. If a student in the program has a felony record, the Department of Public Health will determine their eligibility to take the NCLEX-RN® when the student applies to take the exam. The university has no responsibility for making this decision. Students may access the State Board of Nursing website for additional information.

Time Required to Complete the Associate Degree Program

As a full-time student (12-15 credits/semester) or a part-time student (6-8 credits/semester), five semesters are required to complete the prerequisite science courses. The University permits students to take one (1) science course per semester unless approved by the Chair of Health and Human Sciences. The full-time students will take additional required general education courses with their last two (2) science courses that are applicable to the BSN program in order to maintain their full-time status. Part-time students must pair a general education course with each science course in order to be eligible for Financial Aid. The nursing courses are only offered on a part-time basis, one (1) per semester for each of the five (5) courses. As a result whether the student is full-time or part-time it will require ten (10) semesters to attain the Associate Degree in Nursing which equates to three (3) years and four (4) months.

Program Outcomes

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

1. Practice within the ethical, legal and regulatory frameworks and scope of practice for registered nurses;

2. Utilize critical thinking and information technology, to plan and implement culturally appropriate client care which is safe and holistic;

3. Engage in therapeutic and professional communication skills with all members of the healthcare team including the client/patient/family to meet client/patient/family centered goals;

4. Utilize a process of self-evaluation that fosters personal and professional growth and contributes to lifelong learning;

5. Demonstrate the ability to use evidence-based practices and quality-improvement methods to facilitate the delivery of safe and appropriate client/patient care; and

6. Articulate their role and responsibility in the larger system of health care.

Curriculum

Associate in Nursing

General Education Requirements - 19 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
BIO 211	Anatomy and Physiology I	4
PSY 112	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

Non-Nursing Core - 11 Credits

BIO 212	Anatomy and Physiology II	4
BIO 235	Microbiology	4
PSY 212	Lifespan Development	3

Nursing Major Core - 35 Credits

NUR 100	Nursing Skill Development	6
NUR 110	Adults and the Wellness Continuum I	6
NUR 200	Adults and the Wellness Continuum II	7
NUR 210	Families and the Wellness Continuum	7
NUR 220	Integration of Nursing Practice: Adults with Complex Health Problems	9

Total Credits in the Program: 65

Occupational Therapy Assistant, Associate in Science

The Occupational Therapy Assistant Associate Degree Program prepares graduates to care for clients who are limited by a physical illness or injury, an emotional disorder, a developmental disability or the aging process. Working under the supervision of an occupational therapist, an occupational therapy assistant uses functional activities and therapeutic modalities as methods of treatment. Therapy focuses on assisting clients in regaining or maintaining independence in everyday life skills. Specific techniques that an occupational therapy assistant may utilize include training in activities of daily living, fabrication of splints, adapting home, work and school environments, vocational, training and therapeutic use of functional activities.

The Occupational Therapy Assistant Program core courses are primarily offered on evenings and weekends. The program must be completed in a cohort model (see curriculum). Students should be advised and make arrangements early in their coursework to accommodate the full-time requirement of Academic Fieldwork along with the responsibility of providing their own transportation. OTA 100 FWIA, OTA 218 FWIB, OTA 250 and OTA 260 Advanced Fieldwork Level IIA and IIB are all completed during the day as required by clinical sites.

Accreditation

The Occupational Therapy Assistant Program at Goodwin University is accredited by the Accreditation Council for Occupational Therapy (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200 North Bethesda, MD 20852-4929. ACOTE's Telephone

Number, C/O AOTA, is (301) 652-AOTA, and its web address is www.acoteonline.org.

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure to practice, including the District of Columbia and Puerto Rico; however, state licenses are based on the results of the NBCOT Certification Examination. When you apply to sit for the certification exam, you will be asked to answer questions related to the topic of felony convictions. For further information on these limitations, contact NBCOT. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain licensure.

Admission Criteria

The specific admission requirements are outlined below. It is important to note that not all qualified candidates can be offered admission to the Occupational Therapy Assistant program due to the limited number of seats available. Admission is based upon completion of occupational therapy assistant prerequisites, general education requirements, and other outlined requirements. Any submitted applications that do not meet the requirements will not be considered for admission.

Candidates will be accepted based on the following outlined requirements listed below and the outlined point system:

1. Complete the application for admission into Goodwin University. Applicants to the Occupational Therapy Assistant program must first meet the requirement for admission and be accepted into Goodwin University.
2. Complete the Occupational Therapy Assistant Program application. Applicants must include:
   a. Official high school transcript or General Equivalency Diploma/HiSET. (An official Bachelor's or Master's degree transcript, with a date of completion/graduation, can be accepted in lieu of a high school transcript.)
   b. Official college transcripts, if applicable.
3. Applicants must also have a cumulative 2.7 GPA in the last twelve college credits taken or on high school transcripts if no college courses have been taken.
4. Complete the University Placement Evaluations. Applicants must qualify for a minimum of ENG 101 and MATH 125 in order to enter the Occupational Therapy Assistant program. Any foundational courses required as indicated by the test results must be completed before entering the Program. All

prerequisite and general education requirements must be completed prior to applying.
5. Provide documentation of observation of occupational therapy in any specialty area. Observation must include 8 hours in the prior 12 months.
6. Occupational Therapy assistant applicants who have satisfied all the admission criteria will be required to interview with the Program Director and complete a personal essay before admission.

Specific Point System

Occupational Therapy Students who have satisfied all of the admission criteria will be selected according to the point system specified below:

Admission requirements:	Score
Previous College Education	
Associate Degree or > (60 Credits)	3
Bachelor's Degree	4
Master's Degree	5
Completion of courses at Goodwin University	
1 course	1
2 courses	2
3 courses	3
4 courses	4
5 courses	5
Cumulative GPA (minimum 12 credits)	
2.7 - 3.0	1
3.1 - 3.4	2
3.5 - 3.6	3
3.7-3.8	4
3.9 - 4.0	5
Personal Essay/Interview	10
Total Possible Points	25

Accepted Students

1. All prerequisite courses must be completed prior to applying for the Program.

2. Official college transcripts, if applicable, must be submitted with application to assure appropriate transfer of credits and prerequisite requirements are met.

3. Completion of the following prerequisite courses with a minimum grade of a "C" or better:

a. HSC 105 - Medical Terminology

b. BIO 120 (Goodwin University) or equivalent with a laboratory OR Anatomy & Physiology I (Goodwin University) or equivalent completed within the last five years is the prerequisite for OTA 101.

 4. All students must successfully pass a background check, drug test and DCF check before official acceptance into the Occupational Therapy Assistant Program will be granted. Forms are provided by program personnel.

5. Additional documentation required:

Immunization Records and Statement of General Health:

Admitted students must submit a medical examination report by a physician which describes the student's physical and emotional health. All required immunizations, including the Hepatitis B vaccine series, must be completed before the start of the fieldwork and must remain current while in the program. Additional health requirements may need to be met, based on the requirements of each individual fieldwork site.

Required Medical and Legal Documentation:

·   CPR certification prior to first FW II rotation

·   Fingerprinting (if required by FW site) prior to start of FW II

·   Annual updates: Physical Exam, 2 Step PPD, Flu vaccine

·   Varicella, MMR and Hepatitis B

·   Tetanus less than 7 years old, or booster if over.

Medical Insurance:

It is required for all Occupational Therapy Assistant students to cover injuries or illness that may occur during the program

Malpractice Insurance:

Malpractice insurance can be obtained at the following websites:

http://www.hpso.com/

https://www.proliability.com

 It is the **student's responsibility** to maintain current CPR certification, malpractice insurance coverage, health insurance coverage, and annual two step PPD testing. Failure to do so will prevent the student from participating in their advanced academic fieldwork experience.

Program Outcomes

The goal of the Occupational Therapy Assisting Program is to provide meaningful and appropriate educational experiences that enable students to develop knowledge and achieve competency in entry-level skills. The program leads to certification as an occupational therapy assistant (COTA). Upon successful completion of all Occupational Therapy Assistant degree program requirements, graduates will be able to:

1.

Sit for the National Certification Exam.

2.

Demonstrate the ability to apply, analyze, and evaluate clinical information relevant to their role as an occupational therapy assistant.

3.

Demonstrate the clinical skills and proficiency in all relevant practice areas necessary to fulfill the role as an entry-level occupational therapy assistant.

4.

 Demonstrate professional behavior consistent with employer expectations for the occupational therapy assistant.

5.

Demonstrate professional skills to begin work in any one of the specialty areas of occupational therapy practice with the general and specific tools necessary to complete the job requirements.

6.

Apply the scope of occupational therapy practice.

7.

 Apply the comprehensive learning outcomes identified within each syllabus.

8.

Apply the comprehensive learning outcomes identified with the General Education Component.

Occupational Therapy Assistant Program Policies

Policies specific to the Occupational Therapy Assistant program may be found in the Occupational Therapy Assistant Student Handbook and Fieldwork Guide.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete the following programmatic graduation requirements:

1. Complete all Occupational Therapy Assistant core courses with a minimum grade of "C+".
2. Complete HSC 105 and BIO 120, or equivalent, with a minimum grade of "C".
3. Fieldwork IIA and IIB must be completed within 18 months of completion of all academic coursework.

Curriculum

Associate in Occupational Therapy Assistant

Non- Major Core Requirements - 6 Credits

HSC 105	Medical Terminology	3
PSY 212	Lifespan Development	3

General Education Core - 22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 110*	Computer Applications	3
MATH 1XX	Mathematics (MATH)	3
BIO 120	Human Biology	4
PSY 112	Introduction to Psychology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Occupational Therapy Assistant Major Core - 36 credits

Semester One

OTA 100	Occupational Therapy Foundations and Fieldwork IA	3
OTA 101	Foundations of Movement and Function	3
OTA 105	Foundations of Behavioral Health in OTA	1

Semester Two

OTA 214	Principles of Adult Populations and the Occupational Therapy Assistant	4
OTA 215	Principles of Pediatric Populations and the Occupational Therapy Assistant	4

Semester Three

OTA 216	Principles of Geriatric Populations and the Occupational Therapy Assistant	4
OTA 217	Principles of Group Dynamics in OTA	2
OTA 218	Case Studies Across the Lifespan with FW1B	4

Semester Four

OTA 220	Occupational Therapy Assistant Seminar	1
OTA 250	Advanced Fieldwork Level IIA	5
OTA 260	Advanced Fieldwork Level IIB	5

Total Credits in the Program: 64

Public Health, Bachelor of Science

The Bachelor of Science in Public Health will prepare students for graduate programs in public health as well as careers that require strong Bachelor's level preparation in the health sciences. This program will enable both traditional and non-traditional students to pursue relevant coursework by offering on ground, hybrid courses, and online courses.

Program Outcomes

Students will study biostatistics, epidemiology, public health policy and administration, global health, environmental health, and will understand local, state, federal and global public health systems.

Upon successful completion of all program requirements, graduates will be able to:
1. Explain the history and philosophy of public health as well as its core values, concepts and functions in society.
2. Identify socioeconomic, behavioral, biological, environmental and other factors that affect human health and contribute to health inequity.
3. Contrast the fundamental characteristics and organizational structures of the US health system to systems in other countries.
4. Evaluate the efficacy of evidence-based, practice-based and culturally-responsive interventions used in public health.
5. Evaluate public health project planning and assessment.
6. Apply basic concepts of legal, ethical, economic and regulatory dimensions of public health policy.
7. Analyze the impact of local, state and federal legislation, regulations and standards on public health practice.
8. Identify and appraise sources of data used in public health.

Graduation Requirements

Students must complete all the general Bachelor's graduation requirements as stated in the catalog. In addition, students must complete all Public Health major core requirements with a minimum cumulative grade point average (C.G.P.A) of 2.0.

Curriculum

Bachelor in Public Health

General Education Core - 40 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
ENG 2XX	English Elective	3
CAP 110*	Computer Applications	3
MATH 1XX	Mathematics (MATH)	3
STAT 167	Principles of Statistics	3
BIO 1XX	Science Elective	4
SOC 101	Introduction to Sociology	3
PSY 300	Health Psychology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3
	General Education Electives**	9

Public Health Major Core Requirements - 51 Credits

Freshman Year

PBH 110	Introduction to Public Health	3
PBH 199	Mathematics for the Health Professions	3
PBH 210	Health Behavior and Chronic Disease	3

Sophomore Year

PBH 252	Human Health in the Environment	3
PBH 300	Introduction to Public Health Policy	3
PBH 301	Leadership in Health	3
HSC 410	Epidemiology	3

Junior Year

PBH 305	Ethics in Public Health	3
PBH 302	Public Health Personnel and Administration	3
PBH 310	Occupational Health in the United States	3
PBH 315	Injury Prevention and Public Safety	3

Senior Year

PBH 280	Introduction to Global Health	3
PBH 320	Health and Social Issues in Aging	3
PBH 400	Community Health	3
PSY 420/PSS 390	Research Methods	3
HSC 450	Senior Capstone	3
	OR	
HSC 460	Senior Internship	3
HSC XXX	Electives	3
	OR	
PBH XXX	Electives	3

Open Electives - 30 Credits

OPEN	Electives	30

Total Credits in the Program: 121

Respiratory Care, Associate in Science

The objective of the Respiratory Care Associate Degree Program is to prepare graduates who are qualified and eligible to take the entry-level examination and the advanced practitioner level examination for Respiratory Care Practitioners given by the National Board of Respiratory Care and to assume entry-level positions as competent respiratory care practitioners. Upon completion of the program and licensure, graduates will have the necessary skills and knowledge to secure employment as registry-eligible respiratory care practitioners.

Students interested in pursuing a Bachelor in Health Science can apply the majority of their credits towards this degree. Students should contact the Health Science Program Director for more information.

Admission Requirements

The following are the admission requirements for students applying to the Respiratory Care program. Meeting minimum requirements does not guarantee admission into the program due to the limited number of places available. Admission is based upon completion of the respiratory care prerequisites and other requirements. If courses are in progress, acceptance will be conditional upon submission of an official transcript immediately upon completion. All requirements must be completed before enrolling in RSP 112, Principles of Respiratory Care.

1.

Complete the application for admission into Goodwin University. Applicants to the Respiratory Care Program must first meet the requirements for admission and be accepted into Goodwin University.

2.

Complete the Respiratory Care Program Application.

3.

A signed attestation that applicant possesses the ability to perform the tasks as stated in the Essential Functions of a Respiratory Therapist.

4.

Earn a minimum GPA of 2.7 in the most recent course work. College GPA is based on a minimum of 12 completed credits.

5.

Complete the required University placement evaluations. Applicants must test into ENG 101. All remedial courses must be completed before entering the program.

6.

Complete all prerequisite courses.

7.

Complete the following prerequisite courses with a grade of "C" or better:

  a.

Chemistry - four-credit elective with lab

  b.

Math 1XX

8.

Complete the following prerequisite courses with a grade of "C+" or better:

  a.

Biology - BIO 211, Anatomy & Physiology I, and BIO 212 Anatomy & Physiology II (Goodwin University) or equivalent completed within the last five years. (BIO 120 or BIO 121 (Goodwin University) or equivalent with a laboratory component is the prerequisite for BIO 211 (Note: Applicants meeting all other requirements can be admitted conditionally without completing BIO 212. However, this course must be successfully completed prior to starting the respiratory program)

  b.

BIO 235, completed within the last ten years.

9.

Interview with the Program Director.

10.

Personal essay.

Chemistry, Anatomy & Physiology I & II, and Microbiology taken at other accredited colleges must be equivalent to Goodwin University courses to meet these admission requirements. Chemistry must have been completed with a "C" or higher. Anatomy & Physiology I & II and Microbiology must have been completed with a "C+" or higher.

Point System

Respiratory Care applicants who have satisfied all of the admission criteria will be selected according to the point system as specified below:

Previous University Education	Score
Associate Degree (60 Credits)	1
Bachelor's Degree	3
Master's Degree	5

Completion of Courses at Goodwin University

1 course	1
2 courses	2
3 courses	3
4 courses	4
5 courses	5
6 courses	6
7 courses	7
Cumulative GPA	
2.7 - 3.0	1
3.1 - 3.4	2
3.5 - 3.8	3
3.9 - 4.0	4
Personal Essay	up to 5 points
Interview	up to 5 points
Total Possible Points	**26**

Accepted Students

Respiratory Care students will be required to provide documentation of a Physical Exam (within 2 years) and immunizations prior to starting the program. Student immunizations must remain current throughout the program. Immunization requirements include:

•

Hepatitis B vaccination or titer

•

Influenza vaccination (within 1 year)

•

MMR vaccination or titer

•

Varicella vaccination or titer

•

Tetanus vaccination (within 7 years)

•

Two-step PPD vaccination (within 1 year)

All students must provide proof of CPR certification by the American Heart Association prior to starting the program.

All students must successfully pass a background check and drug test before official acceptance into the Respiratory Care Program will be granted. Forms are provided by program personnel.

Program Goals

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRT).

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:
1.

Demonstrate proficiency as a respiratory care practitioner, as described by the National Board of Respiratory Care and the Commission on Accreditation for Respiratory Care;
2.

Assist physicians in diagnosis, management, and treatment of patients affected by cardiopulmonary disorders;
3.

Demonstrate the ability to apply and evaluate information relevant to his/her role as a respiratory care practitioner;
4.

Demonstrate technical proficiency in all skills necessary to fulfill the role as a respiratory care practitioner;
5.

Demonstrate professional behaviors consistent with employer expectations for a respiratory care practitioner; and
6.

Demonstrate basic competencies in alternate care site (i.e., homecare, rehabilitation centers, and long-term mechanical ventilator centers).

Respiratory Care Program Policies

Policies specific to the Respiratory Care program may be found in the Respiratory Care Student Handbook.

Graduation Requirements

Students must complete all the general Associate graduation requirements as stated in the catalog. In addition, students must complete the following programmatic graduation requirements:
1.

Complete all Respiratory Care core courses with a minimum grade of "C".
2.

Complete MATH 1XX and CHEM 101 with a minimum grade of "C".
3.

Complete BIO 211, BIO 212 and BIO 235 with a minimum grade of "C+".

Curriculum

Associate in Respiratory Care

General Education Core - 22 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 1XX	Computer Literacy (CAP)*	3
MATH 1XX	Mathematics (MATH)	3
BIO 211	Anatomy and Physiology I	4
PSY 112	Introduction to Psychology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3

Non-Major Core Requirements - 12 Credits

BIO 212	Anatomy and Physiology II	4
BIO 235	Microbiology	4
CHEM 101	Chemistry	4

Respiratory Major Core Requirements - 40 Credits

PHY 110	Medical Physics	3
RSP 110	Cardiopulmonary Anatomy & Physiology	3
RSP 112	Principles of Respiratory Care	4
RSP 120	Applied Pharmacology	3
RSP 124	Respiratory Diagnostics and Therapeutics	3
RSP 133	Principles of Mechanical Ventilation	4
RSP 153	Clinical I	1
RSP 154	Clinical II	2
RSP 223	Fundamentals of Critical Care	3
RSP 231	Cardiopulmonary Pathophysiology I	3
RSP 234	Respiratory Capstone	3
RSP 253	Clinical III	2
RSP 254	Clinical IV	3
RSP 262	Neonatal and Pediatric Respiratory Care	3

Total Credits in the Program: 74

RN-to-BSN Program - Bachelor's Degree in Nursing

The RN-BSN track at Goodwin University is specifically designed for the Registered Nurse (RN) who wants to complete the baccalaureate degree in nursing. Classroom and clinical experience are designed to meet the RN student's adult learning needs.

The program is offered in an online format.

Only students with a current unencumbered RN license may register for NUR 300-400 level courses.

Baccalaureate Nursing Education

Baccalaureate nursing education prepares the nurse to practice in a variety of settings by providing them with knowledge and skills, generalizable and transferable to multiple settings. A liberal education grounds the student, ensuring nurses practice with a broad knowledge base enabling them to function as educated persons. The faculty believe that baccalaureate nursing education is built upon a foundation in the arts and sciences, providing an appreciation for diverse perspectives and experiences. The baccalaureate prepared nurse demonstrates an understanding of the physical world through the scientific method. Baccalaureate education facilitates scholarship, preparing the nurse for safe, quality, evidence-based nursing practice. Students learn how factors such as organizational and systems leadership, information technology, health finance and policy can impact patient outcomes. Baccalaureate nursing education facilitates the development of professional values and value-based behaviors; principles which guide nurse's interactions with patients, families, peers and society. This education emphasizes social justice, and the provision of ethical, holistic, compassionate care. The baccalaureate nurse demonstrates a concern for the human dignity, a respect for culture, and the welfare of all populations.

Admission Requirements

Applicants are required to:

1. Hold a current unencumbered Registered Nurse license in the state where they practice nursing*;

2. Complete the application for admission into Goodwin University (applicants to the nursing program must first meet the requirements for admission and be accepted into Goodwin University);

3. Complete the Bachelor of Science in Nursing Program Application; and

4. Attend an academic advising session with the Nursing Department Academic Advisor.

*Secondary to the delay in ADN gradates being able to take the NCLEX r/t COVID 19, graduates from the Associate Degree Program at Goodwin University only, may be admitted to the RN-BSN track and take NUR 300 and NUR 310 without an RN license. This interim policy became effective for the April 2020 graduates and will remain in place until NCLEX testing centers resume their regular scheduling processes.

Accepted Students

All university-required immunizations and requirements must be completed before the start of the program.

Students are required to maintain current certification in Cardio-Pulmonary Resuscitation (Health Provider or Professional Rescuer by the American Heart Association or the Red Cross).

BSN Program Outcomes

Graduates of the Bachelor of Science in Nursing Degree Program are prepared to practice professional nursing as a generalist with skills that are applicable across all healthcare settings. They are also prepared to enter graduate study.

At the completion of the program, the graduate will be able to:

1. Practice professional nursing from a holistic, visionary, culturally-competent, fiscally-responsible base, as they design, manage, and coordinate care for individuals, families, groups, communities and populations;

2. Synthesize and apply knowledge from nursing theory, practice, research, and the liberal arts and sciences to professional nursing practice;

3. Integrate and demonstrate beginning leadership and management skills utilizing critical and creative thinking, ethical decision making, and evidenced-based practice;

4. Design, manage and coordinate care to patients, families, groups and communities utilizing communication skills honed by self-awareness and self-evaluation;

5. Advocate for patients, families, groups and communities based on a respect for cultural diversity and an understanding of the impact of political and regulatory process on health care;

6. Collaborate and communicate, using a variety of modalities, with patients, families and interdisciplinary team members to maximize patient's level of wellness; and

7. Value the practices of lifelong learning while building and leading inter-professional healthcare teams.

Nursing Department Policies

Policies specific to the RN-BSN track may be found in the RN-BSN Nursing Student Handbook.

Graduation Requirements

The following requirements must be met in order to graduate from the nursing program:

1. Completion of the course requirements. Prerequisite courses must be completed with a "C" or better except for specific science courses which require a "C+" or better.

2. Completion of RN-BSN coursework and electives with an academic average of at least 2.3 (C+) within the

maximum time frame (no greater than nine (9) semesters); and

3. Fulfillment of all financial obligations to the University.

Curriculum

Bachelor in Nursing

ADN or Diploma Pre-Licensure Program - 62 Credits*

A&P I, A&P II, MICRO, ENG 101 and 1XX, PSY 112 and 212, SOC 101, and Lower Division Nursing Courses

*Students may receive 62 credits for previous nursing course work via the Connecticut Articulation Model.

General Education Courses - 27 credits

ENG 3XX	English Elective	3
COM 105	Interpersonal Communications	3
CAP 110*	Computer Applications	3
MATH 1XX	Mathematics (MATH)	3
STAT 167	Principles of Statistics OR	3
PBH 199	Mathematics for the Health Professions	3
PBH 305	Ethics in Public Health	3
HIS 1XX	History Elective	3
	Humanities (HIS, PHIL, SPAN, HUM)	3
HSR 320	Health and Social Issues in Aging OR	3
PBH 320	Health and Social Issues in Aging	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Open Electives - 7 Credits

OPEN	Elective (1XX)	4
OPEN	Elective (1XX)	3

Upper Division Nursing Courses - 24 Credits

NUR 300	Foundations of Professional Nursing	3
NUR 310	Health Assessment	3
NUR 351	Introduction to Nursing Research	3
NUR 361	Public and Community Health Nursing	3
NUR 363	Clinical Nursing Leadership	3
NUR 459	Introduction to Healthcare Policy and Advocacy	3
NUR 460	Seminar in Professional Nursing	3
	Leadership	
NUR 3XX*	Directed Elective OR	3
NUR 4XX*	Directed Elective	3

* Directed elective courses may be taken in business, health science, human services, and organizational leadership at the appropriate levels.

Total Credits in the Program: 120

Vision Care Technology, Associate in Science

The Goodwin University Vision Care Technology (VCT) Associate Degree Program is designed to prepare ophthalmic professionals for a rewarding career in the eyecare field. A Licensed Optician may be employed as an independent business owner, contact lens practitioner, optical laboratory technician, ophthalmic sales representative, optical industry business professional, wholesale laboratory professional, or as a manager of an ophthalmology or optometric practice. Ophthalmic science professionals work at independent optical shops, private ophthalmology offices, private optometric offices, optical laboratories, retail/high fashion optical boutiques and corporate or chain conglomerates.

In addition to eleven VCT courses, the program requires a supervised clinical externship and a core of General Education courses for a total of 62-63 credits. The externship will typically take place at the student's place of employment or at an externship site. Goodwin University will provide placement assistance when appropriate to ensure students develop practical skills for both eyewear dispensing and contact lens fitting, as required for licensure. A state-of-the-art training store allows students to perfect their skills in a supervised setting. Important topics such as practice management, the role of fashion in eyewear, and ethical issues are addressed to create a lively and thought-provoking educational experience.

Accreditation

Students will be prepared to sit for both the American Board of Opticianry's (ABO) and the National Contact Lens Examination (NCLE). 6506 Loisdale Road - Suite 209, Springfield, VA 22150 Toll Free: 1-800-296-1379 Office: (703) 719-5800 Fax: 703-719-9144. http://www.abo-ncle.org/

In order for students to be eligible to take the state exam to be a licensed Optician in Connecticut, candidates must pass both the ABO and the NCLE and graduate from a program accredited by the Commission

on Opticianry Accreditation (COA) and approved by the Connecticut Board of Examiners for Opticians.

The Vision Care Technology program is approved by the Connecticut Board of Examiners for Opticians and is accredited by the Commission on Opticianry Accreditation. Debra White, Director of Accreditation PO Box 592 Canton, NY 13617 Phone: 703.468.0566 Fax: 888.306.9036 Email: director@COAccreditation.com

Admission Requirements

The specific admission requirements are outlined below. Goodwin University Vision Care Technology Program has a strong focus in math, science and interpersonal relationship skills. It is important to note that not all qualified candidates can be offered admission to the Vision Care Technology Program due to the limited number of places available. Admission is based upon completion of Vision Care Technology prerequisites and other requirements. Candidates will be accepted based on the following outlined requirements listed below and the outlined Point System.

1.

Complete the application for admission into Goodwin University if not already a student at Goodwin. Applicants to the Vision Care Technology Program must first meet the requirements for admission and be accepted into Goodwin University.

2.

Current Goodwin University students and transfer students, must have a minimum college GPA of 2.7.

3.

Date of application submission and points obtained in the Selection Point System will dictate the class roster's placement order. Twenty (20) students are accepted each fall semester.

4.

Completion of all prerequisite courses.

5.

Completion of Math 1XX - Intermediate Algebra or above with a grade of "C" or better.

6.

Completion of English 101 - English Composition with a passing grade or better.

7.

Completion of a science elective - Biology, Chemistry or Science with a grade of "C" or better

Point System

Vision Care Technology students who have satisfied all of the admission criteria will be selected according to the point system specified below.

Previous College Education	Score
Associate Degree (60 Credits)	2
Bachelor's Degree	3
Master's Degree	4
Completion of Courses at Goodwin University	
1 course	1
2 courses	2
3 courses	3
4 courses	4
5 courses	5
6 courses	6
7 courses	7
Cumulative GPA	
2.7-3.0	1
3.1-3.5	2
3.6-4.0	3
Admissions Essay	
<75-80	1
81-89	2
90-100	3
Interview	
6-12	1
13-23	2
24-30	3
Total Possible Points	**20**

Program Outcomes

Upon successful completion of all program requirements, graduates will:

1.

Be qualified as a candidate for various certification and licensure examinations, i.e. ABO American Board of Opticianry, NCLE National Contact Lens Examination, and eventual eligibility to sit for the Connecticut State Board Practical Examination and Jurisprudence Examination.

2.

Deliver the highest technical and ethical standard of care as a healthcare practitioner in the field of opticianry.

3.

Demonstrate the ability to use optical instruments, equipment, materials, procedures and techniques to industry standards in the design, fitting and dispensing of contact lenses.

4.

Demonstrate the ability to use optical instruments and tools, materials, procedures and techniques to industry standards in the fitting, fabrication and dispensing of eyewear.

5.

Demonstrate the skills, knowledge and confidence to deliver competent patient care as evidenced by successful completion of a 150-hour clinical field experience with a diverse and varied patient population.

6.

Value patient confidentiality and patient rights according to Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Vision Care Technology Program Policies

Policies specific to the Vision Care Technology program may be found in the Vision Care Technology Student Handbook. Students should familiarize themselves with the Vision Care Technology program policies and sign the included form, which indicates an understanding of the policies of the program. A copy of this form will be placed in the student's records.

Graduation Requirements

Students must complete all the general Associate degree graduation requirements as stated in the catalog. In addition, students must complete all Vision Care Technology core courses with a minimum grade of "C".

Curriculum

Associate in Vision Care Technology

General Education Core - 24-25 Credits

ENG 101	English Composition	3
ENG 1XX	English Elective	3
CAP 110*	Computer Applications	3
MATH 1XX	Mathematics (MATH)	3
	Science (BIO, CHEM, SCI)	3-4
PSY 112	Introduction to Psychology	3
	Humanities (HIS, PHIL, SPAN, HUM)	3
OPEN	Elective	3

*Students have the option to test out of CAP 110 and take a General Education elective instead. The test must be completed prior to the first attempt. See CAP 005 policy.

Elective credits may be chosen from any general education course, unless directed by the program. General Education courses contain the following prefixes: ENG, MATH, STAT, CAP, COM, BIO, CHEM, SCI, HIS, HUM, PHIL, SPAN, PSY, and SOC.

Vision Care Technology Major Core Requirements - 38 Credits

Semester One

VCT 101	Introduction to Ophthalmic Science	3
VCT 102	Anatomy, Physiology, and Pathology of the Eye for the Optician	3
VCT 103	Ophthalmic Fabrication I	3

Semester Two

VCT 106	Contact Lens Theory I	3
VCT 203	Ophthalmic Fabrication II	4

Semester Three

VCT 105	Ophthalmic Dispensing I	3
VCT 206	Contact Lens Theory II	3

Semester Four

VCT 204	Contact Lens Theory and Application	3
VCT 205	Ophthalmic Dispensing II	4

Semester Five

VCT 201	Ophthalmic Science Synthesis	3
VCT 202	Supervised Clinical Experience	3
VCT 208	Ophthalmic Practice Management	3

Total Credits in the Program: 62-63

Online Studies

Goal of the Online Studies Department

To provide our students with collaborative, interactive educational online experiences with multiple means of engagement and assessments for student success.

About our Online Programs

The online studies department supports online learning options in associate's, bachelor's, and master's programs. Students may complete some degrees totally online or with hybrid classes that combine online and on-campus instruction. Online courses offer a similar level of interactivity and engagement received in a traditional classroom setting, but more convenient for students. The online studies department staff collaborate with the Center for Teaching Excellence (CTE) to deliver professional development to faculty enabling them to work effectively in online environments.
The online studies program maximizes student access to courses through the use of a web-based delivery system. Students enrolling in online studies programs use the learning management system (LMS). The Blackboard Learn Software as a Service (SaaS) is used for the delivery of all courses and services. Students also have access to the Blackboard Mobile Learn application for IOS and Android, enabling them to access much of the Blackboard Learn content from mobile devices.
For Blackboard support, you can connect to Bbsupport@goodwin.edu or call 860-913-2152. Students enrolling in online studies programs use Blackboard for delivery of all courses and services. Online and on ground students have an opportunity to participate in an online orientation course prior to starting their first online course.

Online Studies System Requirements

In order for students to successfully access Blackboard from their home computers, they should have access to Microsoft Office 2010 or higher and will need the following:
1.

Operating Systems: Windows 10, MAC OS 10. 15+, IOS, Android, Windows Mobile, Chrome OS.
2.

Browsers (Any of following): Firefox 57+ Chrome 63+ and Safari 12+. Must have Java 7 and JavaScript & Cookies must be enabled.
3.

Media plugins: Acrobat Reader.
4.

Additional Items: Goodwin moved to a single sign-in portal, which gives access to Email, Blackboard, Sonis, Conclusive and IOTA. Students will also have access to an Online Student Orientation to be taken if you cannot attend the on-ground version.

Online Programs of Study

Master Degree programs offered 100% online:
- Nursing
- Organizational Leadership
- Public Health

Bachelor degree programs offered 100% online:
- Health Science
- Management and Leadership
- Professional Studies
- Public Health
- RN-BSN

Associate degree programs offered 100% online:
- General Studies
- Health Science

Course Descriptions

The course numbering system has two parts that identify both the discipline and the level of difficulty of the course.

For example: XXX – 000

XXX are the letters of the course specialty such as CAP for office Computer Applications, MED for medical science, BUS for business, etc. 000 are the numbers of the course. Courses beginning with the digit "0" are developmental courses. These are 0-credit courses and do not count towards the credit requirement for a degree. Courses beginning with the digit "1" are credit courses at the introductory level, and courses beginning with the digit "2", "3", and "4" are advanced-level courses.

The symbols **F**, **Sp**, and **Su** (Fall, Spring and Summer) indicate which semester courses will be offered.

The * indicates the course is offered every **odd** year. The ** indicates the course is offered every **even** year.

Courses are offered in three modalities. Almost all are offered as traditional on-ground courses. Many are also offered online or in a hybrid or blended format. Hybrid courses usually meet a few times on campus during the semester. The remainder of the course work is done in an online format. Course offerings for each semester are published approximately fifteen weeks prior to the beginning of the semester and are listed online in the Student Information System.

Please note: Students placing into developmental English courses will need permission from their advisor to register for any college-level course work.

ACC - Accounting

ACC 101 - Principles of Accounting I (3)

This course is an introduction to accounting using the double-entry system with journals, ledgers, worksheets, and financial statements. Students will learn to journalize transactions, post to the general ledger, prepare financial statements and prepare the closing process. This course will prepare students to account for receivables and uncollectible accounts. Through the use of prepared statements and a corporate annual report, students will learn the Calculation of Current Ratio, Debt Ratio and other financial statement ratios.

Prerequisite: MATH 097, CAP 110. Offered: F, Sp, Su.

ACC 110 - Applied Accounting (3)

This course is designed to introduce the basic principles of accounting analysis to the non-accounting major. Focusing on the knowledge and skills a manager needs to understand standard financial documents produced by accountants, students will develop an understanding of financial topics including current assets, plant assets, depreciation and amortization of intangible assets. This course will also discuss accounts receivables, payables, inventory and cost of goods sold. Students will prepare and perform analysis of financial statements. Financial Statement ratios will be introduced as an integrated analysis. Students will learn to read and understand an annual report.

Prerequisite: MATH 097; CAP 110. Offered: F, Sp, Su.

ACC 210 - Principles of Accounting II (3)

This course is designed to further the study of generally accepted accounting principles. Accounting for plant and intangible assets, depreciation and amortization, payroll, long-term assets and liabilities. The statement of cash flows, partnerships, and corporations will be covered. Students will be assigned a project involving analysis of financial data.

Prerequisite: "C-" OR Better in ACC 101. Offered: F and Sp.

ACC 220 - Managerial Accounting (3)

This course provides a basic understanding of the role of accounting information in the business decision-making process. Students will learn to calculate break-even point, target net income, job-order and process costing and to use accounting in a manufacturing environment. Students will learn to prepare reports with recommendations to management regarding financial decisions. Using the Master Budget and Preparing Flexible Budgets with variance Analysis will also be covered.

Prerequisite: "C-" OR better in ACC 101.Students who have taken ACC 225 cannot earn credit for this course. Offered: F, Sp, Su.

ACC 225 - Manufacturing Accounting (3)

This course is designed to provide students with a focus on accounting from the manufacturing perspective. Students will improve their decision-making skills, and understand how to use accounting information to make quality financial decisions. Students will learn to calculate break-even point, target net income, job-order and process costing, Cost Volume Profit Analysis and to use accounting in a manufacturing environment.

Students will learn to interpret internal accounting reports and to consider quantitative and qualitative factors in financial decision making.

Prerequisite: "C-" OR better in ACC 101 or ACC 110. Students who have completed ACC 220 cannot earn credit for this course. Offered: Sp.

ACC 230 - Principles of Taxation (3)

This course presents the study of federal taxation as it relates to filing requirements, compliance, tax planning and reporting. Students will analyze the basic framework utilized in measuring and reporting taxable income for individuals and businesses. Tax rates, exemptions, credits, deductions, filing deadlines, extensions and amended returns will also be studied.

Prerequisite: None. Offered: F and Sp.

ACC 235 - Accounting Information Systems (3)

This course provides an overview of QuickBooks and Sage accounting software. The course will also introduce SAP and Oracle Hyperion accounting software. The course will cover the major points of using QuickBooks and Sage to enter transactions and generate forms and reports. The focus of the course will be to use the tools the software offers and to integrate accounting concepts and principles with the software designed to apply them.

Prerequisite: ACC 101 or ACC 110. Offered: F, Sp, Su.

ACC 240 - Intermediate Accounting (3)

An examination of generally accepted accounting principles related to the preparation of financial statements including a review of current assets and liabilities. The study of non-current assets and liabilities, debt and equity financing and earnings per share is studied in detail.

Prerequisite: "C-" OR better in ACC 210. Offered: F and Sp.

ACC 299 - Accounting Capstone (4)

Students will work to acquire Certified Bookkeeper designation from the American Institute of Professional Bookkeepers, the Intuit QuickBooks Certified User designation from Intuit Corp. and the Microsoft Office Specialist Designation in Excel from Microsoft Corp. Software package certifications will be comprised of the most appropriate version available. Students will also be required to complete a resume and comprehend interviewing, teamwork and communication skills.

Prerequisite: Successful Completion of All Accounting Program Courses or Departmental Permission. Offered: F, Sp, Su.

ACC 301 - Cost Accounting (3)

This course includes an in-depth treatment of accounting theories and practices used to control and manage costs. Topics include activity-based costing systems, cost variance analysis, budgeting, and product and sales mix decisions.

Prerequisite: C- or better in ACC 220. Offered: F, Sp.

BIO - Biology

BIO 101 - Concepts in Human Biology (3)

This 45-hour course provides an overview of the organ systems of the human body and basic concepts of cell biology and structure, including the study of anatomical and physiological interrelationships; organization of cells, tissues and body systems; and structure and function of muscular, skeletal, endocrine, lymphatic, digestive, respiratory, urinary, nervous and reproductive systems. The course covers examples of diseases of each body system as well as the relationship of nutrition and metabolism to the digestive system. This course does not fulfill the requirements for the Nursing, Occupational Therapy, and Respiratory Care programs.

Prerequisite: None. Offered: F, Sp, Su.

BIO 120 - Human Biology (4)

This course introduces the principles and concepts of human biology. Topics including chemical basis of life, cellular organization and all organ systems (digestive, endocrine, cardiovascular, lymphatic, nervous and reproductive systems) will be discussed with an emphasis on how they maintain homeostasis. The lab topics of the course are coordinated with the lecture content and will include some dissection.

Prerequisite: Successful completion of developmental MATH and ENGLISH or Departmental Permission. Offered: F, Sp, Su.

BIO 121 - General Biology (4)

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, DNA, genetics, evolution, classification, and other related topics. Laboratory exercises are integrated with material offered in lecture. No dissection is required.

Prerequisite: Successful completion of developmental MATH and ENGLISH or Departmental Permission. Offered: F.

BIO 211 - Anatomy and Physiology I (4)

This course is a comprehensive study of the structure and function of the human body. Emphasis is on the chemical, anatomical and physiological principles of cells and tissues of the human body as well as the

integumentary, muscular, skeletal, and nervous system. Laboratory sessions are coordinated with the lectures and emphasize experimentation and application of the lecture content. Experiments are supplemented by microscopic analysis of selected slides, specimen dissection, chemical experimentation and review of anatomical models.

Prerequisite: BIO 120 or BIO 121 and CHEM 101 or CHEM 110. Offered: F, Sp, Su.

BIO 212 - Anatomy and Physiology II (4)

This course is a comprehensive study of the structure and function of the human body. Emphasis is on the anatomy and physiology of the sensory, endocrine, cardiovascular, respiratory, immune, lymphatic, gastrointestinal, renal, and reproductive systems. Discussion will also include the diseases of these systems. Laboratory sessions are coordinated with the lectures and emphasize experimentation and application of the lecture content. Experiments are supplemented by the dissection of the fetal pig, microscopic analysis of selected slides, and review of anatomical models.

Prerequisite: BIO 211 and CHEM 101 or CHEM 110. Offered: F, Sp, Su.

BIO 235 - Microbiology (4)

This course explores the role of microorganisms in disease and health. Coverage includes the structure, function, growth and transmission of viruses, bacteria, fungi, protozoans, and helminths as well as vectors of pathogenic agents. Laboratory activities include study of the growth, detection, and analysis of various microbial and parasitic organisms.

Prerequisite: BIO 120 or BIO 121. Offered: F, Sp, Su.

BMM-Business-Management-Manufacturing

BMM 100 - Introduction to Manufacturing (3)

This course provides a comprehensive introduction to the field of manufacturing. It introduces the student to the structure and operations of the well-running manufacturing organization. The lean production process is described, as well as the controls needed to ensure that high-quality products are manufactured at a competitive cost. The importance of meeting customer requirements is stressed. Functions that support the production process such as Quality Management and Logistics and the Supply Chain are evaluated. The role and importance of the suppliers to the company is explored. The efficient use and maintenance of production equipment is explained. Problem-solving techniques are defined and their usage is described. Several inventory techniques are compared.

Interpersonal skills used in leadership, teaming and meetings are emphasized. Advanced manufacturing equipment, processes and techniques are introduced.

Prerequisite: None. Offered: F, Sp, Su.

BMM 101 - Key Principles of Manufacturing (3)

This course explores the exciting field of manufacturing. It introduces the student to concepts of production, logistics and inventory controls and their relationships to the local and global economy. The basic principles and practices of a safe and productive manufacturing environment are explored. Safety instruction covers topics including; Material Safety Data Sheets (MSDS), confined space, lock out/tag out, zero energy state, hazardous materials, storage of flammable materials, storage of fuel gas and high pressure gas cylinders, portable powered-tool safety, hand-tool safety, record keeping, training, employer enforcement of safety regulations, and right to know. This course also covers communication and teamwork skills as they relate to the manufacturing workplace and explores the roles and responsibilities in managing customer expectations. This course will use lecture, group work, online simulation and programming to prepare students for Production Certification Testing through Manufacturing Skill Standards Council (MSSC).

Prerequisite: None. Offered: F, Sp, Su.

BMM 102 - Safety Practices in Manufacturing (1)

This course provides a safety orientation for all participants. It will teach best practices for work to create a safe and productive workplace. This includes the identification of unsafe conditions, the use of personal safety equipment, safety procedures, types of emergency drills and teams, and performing environmental inspections. Students may earn a Safety credential from MSSC.

Prerequisite: None. Offered: F, Sp, Su.

BMM 110 - Technology in Advanced Manufacturing (3)

This course introduces the student to the manufacturing processes through an exploration of the basics of production, the types and sources of raw materials as well as production processes that include casting, molding, and forming. Students explore the types of machining, conditioning of parts, finishing and assembly. Additional topics include manufacturing planning, production control, and product distribution. Students will be expected to understand the product life cycle from conception through distribution. This course also focuses on technologies used in production processes. Basic power systems, energy transfer systems, machine operation and control will be explored. A focus on safety and quality for continuous improvement is highlighted. This course will use lecture,

online simulation and programming to prepare students for Production Certification Testing through Manufacturing Skill Standards Council (MSSC).

Prerequisite: BMM 101 or Departmental Permission. Offered: F, Sp, Su.

BMM 125 - Manufacturing Logistics (3)

Introductory logistics classes familiarize students with the basic concepts of product distribution and the terminology used in the logistics field. Students learn the process of planning effective product distribution and discuss methods of transportation and traffic management techniques. Other topics covered in introductory logistics classes may include inventory control, protective packaging and customer service. This course will use lecture, group work, online simulation and programming to prepare students for certification as a Manufacturing Logistics Technician (CLT) through Manufacturing Skill Standards Council (MSSC). This credential requires the successful completion of two exams, the CLA at the midterm and the CLT at the final. Students must pass the CLA exam before they can be admitted to the CLT exam.

Prerequisite: None. Offered: F, Sp, Su.

BMM 126 - Introduction to Materials and Logistics Management (3)

This course will cover all the essentials of materials management, manufacturing planning, purchasing and physical distribution of products from marketing to customers. Students will learn production planning and material requirements planning (MRP), enterprise resource planning (ERP) and capacity planning. Case studies and in-class exercises will provide students with a step-by-step approach to calculate and analyze inventory lot sizes, Kanban, safety stock, forecasting and logistics requirements. In addition, students will develop skills in, lean production, JIT manufacturing and terms for use in global supply chain management.

Prerequisite: None. Offered: F, Sp, Su.

BMM 135 - Green Manufacturing (3)

This course provides an overview about green technologies and green jobs in manufacturing. Students will develop the skills necessary to preserve and restore environmental quality and create a green working environment for your company. This course introduces students to local, state and national green/clean/lean/sustainable resources, share industry success stories (learn how your business neighbors are implementing sustainable practices) and gather input from companies on what educators should be doing to prepare the current/future green workforce. This course will use lecture, group work, online simulation and programming to prepare students for Green

Manufacturing Technician Certification Testing through Manufacturing Skill Standards Council (MSSC).

Prerequisite: None. Offered: F, Sp, Su.

BMM 140 - Principles in Manufacturing Mathematics (3)

This course begins with a review of basic operations of numbers, fractions and decimals. It then covers the practical mathematics that every machinist is expected to use in the shop in the creation of machined parts and maintenance of tools and fixtures. This includes common fraction to decimal and vice-versa conversions, inch to metric and vice-versa conversions, calculating part and feature dimensions and locations, calculating speeds and feeds, calculating tap drill sizes with formulas and charts, converting surface feet per minute to RPM's, calculating tapers for machine set-up, plane geometry calculations, sine bar set-up, measurements of right triangles, angular and simple indexing calculations.

Prerequisite: None. Offered: F, Sp, Su.

BMM 141 - Shop Mathematics Lab (1)

This lab provides the machinist advanced mathematic procedures used within industry. Including but not limited to: CNC part orientation and position, cutting time and volumetric removal rates, polar and angular movements, determining correct speeds and feeds based on materials being machined and other practical mathematic equations.

Prerequisite: None. Offered: F, Sp, Su.

BMM 151 - Welding Safety (3)

The Welding Safety course includes fundamental process of safety, creating a safe weld environment, thinking in 3 dimensions, and the safe use of tools & equipment as well various shop safety practices related to the welding industry and fabrication environments.

Prerequisite: None. Offered: F, Sp, Su.

BMM 153 - Welding Principles (3)

This course introduces students to basic weld principles including various welding types, techniques, properties, weld standards, certification process, visual inspection plans, testing methods and trouble shooting. Students learn preparation and fit-up of various of welding joints, weld positions, weld symbols, classification of materials, material science involved when welding, and mechanical properties associated in welding.

Prerequisite: BMM 151. Offered: F, Sp, Su.

BMM 155 - Welding Fabrication (3)

This course introduces students to basic weld shop fabrication practices including various welding plans, blueprints, organization and coordination necessary for

safe welding shop work practice. This includes the ongoing continuation of Workshop Process Sheet (WPS) practices, the development of material lists, consumables and weld fabricate projects per WPS and competency-based lab exercises. Project-based lessons that include weld repairs and new fabrication projects provide for increased development of welding skills and techniques.

Prerequisite: BMM 151, BMM 153. Offered: F, Sp, Su.

BMM 157 - Thermal Cutting (3)

This course in thermal cutting involves various process methods in which to cut, shape and partition fabricated components including fundamentals, techniques, safe use of equipment as well various lab activities. Methods in this course include use of plasma arc cutting, oxygen fuel cutting (OFC) and use of computerized numerical control (CNC) table to cut sheet and plate materials with plasma arc.

Prerequisite: BMM 151, BMM 153, BMM 155. Offered: F, Sp, Su.

BMM 175 - CNC Machining (3)

This course focuses on the modern computer numeric control (CNC) operator. Through the use of interactive virtual simulators students learn the essentials of CNC machining. Participants will learn mill, lathe and grinder set-up and operation; tool identification, set-up, use and maintenance; statistical process control (SPC); and the skills operators need. Students will experience lecture, demonstration, and online simulation to prepare for NIMS certification as a CNC operator.

Offered: F, Sp, Su.

BMM 181 - Introduction to Mechatronics (3)

This course covers the introductory principles of operating and maintaining most types of equipment found in an industrial environment. Providing a sound foundation of basic knowledge, the course begins with a general introduction to hand tools, fasteners and basic mechanical principles. Emphasis will be placed on providing the student with a basis for troubleshooting, industrial mechanics, maintenance practices, service and repair and safety.

BMM 183 - Basic Electrical (3)

Basic Electrical is a study of electrical components in a complex mechatronics system. This course consists of labs and/or class activities. Topics covered include electrical safety, basic functions and physical properties of electrical components, troubleshooting techniques and strategies to identify, localize, and correct malfunctions, and systematic preventative.

BMM 185 - Hydraulics and Pneumatics (3)

This course is an introduction to the basic hydraulic and pneumatic systems and devices found in advanced manufacturing facilities. Underlying scientific principles and their practical applications are covered. The laboratory reinforces the principles learned through hands-on experiments.

BMM 187 - Mechanical Drives and Kinematics (3)

Mechanical Drives is a study of the basic mechanical components in a complex mechatronics system. This course consists of corresponding labs and/or class activities. Topics covered include basic functions and physical properties of mechanical components and their roles, including materials, lubrication requirements, and surface properties. The course will cover troubleshooting techniques and strategies to identify, localize and correct malfunctions; systematic preventative maintenance; and electrical and mechanical component safety. Technical documentation such as data sheets and specifications of mechanical elements also are covered.

BMM 189 - Electrical Schematics (3)

This course is a study of the principles of electrical and electronic layout and drawings, stressing modern representation for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.

BMM 190 - Computer-Aided Design (CAD) (3)

Solidworks is a Computer-Aided Design (CAD) course which introduces students to Solidworks software and the fundamentals of drafting while preparing students to develop necessary skills to meet the demands of modern, technical drawing. Students will apply measurement, proper dimensioning and geometric construction skills to successfully communicate their mechanical drawing ideas, using real-world designs. With Solidworks, students will learn the skills to transform ideas and concepts into working drawings that can be used in the manufacturing industry.

Prerequisite: None. Offered: F.

BMM 210 - Lean Manufacturing Principles (3)

This course introduces the student to the philosophical background, historical development, and fundamental concepts of lean manufacturing with a focus on the Toyota Production System. Students explore lean strategies around inventory, lead time, and cultural change requirements. Students learn strategies for lean implementation, planning, goal setting and sustaining gains. The course also applies to the application of lean disciplines and concepts to service and support industries. The use and implementation of lean

disciplines promote continuous improvement, eliminate waste, reduce operating cost, improve quality, and achieve measurable improvement in customer satisfaction.

Prerequisite: None. Offered: F, Sp, Su.

BMM 220 - Materials and Processes in Manufacturing (3)

Students are provided with essential information on material properties, material behaviors and material manufacturing processes. The atomic, crystal, grain and defect structure will be introduced, and their effect on the mechanical properties of materials will be presented. Equilibrium phase diagrams will be discussed. An understanding of the properties of iron alloys and steels will be developed. Material processing techniques such as heat treatment, casting, metal forming, welding, coatings and adhesive bonding will be covered. Powder metallurgy processing and material processes will be introduced along with a brief introduction to non-destructive test (NDT) methods.

Prerequisite: None. Offered: F, Sp, Su.

BMM 221 - Warehouse and Distribution Center Management (3)

This course will introduce the student to distribution and warehouse management with emphasis on supply chain networks. Students will learn various aspects of warehouse operations management, bar coding, radio frequency (RFID), Kanban, just-in-time (JIT) manufacturing, inventory replenishment systems and third party logistics, including analysis of warehouse locations, operations and management. This course also describes controls and procedures, financial analysis, security, cargo, materials handling, productivity and legal/export requirements.

Prerequisite: None. Offered: F, Sp.

BMM 222 - Technical Drawings and Specifications (3)

This course introduces the basic principles of engineering drawings. It addresses line types, orthographic projection, and isometric views that are used in industry standards. The six basic views of parts are designed to acquaint the student with a pictorial vision of a 3D part in a flat pattern view. Areas of study include: line types, orthographic projection, isometric views, fundamental tools of title block information, drawing standards, general and special notes such as quality assurance data, non-destructive testing, symbology, geometric dimensioning and tolerancing parameters, blueprint drawing abbreviations, linear units of measurement, rules of dimensioning, inclined surfaces, measurement of angles, holes and bolt hole patterns, drawings to scale, blueprint revisions and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

Offered: F, Sp, Su.

BMM 223 - International Logistics (3)

This course will review the principles and practices of international logistics including the transportation and distribution process. Students will learn international distribution systems and various multimodal transportation methods. Other topics that will be examined include: currency, fees, tariffs, trade policies and import and export regulations. Students will also develop international logistics knowledge of packaging, security requirements and the various forms of documentation required for international logistics.

Prerequisite: None. Offered: F, Sp.

BMM 224 - Metrology and Calibration (3)

This course focuses on how to develop, implement, and maintain a calibration system. Evaluation of the calibration program is further deepened through continuous improvement efforts. Conformity to ISO 9001 requirements enhances the credibility of calibration systems to ensure reliability and traceability. This course looks at calibration processes such as calibration procedures and records, out of tolerance conditions, calibration schedules and intervals. Students will learn and practice techniques for setting size blocks to predetermined distances to measure product, develop continuous improvement programs, create training programs and audit the calibration system.

Offered: F, Sp, Su.

BMM 225 - Transportation Traffic and Contract Management (3)

This course will provide students with an understanding of the fundamental role and importance of transportation in companies and in society, as well as the complex environment in which transportation service is provided today. Topics covered include in-depth examination of the various modes of transportation including discussions of regulations, economics and various aspects that characterize transportation modes. Students will learn costing and pricing issues related to transportation and the relationships between buyers and sellers of transportation.

Prerequisite: None. Offered: F, Sp.

BMM 226 - Principles of Quality Management (3)

This course addresses the study of theory and practice for quality management. The theories of past management contributors are examined as a precursor for today's quality management practices. An in-depth view of the writings from Philip Crosby, W. Edward

Deming, Armand Feigenbaum, Kaoru Ishikawa, Joseph Juran, John Oakland, Taiichi Ohno, Shigeo Shingo and Genichi Taguchi are examined. This course introduces the student to contemporary developments in theory and practice of quality thinking to improve quality systems. Applied principles and techniques of quality philosophies are examined and utilized to drive resolution in quality manufacturing. Benchmarking and lean tools for continuous improvement and quality circles to engage both internal and external stakeholders are reviewed. What are Quality Systems and how does ISO 9001 affect them; how is ISO 9001 interpreted and what are its limitations. Areas of study include: barriers to quality, the emergence of management, contingency theory, critical systems thinking including Senge's Learning Organization, managing responsibilities of a quality system, a comparison of significant contributors to quality theories and organizations as systems.

Prerequisite: None. Offered: F, Sp, Su.

BMM 227 - Lean Supply Chain and Management (3)

This course introduces the student to the philosophical background, historical development, and fundamental concepts of lean with a focus on supply chain and logistics. Students explore lean strategies around inventory, lead time, and cultural change requirements. Students will learn the various processes and terminology used in managing supply networks. These functions include the overview of customer requirements, order entry systems, MRP, quote process and generation/issue of purchase orders, roles and functions of purchasing, inventory control, physical distribution, warehousing, transportation methods, packaging, and customs. Lean and analytical techniques will be applied to improve customer metrics. The use and implementation of lean disciplines promote continuous improvement, eliminate waste, reduce operating cost, improve quality, and achieve measurable improvement in customer satisfaction.

Offered: F, Sp.

BMM 228 - Quality Management and Supplier Integration (3)

This course addresses current quality improvement concepts and techniques in industry with an emphasis on integrating the supplier in the internal quality process. This course introduces lean principles as they are used as tools in organizations to improve quality systems. Applied principles and techniques of quality philosophies are examined and utilized to drive resolution in quality manufacturing. Areas of study include: process control charts, nature of variation, attributes and variable charts, managing responsibilities of a quality standards in the supply base, concept of

poke-yoke, and comparison of significant contributors to quality theories.

Prerequisite: None. Offered: F, Sp, Su.

BMM 229 - Advanced Metrology and Calibration (4)

This course builds upon the foundations of measurement science from BMM 224 Metrology & Calibration, by primarily focusing on working in the laboratory in a hands-on environment. Students will learn proper measurement techniques using the tools of the trade on real-world parts. This lesson brings the student through basic hand tools and techniques up through the programming and operation of coordinate measurement machines (CMM's). This course will prepare the modern day machinist or quality specialist with the tools they need to make precise measurements in their chosen profession.

Offered: F, Sp, Su.

BMM 240 - CAM I (3)

The purpose of this course is to review design and manufacturing software and instruct the student on feature-based modeling systems called SolidWorks and Mastercam. Students will learn how to create simple 2-D objects such as lines and arcs to create CAD solid models and add numerical dimensions and geometries. After CAD Models are created in SolidWorks, the files will be loaded into Computer-Aided Manufacturing (CAM) Mastercam for CNC programming.

Prerequisite: None. Offered: F, Sp, Su.

BMM 241 - CAM II (3)

Graphical software is used to generate part programs for CNC Turning and Milling operations. Emphasis of the course is to learn additional elements of Computer-Aided Manufacturing (CAM) to manipulate engineering part geometry and convert screen graphics into Computerized Numerical Control (CNC) programs. Students will learn the fundamentals of how to file and manage part models from design to manufacturing. Mastercam software will be applied for CNC programming of more complex 3-D CAD files.

Prerequisite: BMM 240. Offered: F, Sp, Su.

BMM 252 - Introduction to Shielded Metal Arc Welding (SMAW) (3)

This is an introductory course to Shielded Metal Arc Welding (SMAW). Participants will learn the process fundamentals, techniques, safe use of tools & equipment as well various lab weld activities, positions, joints types and materials. Course techniques include proper set up of SMAW equipment and proper electrode selections for various welding applications. Participants also learn to trouble shoot, identify and correct weld discontinuities and produce sound welds.

Prerequisite: BMM 151, BMM 153, BMM 155. Offered: F, Sp, Su.

BMM 254 - Introduction to Flux Core Arc Welding (FCAW) (3)

This course is an introduction to flux core arc welding (FCAW). Participants learn the process fundamentals and techniques; safe use of tools & equipment as well various lab weld activities, positions, joints types and materials associated with the use of fluxed core arc welding. Participants will demonstrate the use of proper wire, diameter, speed, amperage, polarity and adherence to workflow process sheets (WPS) as well as post weld inspection techniques.

Prerequisite: BMM 151, BMM 153, BMM 155. Offered: F, Sp, Su.

BMM 256 - Introduction to Gas Tungsten Metal Arc Welding (GTAW)/Tungsten Inert Gas (TIG) (3)

This course is an introduction to gas tungsten metal arc welding (GTAW), also known in shop terms as tungsten inert gas welding or (TIG) welding. Students develop competencies that include GTAW process fundamentals, techniques, safe use of tools & equipment as well various lab weld activities, positions, joints types and materials while using GTAW. This course includes joining various metals types as well as joining sheet, plate and pipe. Non Destructive Testing (NDT) and destructive testing are used to ascertain proper weld techniques and conformance to Weld Procedure sheets WPS.

Prerequisite: BMM 151, BMM 153, BMM 155. Offered: F, Sp, Su.

BMM 258 - Introduction to Gas Metal Arc Welding (GMAW)/Metal Inert Gas Welding (MIG) (3)

This course is an introduction to Gas Metal Arc Welding (GMAW) or more commonly known as Metal Inert Gas Welding (MIG). Competencies developed include process fundamentals, techniques, safe use of tools & equipment as well as various lab weld activities, positions, joints types and materials while using MIG. Students develop basic and more advanced skills in gas metal arc welding and adherence to weld procedure sheets using multiple skill based projects.

Prerequisite: BMM 151, BMM 153, BMM 155. Offered: F, Sp, Su.

BMM 275 - CNC Machining II (3)

This course provides additional concepts of CNC and the importance of fixtures and tooling and how they interface with Mastercam software. CNC programs will be developed to perform contouring operations for milling machine centers. Application of more complex features will be used to develop G and M codes to produce CNC programs to produce Climb, Pocket and Contour milling. Tooling interface, speed and feed rates will be developed along with X, Y, Z data using the Cartesian coordinate system.

Offered: F, Sp, Su.

BMM 276 - CNC Machining Applications (3)

CNC programming tasks are applied to produce more complex part geometries with added features. Parts geometries will be milled and turned based on solid model geometry. Various operations will be performed where parts are located using datum dimensions. Setup, fixtures, and tooling will be used to produce hardware. Multi-featured parts will be measured and inspected per work instructions and geometric tolerance requirements including true position, perpendicularity, flatness and other requirements.

Prerequisite: "C-" OR Higher in BMM 275. Offered: F, Sp, Su.

BMM 281 - Motor Control (3)

This course covers the principles of AC and DC motors, motor control, and general machine operations in a complex mechatronic system. Students will learn the functions and properties of machine control elements and the roles they play within the system. Topics covered will include general machine operations and motor control techniques; mechanical components and electric drives; motor sensors, braking and loads; motor efficiency and power; preventive measures and troubleshooting techniques. Technical documentation such as data sheets, circuit diagrams, schematics, displacement step diagrams and function charts will also be covered. By understanding and performing measurements on motors and motor control circuits, students will learn and apply troubleshooting.

BMM 283 - Programmable Controllers (3)

Programmable Controllers is a study of the basic digital logic and programmable logic controllers (PLC) in a mechatronics system using the automation system. This course consists of corresponding labs and/or class activities. Topics covered include basic PLC functions and testing; industrial applications of PLC requiring motion control; troubleshooting techniques and strategies to identify, localize, and correct malfunctioning PLCs; and writing small programs and problem-solving using computer simulations.

BMM 285 - Industrial Electrical Maintenance (3)

This course covers the installation methods and material used in industrial wiring. Topics included are transformer and motor selection, busways, grounding, power factor correction, distribution, hazardous locations, and troubleshooting.

BMM 287 - Industrial Robotics (3)

Industrial Robots is a study of the working of mechanical manipulators in a safe manner and the uses of industrial robots in manufacturing. This course consists corresponding labs and/or class activities. Topics covered include robotic nomenclature, classifications, applications, input/output sensor interfacing, and work cell design; different methods for programming an industrial robot using manufacturer software and for computing the positions, orientation, and frames of a robot manipulator design.

BMM 289 - Machining and Pipe Fabrication (3)

This course covers the introductory principles of operating a manual vertical mill and lathe. Providing a sound foundation of basic knowledge, the course begins with a general introduction to manual machining, and pipe fitting. Emphasis will be placed on providing the student with a basis of knowledge to fabricate small parts without technical prints.

BMM 320 - Facilities and Planning (3)

This course provides students with a broad, practical understanding of the facilities planning and design process. The critical nature of a global supply chain and the need for efficient material handling is discussed and approaches to designing optimal handling systems are examined. The tools of operations, the systems involved in manufacturing and facilities and the development of quantitative approaches to planning are examined. Participants engage in real-world examples and problems to understand the practices of facilities planning.

Prerequisite: None. Offered: F, Sp, Su.

BMM 350 - Six Sigma Green Belt Training (3)

Students will organize, prepare, plan, and execute problem-solving approaches using Six Sigma methods structured under the Define, Measure, Analyze, Improve, Control (DMAIC) framework. Students will Define the problem using project selection, scoping, planning and SIPOC tools. The Measure phase will consist of QFD, Measurable CTQ's, Sampling (Data quantity and Data quality), Measurement System Analysis, Statistical Process Control, and Capability Analysis. The Analyze phase will encompass Graphical tools, Management and Planning Tools (Affinity, ID, etc.). Confidence Intervals, Hypothesis testing, ANOVA, Regression, and Conceptual designs in DFSS. The Improve phase will capture Design of Experiments (DOE), piloting of DMAIC improvements, FMEA, Mistake Proofing, and DFSS Design Tools. The Control phase concludes the approach with developing Control Plans, SPC, and piloting new designs. Lean tools to identify waste and drive continuous improvements will include Value Stream Mapping, 8 Wastes identification, and visual management tools including 5S and TPM. Students will be provided the opportunity for testing to receive their Six Sigma Green Belt.

Prerequisite: None. Offered: F, Sp, Su.

BMM 355 - Manufacturing Regulations and Compliance (3)

This course examines the manufacturing regulation system that is focused on real manufacturing issues as related to ISO 9001, whose quality standards are designed to help ensure the needs of the stakeholders and customers are met. Also examined are the requirements of federal regulatory agencies such as OSHA, the EPA, state and local compliance agencies, and other regulatory bodies that support health, safety and the environment for industry.

Prerequisite: BMM 101. Offered: F, Sp.

BMM 375 - Advanced Lean Manufacturing (3)

This course provides students with the necessary skills for aligning lean activities with strategic objectives, solving real process problems and continuously improving operations. This course moves knowledge to application. The course has a focus on value stream assessment skills to identify and remove waste in a process and maintain the new standard. Participants learn how to apply such advanced lean tools as Kanban (pull systems), Just-in-Time (JIT), and TPM (Total Productive Maintenance). In addition, students will more deeply explore such basic Lean concepts as process controls, visual controls and 5S; then use these tools to uncover opportunities and make improvements that align with strategic objectives.

Prerequisite: BMM 210 or Departmental Permission. Offered: F, Sp, Su.

BMM 399 - Manufacturing Internship (3)

This course provides students with the opportunity to apply and expand manufacturing skills and knowledge in a hands-on workplace environment while fulfilling the needs of the internship sponsor. Students will have a work-site supervisor who will assign duties in the workplace, combined with regularly-scheduled campus sessions with their Goodwin course instructor to assess progress, problem areas, areas for growth, and to review appropriateness of work involvement. The student must complete a minimum of 150 hours for this course, of which 135 hours are at the work site. Students must successfully interview with the sponsoring company for the internship position in order to remain enrolled in the course. This interview must occur prior to the second week of class.

Prerequisite: Departmental Permission. Offered: F, Sp, Su.

BMM 440 - Industrial Safety (3)

Stakeholder safety is a critical component of running a successful business, whether the business is in manufacturing, healthcare or banking. Participants in this course will learn to identify ways to reduce workplace and job-related hazards to keep workers, clients and environmental conditions safe. Procedures for handling common industrial materials are examined. Participants learn to select proper protective gear, avoid common industrial accidents, and respond to potential hazards found in the workplace. Participants in this course will integrate contemporary safety practices into risk assessment plans for their organizations based on state, federal and industry safety standards.

Prerequisite: None. Offered: F, Sp, Su.

BMM 460 - Quality Management Systems (3)

This course addresses current quality improvement concepts and techniques in industry with an emphasis on modern manufacturing requirements. This course introduces the fundamental tools of Statistical Process Control (SPC) as they are used in industry to reduce costs, identify root cause, and increase productivity at a predictable quality level. Applied principles and techniques of total quality management systems will be utilized to ensure correct definition, measurement, analysis, improvement and control (DMAIC) of common manufacturing problems. Areas of study include: basic statistical and probability theory, sampling techniques, process control charts, nature of variation, histograms, attributes and variable charts, managing responsibilities of a quality standards department, development of grades/standards of quality, acceptance sampling/inspection, recording and reporting/use of control charts.

Prerequisite: None. Offered: F, Sp, Su.

BMM 475 - Product Development Management (3)

Students are introduced to concepts of material structure, property and testing methods as they relate to material selection and processing decisions. Participants learn the strategies and processes to respond to customer needs for product creation and modification. Quality assurance aspects of the development process are presented. Methods to identify opportunities for improvement are stressed. Dynamic input from consumers via sales and marketing is integrated in the process. The design and manufacturing of the product incorporates the quality parameters which will deliver the product that will meet the consumer's expectations.

Prerequisite: None. Offered: F, Sp, Su.

BMM 495 - Supply Chain Management: Domestic & International (3)

This course analyzes the dynamic nature of supply chain management of products and services in a domestic and global economy. This course will expose students to topics related to design and management of supply chains, from incoming raw materials to final product delivery. While participants will be grounded in solid theory of supply chain design, they will also build a solid foundation of requisite knowledge, skills and strategies for all aspect of integrated supply chain management. This includes forecasting, postponement, globalization and sourcing, network design, and virtual integration (web-centric) through group work and case studies.

Prerequisite: None. Offered: F, Sp, Su.

BUS - Business

BUS 101 - Introduction to Management (3)

This course provides an introduction to the basic principles of management and their relationship to customer expectations. An overview of major topics and concepts including planning and decision making, organization, staffing and leading, Information Systems, and ethics and social responsibility will be covered.

Prerequisite: None. Offered: F, Sp, Su.

BUS 107 - Introduction to Nonprofit Management (3)

This course provides students with an understanding of the basics on nonprofit organizations that are driven by a purposeful mission, yet founded on the principles of sustainable business models. It provides an overview of the nonprofit sector and explores best practices in contemporary nonprofit organizations. It examines the structures of nonprofits, with consideration of each component as building blocks to a successful organization, including: governing and leadership structures; accountability and performance measurement; strategies for building capacity and planning for change; and managing paid staff and volunteers. Students also explore areas of marketing, communication, fiscal management, and acquiring resources in the nonprofit venue.

Prerequisite: None. Offered: F, Sp, Su.

BUS 110 - Business Law and Ethics (3)

This course is designed to introduce the legal and regulatory environment in which businesses must operate, as well as the ethical considerations which are a part of the business environment. A review of the court system, litigation process, and regulatory process will be provided. The rule of law, laws regarding property, public and private, as well as civil and criminal law will be covered. State laws regarding incorporation,

licensing, tax and regulatory filings and legal recourses to public acts will be discussed. Federal and state employment and labor laws will also be an important part of this course.

Prerequisite: None. Offered: F and Su.

BUS 115 - Human Resource Management (3)

This course provides an introduction to the basic principles of human resource management including recruiting, hiring, training, and developing the workforce. In addition, issues of performance improvement, compensation and benefits, collective bargaining and labor relations, and legal aspects of human resource management will be explored.

Prerequisite: None. Offered: Sp and Su.

BUS 121 - Personal Finance and Insurance (3)

This course presents an analysis of the many financial situations and decisions confronting an individual that will raise consumer awareness. Students learn the proper management of personal income and expenses. Additional topics include cost of credit, budgeting, and individual tax preparation. A focus on financial and retirement planning includes concepts of life, health, homeowners, and auto insurance. Students also learn about the various financial products offered by banks, credit unions and financial institutions. Students become aware of the laws that affect them as employees or small business owners.

Prerequisite: MATH 097 or equivalent. Offered: F and Sp.

BUS 123 - Principles of Insurance (3)

This course is designed to provide students with a solid foundation in the principles of insurance, especially property and casualty coverage. Students will learn about insurance regulation, general insurance concepts, property and casualty insurance basics, dwelling and homeowners policies, auto insurance, commercial package policies, business-owners' coverage, workers' compensation insurance, and other surplus and excess lines of coverage. Successful understanding of the above topics will prepare students to sit for the state licensure examination in property/casualty insurance. The course will also delve into general principles of life and health insurance.

Prerequisite: None. Offered: F and Sp.

BUS 125 - Sales and Service I: The Fundamentals (3)

This course covers the fundamentals of sales and customer service. Students are introduced to the concepts of having a positive attitude, the importance of listening, communication styles and skills, the basic steps of the sales, and the importance of quality service. They will understand the importance of developing a

personal selling philosophy, understanding their product, and developing a basic presentation strategy. Students will also learn the importance of ethics in selling.

Prerequisite: None. Offered: F.

BUS 126 - Sales and Service II: Customer Focus (3)

This course will address the relationship between customer service and effective sales. Students will learn how to present products and services to their customers in a manner that meets their identified and unidentified needs. In addition, students will learn how customer satisfaction enhances sales success by cultivating satisfied and repeat customers. This course will address the importance of listening skills, understanding customer behavior, recognizing cultural diversity in the sales environment, and methods of developing customer loyalty.

Prerequisite: BUS 125. Offered: Sp.

BUS 132 - Budgeting and Planning (3)

This course will provide an understanding of the budgeting process. Students will create a master budget and Pro Forma financial statements. Students will perform Horizontal and Vertical Analyses of these statements, interpret results, and determine master budget variances. This course will include budget set-up and forecasting, and instruction in using budgeted financial statements to plan for analysis. Students will also develop flexible budgets and determine which variances require investigation using management by exception. The importance of budgeting as a planning and decision-making tool will also be stressed in this course.

Prerequisite: C- OR Better in ACC 101 or ACC 110 and CAP 110. Offered: F, Sp, Su.

BUS 135 - Customer Relations in a Multicultural World (3)

This course takes an in-depth look at working with individuals, organizations, and communities that have varying forms of language and value systems. Students will examine personal cultural competencies, values, and communication approaches that are required for quality customer service. Strategies to understand and meet the customer's needs across cultures are discussed and analyzed.

Prerequisite: None. Offered: F and Sp.

BUS 142 - Introduction to Property Management (3)

This course provides a foundation in property management services and an exploration of investing in real estate. Students learn the process of developing a real estate/property management company which

includes: the duties of evaluating properties for investment; marketing properties; selecting tenants; contracting with owners, vetting tenants and vendors. Additionally, the role of a property manager's responsibilities and day-to-day duties are developed, which includes: a knowledge of environmental and hazardous substance risks; the servicing and maintenance of properties; property accounting/bookkeeping and risk mitigation pertaining to property management. Students develop an understanding of fair housing and civil rights laws concerning property.

Prerequisite: None. Offered: F.

BUS 146 - Green Technologies in Real Estate (3)

This course provides a foundation in facility and property management technologies with a concentration on the latest building techniques and products such as geo-thermal heating, HVAC, and solar. Students develop a knowledge of increasing energy and water efficiency, zero energy buildings, waste reduction strategies, as well as demolition and waste requirements. Assessment of costs and return on investment of these technologies is stressed. Students become familiar with government regulations and other related technologies to inform the student of options in the development and maintenance of properties with an eco-friendly focus.

Prerequisite: BUS 142 or Departmental Permission. Offered: F.

BUS 150 - Small Business and Entrepreneurship (3)

This course will provide an introduction to exploring fundamental business principles with an emphasis on a practical approach to the entrepreneurial process and the skills for starting a small business. The course will include studying ethics, the global environment, forms of business ownership, starting a small business, an entrepreneur's acquisition of capital, small business management, networking, and managing financial resources. The course further explores issues with franchising and other business opportunities.

Prerequisite: None. Offered: F and Sp.

BUS 205 - Employment Law and Benefits (3)

Students will learn the basics of employment law, compensation, and benefits, so as to avoid potential pitfalls and grow their organizations by hiring, evaluating, and compensating employees effectively. This course focuses on two key areas. Students will first assimilate all necessary information about employees and their benefits including taxes, discrimination issues, unionization, and workplace safety. Students will also learn effective evaluation techniques and how to resolve issues before they escalate. In addition, students will learn the proper methods and procedures to terminate

employees. Following employment laws at both the federal and state levels is also emphasized in this course.

Prerequisite: None. Offered: F and Sp.

BUS 210 - Business Planning and Development (3)

This course covers the aspects of creating a successful business plan. The foundations for each section of the business plan developed in this class will be enhanced through the knowledge gained in other courses. This class will provide an understanding of how all the pieces — the marketing plan, the financial plan, and organizational plans — integrate into the overall business plan. The plan created will provide a practical description of the future direction of the business.

Prerequisite: BUS 101 or BUS 107. Offered: F and Su.

BUS 212 - Grant Writing (3)

This course is designed to provide students with a general introduction to the field of grant writing. Instruction provides information on types of grants, common requirements of grant applications, and elements of a grant application. Students will learn to convey grant needs, assess resources, design a management plan, develop a budget, and conduct evaluations. Study in this course includes common grant applications, letters of inquiry, introductory letters, written contracts, formal reports and common correspondence. Students will learn how to search for grant availability and then develop an original grant application for a project or organization of their choice.

Prerequisite: ENG 101. Crosslisted as: ENG 212. Offered: F, Sp, Su.

BUS 215 - Marketing (3)

This course examines marketing principles, strategies, and methods practiced by modern businesses and organizations including product/service distribution, promotion, and pricing. Topics include: evaluating market opportunities; buyer behavior; market segmentation, targeting and positioning; market strategy and planning; development of marketing mix; and marketing organization and control. The role of ethics, corporate social responsibility, and public policy that are intrinsic to marketing efforts will also be explored.

Prerequisite: None. Offered: F, Sp, Su.

BUS 218 - Event Management (3)

This course introduces the student to the underlying theoretical and practical foundations of event management. Students will learn about the historic roots of celebrations, and the four-pillar approach to event leadership (time, finance, technology, and human resources). Students will learn how to determine the

target market and niche of an event and how the event connects to a company's strategic mission and goals. Case studies and hands-on experience will further student knowledge and will promote the practice of successful event management.

Prerequisite: None. Offered: F and Su.

BUS 225 - Insurance Software Management (3)

Students will have the opportunity to learn about insurance software management. Students will learn about document management, records management, and business process automation. Students will learn how to streamline processes, reduce costs, increase internal controls, and improve customer service.

Prerequisite: None. Offered: F and Sp.

BUS 226 - Sales and Service III: Advanced Strategies (3)

This advanced course will build on the fundamentals of sales and customer service. It focuses on sales language, verbal visualization, mental visualization, listening skills, follow up and service, prospecting, and using telephone skills to enhance sales success. Students will also develop strategies for dealing with difficult customers. The course will also help students recognize different market segments and how to customize their sales approach to meet the needs and expectations of those various segments.

Prerequisite: BUS 126. Offered: Su.

BUS 230 - Workforce Planning and Staffing (3)

This advanced course will examine strategies for staffing the workplace. Students will study human resource processes used to recruit and retain a workforce that will enable an organization to meet its business objectives. The process of on-boarding through assessment of performance and then to career development are examined in light of the strategic staffing requirements of an organization. Specific duties of developing job descriptions from job analysis, forecasting, and managing work flow are emphasized.

Prerequisite: None. Offered: Sp and Su.

BUS 240 - Current Topics in Management (3)

In this course, students will research, discuss, and analyze current trends and issues in management. A seminar by design, students will explore such contemporary topics as the role of leadership and management in organizations, workplace bullying, and discrimination in the work place. Other "hot" topics include corporate social responsibility, pay equity, and work-life balance.

Prerequisite: None. Offered: F, Sp, Su.

BUS 242 - Financing Principles of Property (3)

This course explores a variety of financing techniques concerning the acquisition or disposal of personal and commercial real estate. Students develop a working knowledge of primary and secondary mortgage markets and review loan programs. Consideration is also given to the various costs involved in property financing, including tax and insurance structures, and closing costs, document and process fees. Federal and state financing legislation is explored. The duties of the mortgagor are included as are strategies for avoiding the default of a mortgage. Maintaining relevant financial documents for business and tax purposes is also featured.

Prerequisite: BUS 142. Offered: F and Su.

BUS 246 - Principles and Practice of Real Estate (3)

This course provides the student with all the skills necessary to buy and sell properties within state and industry specific guidelines. Students will understand various principles of real estate such as real property, home ownership, agency, brokerage, buyer representation, interests, ownership and liens. Students will examine legal descriptions of properties and property titles and differentiate among contracts, titles and leases. Students further learn to evaluate the quality of assessments and appraisals. Laws pertaining to fair housing and environmental issues are explored.

Prerequisite: BUS 142 or Departmental Permission. Offered: F and Su.

BUS 250 - International Business (3)

This course provides the theory and practice of international business including such topics as the global market place, the role of culture, ethics and corporate social responsibility in international business. The course stresses the study of national trade policies, international monetary systems, managing international business and international marketing and operations management. Students learn to access the global market for their small business enterprise.

Prerequisite: BUS 101, or BUS 107. Offered: Sp.

BUS 257 - Institutional Development and Fundraising (3)

This course explores both the art and science of successful revenue-building through the development of charitable contributions, grants, and sponsorships. It examines the best practices in building sustainable nonprofit organizations through smart development and fundraising. All facets of fundraising are addressed including the structuring of different types of gifts, endowments, capital giving campaigns, donor relations, and special events. The processes for development are also examined, including the use of technology and

social networking to advance the sustainability of the organization. The management process of institutional development is also addressed, along with the ethical implications of the profession.

Prerequisite: BUS 107 or Departmental Permission. Offered: F, Sp.

BUS 265 - Principles of Finance (3)

The focus of this course is the fundamentals of sound financial management. Students will study the time value of money, risk/return analysis, cash flow management, the basics of capital budgeting, working capital management, financial forecasting, inventory management and basic financial ratios.

Prerequisite: OR Corequisites: "C-" OR Better in ACC 1XX or ECN 1XX. Offered: F and Sp.

BUS 299 - Cooperative Work Assignment (3)

During a 150-hour cooperative assignment, students are provided with hands-on training and career-related experience. This course provides extensive on-site experience which utilizes previously studied subjects and related skills. It gives the student the opportunity to put his/her class knowledge to practical use and to practice and enhance acquired skills. It provides students with valuable employment experience, increasing their marketability.

Prerequisite: Completion of all Required Courses. Offered: By Departmental Permission.

BUS 305 - E-Business (3)

This course explores the conduct of commercial business through the use of the internet and associated technological innovations, as well as the controversies related to social constructs and business. This course helps students design e-commerce strategies based on models and concepts of contemporary e-commerce practices, with an emphasis on business-to-business commerce and collaboration. It stresses the use of mobile devices and applications to extend and engage in electronic business transactions. Students develop the requisite skills to integrate e-business principles and practices into their business plans.

Prerequisite: BUS 101 and BUS 215. Offered: F and Sp.

BUS 310 - Targeted Marketing and Social Media (3)

This course covers important aspects of online marketing in the social media age, with emphasis on developing targeted marketing strategies using social media. Topics include: search engine optimization, online advertising, pay-per-click advertising, e-mail marketing strategies, mobile marketing, online reputation management, web public relations, web development, and how social media works.

Prerequisite: BUS 101 or BUS 107 and ENG 101; or Departmental Permission. Offered: F and Sp.

BUS 320 - Foundations in Organizational Leadership and Management (3)

The effectiveness of service delivery systems and the quality of services depend on the degree to which leaders and managers apply practices that are based on the best available evidence. This course provides coverage of a range of evidence-based leadership and management practices that are essential for effective service delivery and successful organizational performance. Topics include, but are not limited to, best fit models of leadership and management, strategy development and organizational design, human capital management, budget concepts and techniques, and organizational ethics. Small group analyses of multiple diverse examples, ethical dilemmas, and case studies; role-plays; and student presentations provide opportunities for students to contextualize, apply and integrate key concepts.

Prerequisite: None. Offered: F, Sp.

BUS 330 - Operations Management (3)

This course will lead the student through the concepts, principles, problems, and practices of operations management — an area of management focused on overseeing and designing business operations in the production of goods and services. Participants will examine best practices for the efficient use of resources to meet customer requirements and related activities including purchases, inventory control, quality control, storage, logistics, and evaluation of processes. Understanding the process that turns inputs (design, material and labor) into outputs (goods/services) is central to effective operations management. Participants will learn strategies for adding value to the process in consort with marketing activities.

Prerequisite: OR Corequisites: BUS 101 or BUS 107. Offered: F and Sp.

BUS 350 - Small Business Finance (3)

This course will cover the various debt and equity financing sources available for new and existing small business ventures. The day-to-day financial decisions of a small business and the development of a financial plan to acquire various financing instruments will be discussed. Avoiding common mistakes in attempting to acquire funds will also be covered. Additionally, various filing options, tax entity, federal and state tax laws, and payroll tax requirements of the federal and state governments will be stressed in this course. Tax implications of managerial decisions will also be discussed.

Prerequisite: BUS 101 or BUS 107, BUS 265, ENG 101. Offered: F and Sp.

BUS 355 - Financial Management (3)

This course will provide an overview of the skills required for financial planning in organizations. Preparation and use of budgets and financial reports will be covered. Compliance with reporting requirements of federal, state, and local agencies will also be addressed. Interpretation of financial reports and audit results will be discussed as well as how to safeguard assets, manage resources, and ensure financial solvency with adequate cash flow.

Prerequisite: None. Offered: F, Sp.

BUS 410 - Theory and Practice of Business Research (3)

This course brings the student through the research process as it applies to business. Participants learn the process of research in anticipation of entering the business arena or in preparation for advanced degree work. They explore the various research approaches and the review of existing literature. The foundations of research, from data collection to the measurement process and design, help students understand the factors behind business trends and conceptualize new possibilities for future trends and practices through the analysis of data. Reporting of research findings is also critical in the research process.

Prerequisite: BUS 101 or BUS 107, STAT 167 or Equivalent, ENG 101. Offered: F and Sp.

BUS 430 - Small Business in a Global Environment (3)

This course explores the impact of economic issues of global significance on the small business economy. Students will examine financial events and trends in the U.S. national economy and in the local economy as they pertain to small business. Small business connections to the global economy are explored through the management of international supply-chain processes and how small business networks sell in the global market. Additionally, students will study how small businesses engage in emerging markets as they adapt to appropriate customs when doing business with an international client base. Legal, political, and economic issues related to conducting business across national boundaries will be stressed.

Prerequisite: BUS 101 or BUS 107, ENG 101. Offered: F and Sp.

BUS 435 - Auditing Procedures for Managers (3)

This course will introduce auditing practices and procedures to management students. Policies and procedures will be analyzed to determine if they are in compliance with auditing standards. Focus of the course will be on the role of the auditing committee. Internal control, risk assessment, proper documentation, and assurance of proper accounting are discussed.

Prerequisite: BUS 101 or BUS 107, ACC 1XX, BUS 265. Offered: F and Sp.

BUS 490 - Capstone: Strategic Planning (3)

This is a capstone course in which students learn how business leaders formulate strategies for business that are global and dynamic. This course examines the process of developing vision for an organization and defining its goals in light of the organization's mission. Students examine the process of strategic planning for long-term viability of an organization and the dynamics that drive the strategic planning process. Essential to that process is developing a vision for an organization and defining its goals in light of the organization's mission. Therefore, in this course, students will understand the role each organizational member plays in developing and executing a strategic plan. Developing critical, research-based, decision-making skills, as integral to the strategic planning process, is also a focal element of this course.

Prerequisite: Departmental Permission. Crosslisted as: OS 450. Offered: F and Sp.

CAP - Computer Applications

CAP 005 - Computer Literacy Test Out Option (0)

The Computer Applications course (CAP 110) is a requirement in many programs. Students taking General Education courses may opt, upon enrollment, to take an online test to determine if their current skill set is sufficient or if it is advisable to take CAP 110. The online test known as CAP 005. See "Computer Literacy Test Out Option" under the "Program of Study" section of this catalog for full details.

Prerequisite: None . Offered: F, Sp, Su.

CAP 110* - Computer Applications (3)

This course is designed to enhance student knowledge, usage and skills with computers and Microsoft Office software. This includes creating documents in Word, spreadsheets and charts in Excel, e-mail functions in Outlook and presentations in PowerPoint. Students will also learn about the world-wide web, Internet usage and the effects of social media on society.

Prerequisite: None. Offered: F, Sp, Su.

CAP 205 - Advanced Excel (3)

This course is designed to develop students' expertise managing Excel spreadsheets, leading to preparation to take the related Microsoft certification examination upon completion. Students will apply advanced formulas and functions, create PivotTables to manage large worksheets, and practice applications designed to analyze data to solve business or scientific problems.

Students will enhance and integrate worksheets using Microsoft Office features. Learning outcomes include competency in drafting professional budgets, team performance charts, sales invoices, and exercise logs.

Prerequisite: CAP 110 and successful completion of developmental MATH, or Departmental Permission. Offered: F, Sp, Su.

CHEM - Chemistry

CHEM 100 - Introduction to Chemistry (3)

The course is a survey study of chemistry. Emphasis is laid on the aspects of general, organic, and biological chemistry. The course will provide basic information about the metric system, measurements, conversions, matter and energy, nuclear radiation, chemical reactions, solutions, gas laws, acids and bases, as well as general concepts of organic chemistry, and the major organic compound groups essential for life (carbohydrates, lipids, and proteins). This course does not fulfill the requirements for the Nursing and Respiratory Care programs.

Prerequisite: Successful completion of developmental Math and English. Offered: Su.

CHEM 101 - Chemistry (4)

This course is a survey study of chemistry. Emphasis is on the aspects of General, Organic, and Biological Chemistry. These concepts will include interactions of matter and energy, nuclear radiation, measurement, chemical reactions, solutions, gas laws, acid and bases, as well as general concepts of organic chemistry, and the four major organic compound groups essential for life (Lipids, Carbohydrates, Proteins, and Nucleic Acids). Laboratory sessions are coordinated with the lectures and emphasize experimentation and application of the lecture content.

Prerequisite: Placement in or completion of ENG 101 and completion of MATH 125 or higher with a "C" or better. Offered: F, Sp, Su.

CHEM 110 - General Chemistry I (4)

The first semester of a two-semester sequence that is an introduction to fundamentals and principles of chemistry including, but not limited to atomic and molecular structure, measurement, chemical bonding, stoichiometry, states of matter, chemical reactions, gases and kinetic molecular theory, and chemical thermodynamics.

Prerequisite: Placement in or completion of ENG 101 and completion of MATH 125 or higher with a "C" or better. Offered: F.

CHEM 111 - General Chemistry II (4)

The second semester of a two-semester sequence that is an introduction to fundamentals and principles of chemistry including, but not limited to intermolecular forces, solutions and colligative properties, chemical kinetics, acid-base equilibria, thermodynamics, redox reactions, and nuclear chemistry.

Prerequisite: CHEM 110. Offered: Sp.

CJS - Criminal Justice

CJS 101 - Introduction to Criminal Justice and the Law (3)

This course provides a general introduction to the Criminal Justice system and the career opportunities that exist in this field. In addition, students will be presented with an overview of the history, purposes, and effectiveness of Federal and State criminal law the various aspects of criminal justice. Topics include identification of the elements of a crime and an examination of specific types of crimes and their assigned penalties.

Prerequisite: None. Offered: F, Sp, Su.

CJS 106 - Investigative Report Writing (3)

This course combines the basics of two disciplines — investigation and report writing — and bridges the gap between them in order to teach the basics involved in writing an investigative report. Fundamental guidelines for investigative reports are established through a set of rules that are easy to understand and apply to any type of report-writing scenario. Topics include note taking, describing persons and property, crime and arrest reports, search warrants, and issues in writing.

Prerequisite: ENG 101 OR Departmental Permission. Crosslisted as: HSM 106. Offered: F and Sp.

CJS 111 - Contemporary Issues in Crime and Prevention (3)

This course will examine the cause and effect relationship between contemporary problems in our society and how they relate to crime and prevention. Issues such as substance abuse, domestic violence, DNA testing, the ACLU and the widespread use of the Internet will be discussed in their relation to the criminal justice system and Homeland Security.

Prerequisite: None. Crosslisted as: HSM 111. Offered: F and Su.

CJS 112 - Criminal Procedures (3)

This course presents an in-depth look at the United States Constitution as it relates to the rights of victims and offenders. Due process and the procedures to protect guaranteed rights within the criminal justice system are examined.

Prerequisite: None. Offered: Sp.

CJS 115 - Principles of Criminal Investigation (3)

This course examines the investigative process from the initial introduction at the crime scene to the in-court testimony describing the investigation as well as an in-depth study of crime scene procedures including recognition, protection, documentation, and collection of physical evidence, scene documentation, scene search procedures, and reconstructions from evidence and scene patterns.

Prerequisite: None. Offered: Sp.

CJS 125 - Introduction to Law Enforcement (3)

This course presents an overview of law enforcement as a profession. Topics will include: patrol operations, ethics and deviance, civil liability, police-community relations and personnel systems. Students will be exposed to the fundamental aspects and current trends in law enforcement.

Prerequisite: None. Offered: Su.

CJS 130 - Introduction to Computer Crimes and Security (3)

This course offers an introduction to information systems used within the national security system. A framework is provided for understanding the needs, types, capabilities and applications of management information systems. An overview of existing security information systems is presented with implications for the future requirements. This course will provide an overview of computer crime and the procedures forensic computing specialists, law enforcement investigators, and prosecutors must invoke to prosecute computer criminals successfully. Finally, the impact of science and technology upon security agencies and how information management systems will prepare for the latest challenges will also be analyzed and discussed.

Prerequisite: None. Crosslisted as: HSM 130. Offered: F.

CJS 131 - Data and Information System Security Protection (3)

This course provides a comprehensive introduction to computer security, including computer networks, issues, concepts and technologies. The core technologies of access control, cryptography, digital signatures, authentication, network firewalls and network security services and programs are reviewed. Issues of security policy and risk management are considered.

Prerequisite: None. Crosslisted as: HSM 131. Offered: Su.

CJS 132 - Forensic Science (3)

This course is an introduction to forensic science. Students will have hands-on exposure to crime scene investigation and evidence preparation. Topics will include: fingerprinting, document evidence, blood splatter, firearm evidence and arson evidence.

Prerequisite: None. Offered: F.

CJS 135 - Forensic Photography (3)

This course is an introduction to the basic principles, equipment and techniques of forensic photography. Students will learn the importance of photography and how it is used to document, preserve, and identify evidence. Students will develop skills through practical experiences. Emphasis will be given to skills pertaining to photographing a crime scene and specific areas of a crime scene, such as fingerprints, blood splatter, firearms, people and vehicles.

Prerequisite: None. Offered: Su.

CJS 140 - Introduction to Corrections (3)

This course examines the nature and application of corrections and punishment and provides an overview of criminological, historical, legal, and policy-oriented works. This course discusses the foundations of corrections and relates them to contemporary correctional issues. This course encourages critical thinking about the future direction corrections should take.

Prerequisite: None. Offered: F, Sp, Su.

CJS 150 - Criminology (3)

This course places special focus on contemporary areas and issues such as feminist theories and feminist criminology, biological and genetic theories of criminal behavior, violence in the media, family assault and its criminalization, crimes of violence against women in America and abroad, mass murder in the United States, school violence and shootings, and hate crimes and terrorism in America. Society's response to crime is covered and addresses the question of how security and freedom interface in an age of increasing globalism.

Prerequisite: None. Offered: F.

CJS 210 - Criminal Law (3)

This course provides students with an introduction to the theory, history and purposes of statutory law. Topics will include major elements of statutory and common law offenses. The Federal and State penal code will be discussed.

Prerequisite: CJS 101. Offered: F.

CJS 220 - Victimology (3)

This course presents an overview of victimization, to include patterns of victimization. Topics will include the victim's perspective on crime and its causes and effects. Students will be exposed to the consequences and roles of the victim in today's criminal justice system.

Prerequisite: CJS 101. Offered: Su.

CJS 225 - Basics of Interview and Interrogation Techniques (3)

Students will be provided the study of basic principles of all types of investigations utilized in the criminal justice system. There will be an introduction to specific knowledge in handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation.

Prerequisite: CJS 101. Offered: F.

CJS 230 - Cyber Crime: Identity Theft and Internet Vulnerabilities (3)

This course will introduce and discuss the fastest growing crime — theft of a person's identity, and the techniques and various ways criminals use to steal personal information. Prevention and ways to protect one's identity will be discussed. This course will also focus on the theories and techniques for tracking attackers across the Internet and gaining forensic information from computer systems. This course includes case studies of Internet-based computer crimes and addresses limits of forensic techniques.

Prerequisite: None. Crosslisted as: HSM 230. Offered: Sp.

CJS 231 - Information System Threats/Attacks/Defense (3)

This course provides an overview of the actors, motives and methods used in the commission of computer-related crimes and describes the methods used by organizations to prevent, detect, and respond to these crimes.

Prerequisite: CJS 130 /HSM 130 OR Departmental Persmission. Crosslisted as: HSM 231. Offered: Su.

CJS 232 - Computer Crime Forensics and Investigative Procedures (3)

This course presents an introduction to modern criminalistics and investigative techniques to solve crimes. The course includes an examination and evaluation of crime scenes with scientific analysis of physical evidence. Individual and group activities relating to professional practices of forensic science and computer science will be explored throughout the semester.

Prerequisite: CJS 130 OR Departmental Permission. Offered: Sp.

CJS 235 - Principles of Personal and Physical Security (3)

This course will provide the student with a basic knowledge and understanding of personal and physical security to include the definitions, the need, the requirements, and review of the controls, techniques and tools. This course introduces participants to a broad, in-depth look at security planning and procedures. Students will develop skills in intelligence collection, surveillances, perimeter and crime scene security, principles of crowd and riot control, substance abuse recognition, theft, sabotage, and espionage. Additional topics may include computer security, electronic criminal investigations, firewalls and security software, as well as crime prevention techniques.

Prerequisite: None. Crosslisted as: HSM 235. Offered: Sp.

CJS 242 - Probation, Parole, and Community Corrections in the United States (3)

This course offers a comprehensive look at the probation and parole process. It includes discussion of offender needs and risks, a variety of supervision programs, inmate re-entry issues and solutions, and theories of crime and rehabilitation. Controversial issues are addressed and capture the conflict between the need to maximize community safety and the need to control the cost of operating prisons. Additional attention is paid to both the juvenile and adult populations and the book considers how the probation officers work with each.

Prerequisite: CJS 101. Offered: F.

CJS 243 - Juvenile Justice in America (3)

Students will focus on the important issues, emerging trends, contemporary research, and special challenges facing juvenile justice today. This comprehensive exploration of the American juvenile justice system covers the history and philosophy of juvenile justice, the current practices for processing youthful offenders, the detention of juveniles, and the diversion of youth from the juvenile justice system. This course gives students an up-close and personal" view of the fascinating and sometimes tragic world of the juvenile offender, and the personal, psychological and thinking processes that characterize juvenile misbehavior.

Prerequisite: CJS 101. Offered: Sp.

CJS 260 - Constitutional Law (3)

This course provides students with the basic principles of due process, as defined by the U.S. Constitution and Bill of Rights. Students will review landmark decisions from the U.S. Supreme Court and their impact on the criminal justice system throughout history.

Prerequisite: CJS 101. Offered: Su.

CJS 299 - Internship (3)

This course provides a supervised internship of at least 150 hours in order to gain practical field placement experience in the homeland security area including law enforcement, fire service, corrections, public/private sector safety or security, protective services environments, or other Public Safety areas.

Transportation to internship sites is the responsibility of the student.

Prerequisite: Departmental Permission. Offered: F, Sp, Su.

COM - Communications

COM 101 - Public Speaking (3)

This course is designed to develop public speaking and listening skills so that students may become more effective communicators. Students will learn research techniques and how to organize, deliver, and adapt their message to an audience. They prepare and deliver several major speeches. Students also apply interviewing and group discussion techniques.

Prerequisite: None. Offered: F, Sp, Su.

COM 105 - Interpersonal Communications (3)

This course introduces students to effective communications in a variety of settings. Topics include exploring personal identity, communicating in one-on-one conversations, understanding workplace interactions, using multiple communication channels, and making presentations. Students learn and practice the skills of active listening, interpretation of body language, and tailoring the message based on audience considerations.

Prerequisite: None. Offered: F, Sp, Su.

DHP - Dental Hygiene Program

DHP 102 - Periodontology (3)

Emphasis on the study of normal and diseased periodontium, from client assessment, etiology and pathology to therapeutic treatment. This course provides fundamental information of periodontal anatomy, immunology and pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventive, nonsurgical, and surgical methods.

Prerequisite: DHP 110, DHP 202 . Corequisite: DHP 120. Offered: Sp.

DHP 103 - Dental Materials (4)

This course is the study of dental materials used in the dental office and their relationship to the oral environment. The student will be introduced to the terminology, properties, and proper techniques of managing and selecting dental materials. This course incorporates a laboratory component to include hands-on laboratory experiences understanding of the physical and chemical properties of materials. This course is designed to include a major online component. Assignments, lectures, practice tests, simulations, and discussion will be held online. Time spent in laboratory will be on practice, in-class discussion, knowledge evaluation and group work.

Prerequisite: DHP 120, DHP 102. Corequisite: DHP 106. Offered: Su.

DHP 104 - Head and Neck Anatomy and Embryology (4)

This course is a comprehensive study of anatomic structures of the head and neck region, including embryological and histological foundations of the oral facial structures, tooth morphology and occlusion, and study of the associated skeletal, muscular, nervous, and vascular systems. It also includes related study of clinical considerations and developmental disturbances of orofacial and related structures.

Prerequisite: Admission to Dental Hygiene Program. Corequisite: DHP 105. Offered: Su.

DHP 105 - Radiology (3)

Dental Radiology lectures along with the laboratory experience will focus on the introduction and development of technical skills in exposing, processing and mounting digital and film radiographs. Students will develop and perfect intra- and extra-oral exposure techniques, working with dental manikins. Based on the scope of practice, the student will utilize critical thinking and evidence-based decision making skills that will guide them through dental hygiene care. This course is designed to include a major online component. Assignments, lectures, practice tests, simulations, and discussion will be held online. Time spent in laboratory will be on practice, in-class discussion, knowledge evaluation and group work.

Prerequisite: Admission to Dental Hygiene Program. Corequisite: DHP 104. Offered: Su.

DHP 106 - Pharmacology and Pain Management (4)

The pharmacology segment of this course will provide the student with basic pharmacology knowledge as it pertains to the practice of dental hygiene. The course will guide students to effectively communicate with patients, dentist and other medical professionals regarding medications commonly used in a dental office or medications frequently taken by patients. The pain management segment of this course will provide students with the academic and practical aspects of administration of pain control techniques and local anesthesia. The students will understand the general principles and the indications for administering anesthesia. The laboratory section will expose students to the application of pain management and anxiety for dental patients.

Prerequisite: DHP 120, DHP 102. Corequisite: DHP 103. Offered: Su.

DHP 110 - Principles of Dental Hygiene I (4)

The Principles of Dental Hygiene lectures along with laboratory experience will focus on dental hygiene theory and practice that will provide the student with the necessary knowledge to develop a patient-centered process of care. Students will be introduced to comprehensive assessment of a client's oral and dental health status and needs, and the planning, implementing, evaluating, and documenting of appropriate individualized treatment based on those needs. Based on a dental hygiene scope of practice, the student will utilize critical thinking and evidence-based decision making skills that will guide them through dental hygiene care.

The laboratory sessions of this course will consist of clinical exercises that coordinate with the reading assignments and lectures.

In addition, Radiology lab sessions will be a component of this course. This component will consist of lab exercises that build on both basic technique skills learned in Radiology DHP 105 and basic principles of dental radiography that will coordinate with reading assignments and lecture materials focusing on patient relations, infection control, extraoral panoramic imaging, and interpretation.

This course is designed to include a major online component. Assignments, lectures, practice tests, simulations, and discussion will be held online. Time spent in laboratory will be on instrumentation practice, in-class discussion, and group work.

Prerequisite: DHP 104, DHP 105. Corequisite: DHP 202. Offered: F.

DHP 113 - General and Oral Pathology (3)

This course will study the fundamentals of the disease process in the human body, underlining the oral cavity and surrounding areas, and analyzing the aspects of prevention, recognition, and treatment; including the causes of inflammation and healing, developmental disturbances, pathology of dental cavities, dental and oral abnormalities, and oral injuries. Premalignant lesions and their differences from common benign conditions are emphasized.

Prerequisite: DHP 103, DHP 106. Corequisite: DHP 210, DHP 201. Offered: F.

DHP 120 - Principles of Dental Hygiene II (4)

The Principles of Dental Hygiene II lectures along with clinic experience continues to focus on dental hygiene theory and practice that will provide the student with the necessary knowledge to develop a patient-centered process of care. Students will be able to assess, and identify patients' oral and dental status, followed by developing a treatment plan, implementing treatment and evaluate results. Based on the scope of practice, the student will utilize critical thinking and evidence-based decision making skills that will guide them through dental hygiene care. Skills introduced in DHP 110 will be reinforced and applied in more depth. The dental hygiene care plan will be studied in depth and applied in clinic. Instruction in periodontal debridement/scaling instruments will progress with the application of powered instrumentation, use of additional instruments, and advanced techniques. Integrated topics of focus will be medical emergencies management, selective polishing/dental stain management, preventive education, motivational interviewing, tobacco cessation, treatment for special client populations, and the dental hygiene process of care. This course is designed to include a major online component. Assignments, lectures, practice tests, simulations, and discussion will be held online. Time spent in clinic will be on instrumentation practice and patient care. The clinic sessions of this course will consist of exercises that coordinate with the reading assignments and lectures.

Prerequisite: DHP 110, DHP 202. Corequisite: DHP 102. Offered: Sp.

DHP 201 - Community and Public Health Dentistry (4)

Introduction to the concepts of public health and issues in healthcare delivery, with emphasis on access to dental care and the role of the dental hygienist in the promotion of oral health, as well as, prevention of dental diseases in the community. Students are introduced to the principles of research methodology and biostatistics, epidemiological indices, population needs, and community health-planning methods for dental education of the public. Through this course, students will acquire knowledge, attitudes, skills and behaviors necessary for the promotion of dental health and prevention of disease through community-based dental health programs. The student will have the opportunity to interact with a diversified community performing preventive dental services and giving presentations on oral health.

Prerequisite: DHP 103, DHP 106. Corequisite: DHP 210, DHP 113. Offered: F.

DHP 202 - Nutrition (3)

Fundamentals of nutrition with an emphasis on the relationship of diet and dental health combined with Lipids, Carbohydrates, Proteins, and Nucleic Acids. The application of this knowledge is in the form of nutritional counseling of patients who wish to prevent or control nutritionally-related oral health problems. This course is designed for online instruction. Assignments, lectures, and discussion will be held online.

Prerequisite: DHP 104, DHP 105. Corequisite: DHP 110. Offered: F.

DHP 210 - Principles of Dental Hygiene III (5)

Principles of Dental Hygiene III will enhance clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation, excellence and quality assurance. Students will also gain knowledge about ethics in the professional clinical setting. This course continues clinical development skills necessary to perform dental hygiene care including the principles learned in DHP110 and DHP 120 course work. Implementation of case studies will provide insights into the complex issues of patient care and to stimulate critical thinking. This course is designed to include a major online component. Assignments, lectures, practice tests, simulations, and discussion will be held online. Time spent in clinic will be dedicated to patient care.

Prerequisite: DHP 103, DHP 106. Corequisite: DHP 113, DHP 201. Offered: F.

DHP 220 - Principles of Dental Hygiene IV (5)

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation, excellence and quality assurance. Students will also gain knowledge about ethics in the professional clinical setting. This course continues clinical development skills necessary to perform dental hygiene care including the principles learned in previous course work. Emphasis is placed on case studies to provide insights into the complex issues of patient care and to stimulate critical thinking. This course is designed to include a major online component. Assignments, lectures, practice tests, simulations, and discussion will be held online. Time spent in clinic will be dedicated to patient care.

Prerequisite: DHP 210, DHP 113, DHP 201. Corequisite: DHP 230. Offered: Sp.

DHP 230 - Dental Hygiene Capstone (3)

Students will gain knowledge about ethics in the professional clinical setting, legal aspects of practice, Connecticut's rules and regulations and occupations code and jurisprudence. Students will prepare for clinical practice by gaining employability skills such as resume and cover letter skills, as well as interviewing skills. This course is designed to assist the dental hygiene student in preparation for their dental hygiene board exams by helping students to become familiar with the format used in the National Board Examination (NBDHE), and the Commission on Dental Competency Assessments, (CDCA) clinical exam and providing simulated exercises for both. Students also will have the opportunity to supplement and review their existing knowledge acquired throughout the academic curriculum.

Prerequisite: DHP 210, DHP 113, DHP 201. Corequisite: DHP 220. Offered: Sp.

ECE - Early Childhood Education

ECE 101 - Introduction to Early Childhood Education (3)

This course is designed to provide students with a thorough overview of the field of early childhood education. Students will be introduced to the history, philosophy, and theoretical frameworks that have shaped the field from its inception until today. This course will provide students with an understanding of all of the elements that go into the running of a high quality classroom, including the importance of the environment, the social and psychological factors that influence a child, the cycle of intentional teaching, and building relationships with family and community. Using the Connecticut Early Learning and Development Standards and the NAEYC Code of Ethical Conduct will be introduced. Current information on development, research, administration, curriculum, and trends in early childhood education will be covered. This course requires substantial observation hours in an early childhood environment in order to complete assignments.

Prerequisite: Admission to the program or departmental permission. Offered: F .

ECE 102 - Health, Safety and Nutrition for Early Childhood Programs (3)

This course introduces students to the licensing and NAEYC requirements for creating healthy and safe environments. Providing guidelines for establishing safe environments, room arrangement, accident prevention procedures, and sanitation. Students will examine the liability issues in childcare. This course provides objectives for developing health policies, controlling disease, solving ethical dilemmas related to health and safety, establishing proper nutrition, and responding to children's special health concerns. This course will examine legal and state guidelines governing licensed childcare programs. Students will explore ways to incorporate cooking activities into curriculum and create warm friendly settings for positive mealtime experiences. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: Admission to the program or departmental permission. Offered: Sp.

ECE 110 - Creativity and the Young Child (3)

This course is designed for students to become aware of the importance of creativity in the early childhood classroom and be able to design and implement activities in the classroom to foster this development. Students will review theories of early childhood education and determine how these theories relate to the development of creativity. Students will explore music and movement, art, sand and water, blocks, dramatic play, and more as they plan developmentally-appropriate activities for young children. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: Admission to the program or departmental permission. Offered: F .

ECE 120 - Math and Science for Young Children (3)

This course is designed for students to develop an understanding of early math and science concepts. Students will also explore and develop materials that can be used throughout the early childhood environment. Students will become familiar with the current state standards and the goals and objectives related to early math and science development. Students will design developmentally appropriate math and science explorations for young children. Students will also explore developmentally appropriate materials and literature for young children that foster early math and science skills and discuss the importance of the teacher as facilitator. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: Admission to the program or departmental permission. Offered: Sp.

ECE 201 - The Exceptional Child and Learner (3)

This course focuses on understanding the needs of young students with exceptionalities, including children who are gifted and talented and those who require special education services. Students will learn strategies for identifying, planning for and working effectively with exceptional learners in the early childhood classroom. Students will learn about the historical background of early childhood special education, and gain a basic understanding of the identification of needs and the referral process for special services. Course content will also cover family-based early childhood services. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: Admission to the program or departmental permission. Offered: F.

ECE 210 - Observation and Assessment in the Early Childhood Classroom (3)

This course is designed for students to develop an understanding of the process and importance of observation and assessment of classroom environments and young children. Students will learn how to take appropriate observation notes and explore a variety of methods for collecting and analyzing this data. Students will learn how to create individual portfolios for young children and explore how to use the information contained in these portfolios for individual and group curriculum planning. Students will visit programs and use observation tools presented in class to assess the quality of the assigned early childhood environment. Students will practice using information to develop appropriate action plans and next steps as part of the evaluation process. This course requires substantial observation hours in an early childhood environment in order to complete assignments.

Prerequisite: Admission to the program or departmental permission. . Offered: Su.

ECE 220 - Multicultural Aspects of Early Childhood (3)

This course introduces multicultural theory as it relates to the early childhood classroom. Students will explore various pioneers in this field including Sonia Nieto and James Banks. Students will create experiences for children that encourage acceptance and promote an anti-bias climate in the classroom while exploring strategies for implementing various anti-bias approaches in early childhood environments. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: None. Offered: Su.

ECE 221 - Social and Emotional Development in Young Children (3)

This course is designed for students to gain knowledge and understanding of social-emotional development in young children from birth to age 8. Students will explore attachment theory as it relates to children's development and examine how children develop socially throughout early childhood. Assessing children's social-emotional development, creating supportive environments, building relationships, facilitating transitions, and identifying children's feelings will be examined during this course. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: Admission to the program or departmental permission. . Offered: Su.

ECE 231 - Early Language and Literacy Development (3)

This course introduces students to the language and literacy development of children from birth to age 8. Students will examine the importance of adult interaction as a way to facilitate children's early literacy skills consisting of reading, writing, speaking, and listening. Students will explore the various components of language: oral, written, and nonverbal. Students will also learn how to plan purposeful literacy experiences in the classroom using the lens of current state standards. This course requires substantial observation hours in an early childhood environment in order to complete assignments.

Prerequisite: Admission to the program or departmental permission. . Offered: Su.

ECE 251 - Student Teaching I (3)

Students will participate in 113 hours of training at an approved early childhood site. Students will work closely with the mentoring teacher and assume appropriate responsibilities within the classroom. In addition to the 113-hour classroom experience, students are required to attend a 3-hour per week seminar. The completion of 113 hours and attendance at the seminars are required for successful completion of this course.

Prerequisite: Departmental Permission and Minimum CGPA of 2.3. Offered: F.

ECE 252 - Student Teaching II (3)

Student Teaching II is an extension of Student Teaching I. In this course, students will work to complete their 112 hours of student teaching at their approved site. Students will work closely with the mentoring teacher and assume appropriate responsibilities. In addition to the 112-hour training, students are required to attend a 3-hour weekly seminar. The completion of 112 hours and attendance at the seminars are required for successful completion of this course.

Prerequisite: C or Better in ECE 251. Offered: Sp.

ECE 302 - Infant and Toddler Growth and Development (3)

This course is an in-depth study of the growth and development of young children from conception through two years old. Students will examine developmental milestones and educational theory. Students will have an opportunity to connect theory and developmental milestones to curriculum and environmental planning. Students will learn about various approaches to working with infants and toddlers such as the R.I.E. approach and responsive caregiving. This course will also focus on the many ways in which to connect with the families of our youngest children. Students will examine the findings of current brain research that impact their work with infants and toddlers. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: PSY 115. Crosslisted as: PSY 302. Offered: F.

ECE 303 - Infant and Toddler Methods and Techniques (3)

This course is designed to provide students with a solid theoretical foundation of infant and toddler development along with a practical application component for program and curriculum planning. Students will discuss typical and atypical development and plan for inclusive environments. Family involvement is vital to the quality of an infant toddler program and this course will provide students with ways in which to incorporate families into their programs. The ability to qualitatively observe very young children and gain valuable knowledge from observations is an important aspect of working with infants and toddlers. Thus, students will have extensive exposure to the observation process as well as how to turn observations into curriculum and program planning. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: ECE 302. Offered: Sp.

ECE 304 - Infant and Toddler Assessment (4)

This course is designed for students to examine closely the development of infants and toddlers and to gain the ability to observe and assess infants and toddlers using a variety of methods. Students will use various screening and developmental tools (standardized, criterion-referenced and qualitative), in order to assess children's developmental levels and determine needs. Students will need to work with typically and atypically developing infants and toddlers in order to complete this course. Fieldwork sites will be provided by the program. Students should plan to spend approximately 15 hours throughout the semester in a classroom with infants and toddlers.

Prerequisite: Or Corequisite: ECE 302 and ECE 303. Offered: Su.

ECE 315 - Family-School-Community Partnerships (3)

This course explores the role of relationships between families, schools, and the communities in which families reside. Students will deepen their understanding of the importance of family involvement in the school system and examine creative strategies for including families in the school. Students will also analyze contemporary family patterns and composition in order to more effectively connect with the families in their communities. Students will recognize that children are highly impacted by the environments in which they live.

Topics in social studies will be explored as students have opportunities to discuss the importance of involving community partners, culture and diversity in the school system. Major theorists will be studied. This course is designed to meet the Connecticut Director's Credential Category of Family/Community Partnerships.

Prerequisite: None. Crosslisted as: SOC 315. Offered: Su.

ECE 320 - Technology and Education (3)

This course is designed to familiarize students with the technology possibilities in education. Students will identify and locate educational technology options and evaluate their efficiency and purpose. Students will design classroom curriculum where technology is an essential component for both the teacher and the children. Students will have opportunities to observe the use of technology in education programs and will also have opportunities to use technology themselves with young children. Students will become familiar with the National Educational Technology Standards (NETS) as developed by the International Society for Technology Education (ITSE).

Prerequisite: None. Offered: Sp.

ECE 330 - Teaching Social Studies in Early Childhood (3)

This course is designed to expose students to the broad concepts involved in teaching social studies to young children. Social Studies encompasses a wide array of topics that affect individual's lives, group dynamics and the community at large. It is imperative that early childhood teachers understand the numerous influences that impact social studies in the field of early childhood education. In this course, students will examine many topics, such as but not limited to, people, places and environments, culture, community and individual development while gaining an understanding of how to plan for student learning and creating environments that will enhance children's knowledge of social studies concepts. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: None. Offered: Su.

ECE 340 - Psychology of the Exceptional Child (3)

This course is designed to promote child development and learning by familiarizing students with the characteristics and needs of all exceptional learners. It is a continuation of the introduction of terms and concepts within a more narrowly defined topic area with discussions of videos, case studies, and presentations of the review of related literature pertaining to exceptional children. These activities will add to the emergence of terms and concepts associated with special education. The concept of Inclusion as a means

of educating students with special needs will be deeply discussed and students will become familiar with the historical events and social reform that laid the background for this method of instruction. Students will have opportunities to ponder opposing viewpoints on special education issues. Students will investigate the use of drugs as a means of curbing inappropriate conduct of students with special needs and recognize symptoms, modify environments, and plan appropriately so that children can be successful. A large focus of this course will be on community outreach and family involvement. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: PSY 112. Crosslisted as: PSY 340. Offered: F.

ECE 350 - Supervision and Administration in Early Childhood Programs (3)

This course is designed to provide students with an opportunity to understand the importance and application of developmentally-appropriate practices and examine the role and responsibilities of the early childhood administrator. The course utilizes national standards (NAEYC Program Standards and Accreditation Criteria) and the NAEYC Code of Ethical Conduct as the underlying framework for the best practice in the administrative realm. This course will explain and discuss the role of the administrator in private, public, and federally-funded schools. It will address various program philosophies, comprehensive programs, methods of managing staff and programs, regulations, facilities, and developing family and community partnerships. This course is designed to meet the requirement for the Connecticut Director's Credential as the introductory survey course. This course requires the student to meet with a Program Director and/or School Principal.

Prerequisite: None. Offered: Sp.

ECE 370 - Leadership in Early Education (3)

This course offers students the opportunity to expand their comprehension of leadership and what it means to be a leader and mentor within education. This course will provide in-depth knowledge and understanding of leadership and advocacy within early childhood education and beyond. The goal of this course is to encourage individual leadership development and to support and nurture each student in developing and achieving their personal leadership goals. This course is designed to meet the Connecticut Director's Credential Category of Leadership.

Prerequisite: None. Offered: F.

ECE 402 - Children's Literature (3)

This course is designed to acquaint students with the variety of literature available for young children. Criteria for selecting books will be reviewed as well as the most appropriate methods for selecting books for young children. Students will review the importance of building books into the classroom curriculum and have opportunities to create lesson plans linked to various forms of children's literature. This course requires an observation in an early childhood environment in order to complete assignments.

Prerequisite: None. Offered: Su.

ECE 406 - Advanced Curriculum Planning (3)

This course is designed for those students who have a high interest in curriculum planning. This course concentrates on individualizing curriculum to meet the needs of all children in the classroom and on building a holistic and creative curriculum using the CT State Common Core expectations for young children and the CT Early Learning and Development Standards. Students will explore methods of curriculum planning while focusing on the Reggio Emilia approach to young children's learning. The course is designed for students to develop an in-depth comprehension of the Cycle of Intentional Teaching and to be able to do so in a variety of early learning settings. Connecting environments with curriculum and providing evidence of their relationship to each other will be a primary focus in this course.

Prerequisite: None. Offered: Su.

ECE 410 - Education Research (3)

This course provides a comprehensive approach to research methods and writing associated with educational practice. It is designed to guide students through a stepwise process using qualitative, quantitative, and mixed methods research designs. Students will learn the language of research, various methods for conducting educational research, and the components and format of research writing. More specifically, students will learn how to identify, analyze, and synthesize peer reviewed, empirical journal articles related to a research topic and how to write a focused, scholarly literature review. The course includes weekly writing assignments and readings, writing workshops with instructor and peer review, major paper assignments, and a culminating presentation.

Prerequisite: None. Offered: F.

ECE 411 - Action Research Project (3)

This course focuses on action research in the field of education. It continues to build on the research concepts and learning outcomes of Education Research (ECE 410), including qualitative, quantitative, mixed methods, and quasi-experimental research designs and methods. Through a step-by-step process, students will learn and apply the components of a research project that culminates in a well-developed, scholarly action research paper. Students will complete this action research project by developing a research question and significance; writing a literature review; detailing methods; and reporting findings, recommendations, limitations, and reflection of practice. Additionally, students will complete a research ethics module and write an Institutional Review Board (IRB) proposal, and seek approval if necessary, prior to completing their action research project. This course will include weekly writing assignments and readings, writing workshops with instructor and peer review, data collection in the field, major writing assignments, and a final presentation of the action research project.

Prerequisite: C- or Better in ECE 410. Offered: Sp.

ECE 430 - Ethical Trends and Issues in Early Education (3)

This course is designed for students to take a deeper look into the field of early childhood education. Students will examine current trends and laws impacting the profession. They will analyze circumstances concerning parents, communities, and schools and discuss the ethical responsibilities and legal aspects of these situations. Students will have opportunities to ponder where the field is headed and what implications it will have on the children in our care.

Prerequisite: None. Offered: Su.

ECE 450 - Capstone: Internship Experience (6)

This course is designed to give students hands-on learning experiences in the field at the culmination of their bachelor degree. Students will examine issues in education and advocacy during the seminar as well as share their experiences and insight. Students will use reflective practice and critical thinking techniques in this course by reflecting on readings as well as in panel discussions on current issues in education. Students will have the opportunity to choose the type of internship they would like to engage in based upon their career interests.

Prerequisite: Departmental Permission. Offered: Sp.

ECE 451 - Capstone: Student Teaching (6)

This course is designed to give students hands-on learning experiences in the field at the culmination of their bachelor degree and, if other requirements of the Office of Early Childhood have been met, obtain their bachelor level Early Childhood Teacher Credential. Students will participate in 200 hours of training at an approved site under the supervision of a mentor teacher or field supervisor. In addition to completing 200 hours in an approved early childhood setting, students are required to attend on-campus seminars.

Prerequisite: Departmental Permission. Offered: Sp.

ECN - Economics

ECN 101 - Macroeconomics (3)

This course covers a broad range of macro-economic topics in American and global economies. Topics focus on aggregate economic activity including gross national and domestic product and national income, price levels and inflation, supply and demand, employment and unemployment, domestic savings and investment, fiscal and monetary policy, and international trade.

Prerequisite: MATH 097 or equivalent. Offered: F.

ECN 102 - Microeconomics (3)

This course examines the segment of the economy which includes individual businesses or industries, individual consumers, and individual products. It will examine the production, allocation and distribution of goods and services in a world of scarce resources. The course will explore basic concepts of opportunity, cost, supply and demand, taxation, cost theory, perfect competition, monopoly and other types of market structures.

Prerequisite: MATH 097 or equivalent. Offered: Sp.

ECN 110 - Principles of Economics (3)

This course provides an introduction to macroeconomic and microeconomic fundamental principles. Supply and demand, market equilibrium, scarcity and choice, factors of production, unemployment and inflation, gross domestic product and its relationship to business cycles will be covered. Price ceilings, price floors, costs and profit maximization and market structures will also be stressed. Students will understand the influence of economic principles on the domestic and global business environment.

Prerequisite: MATH 097 or equivalent. Offered: F and Sp.

ECN 285 - Managerial Economics (3)

This course covers the study of managerial decision-making using tools and principles of economic analysis. Topics, such as production and cost, market structure, profit maximization, forecasting techniques, consumer behavior, and business behavior will be stressed. Students will be expected to apply managerial economic principles in a course project.

Prerequisite: Or Corequisites: BUS 101 or BUS 107; ECN 110). Offered: F and Sp.

ENG - English

ENG 089 - Introduction to College Reading and Writing (0)

This course is designed to enhance students' competence in reading and writing in preparation for college-level assignments. Emphasis is on applying cognitive strategies to the reading process as students summarize and analyze text through class discussions and written responses. Students utilize the writing process to develop accurate grammar, sentence, paragraph and essay structures in response to readings and assigned rhetorical patterns. The goal of this course is to engage students in developing analytical and interpretive reading and writing skills and mastering grammar, mechanical, and syntactical concepts of writing.

Note: The student must pass the comprehensive final exam and earn a grade of C or better to take ENG 099.

Offered: F, Sp, Su.

ENG 099 - Reading/Writing Connection (0)

This course builds on students' previous reading and writing practices through completion of critically reflective reading to enhance comprehension. The course focuses on the grammar, standard writing conventions, APA, and writing patterns to enhance students' fluency with academic writing. Varied readings with a social justice theme are used for class discussion and written responses to build critical thinking. Note: Students must earn a grade of C or better to take ENG 101.

Prerequisite: Placement Evaluation OR "C" OR Better in ENG 089. Offered: F, Sp, Su.

ENG 101 - English Composition (3)

This course is designed to develop effective collegiate writing competencies. Students develop deeper understanding of the stages of the writing process, including generating, revising, proofreading, and editing essays. Using a collaborative approach, students will produce essays in various genres with emphasis on rhetorical effectiveness, focusing on organization, thesis, purpose, and audience awareness. The course emphasizes academic inquiry through focused research, including retrieving, interpreting, and synthesizing sources effectively and ethically.

Prerequisite: Placement Evaluation OR "C" OR Better in ENG 099. Offered: F, Sp, Su.

ENG 102 - Composition and Literature (3)

This course provides additional composition skill-building. Students are required to write extensively on topics related to various genres of serious literature and are expected to explain and support their ideas in writing. Focus is on learning how to read, interpret and critically analyze literary selections.

Prerequisite: ENG 101. Offered: F, Sp, Su.

ENG 103 - Writing a Life: Biographies and Personal Narratives (3)

Biographies, autobiographies, diaries, and personal narratives are all ways of telling the narrative of a life. In this course, students will examine how writers take a life lived and turn it into a story. They will read biographies, autobiographies, and biographical narratives. The focus will be on reading widely and on intense engagement with the texts. Students will have the opportunity to create book lists, book talks, and/or web pages to explore their interpretations of biographical materials.

Offered: F, Sp, Su.

ENG 106 - Composition and Medical Literature (3)

This course focuses on the development of writing skills for the healthcare professional, emphasizing writing as an academic skill necessary to prepare students for entering the healthcare field. The course contains a particular focus on cultivating empathy and developing cross-cultural sensitivity in healthcare environments. In order to prepare students for successful written communication in their chosen field, students will learn to write in a way that targets specific audience members, such as the patient, family members of the patient and fellow healthcare professionals. The course also emphasizes questions and responses that stimulate thought, examine ethics, relate the material to broader universal issues, and necessitate critical

interpretation. Students will be required to compile, organize, and logically present scientific and health information in research paper format, using citation and references. In addition, students will be expected to read literature related to healthcare issues and respond in journal and essay format.

Offered: F, Sp, Su.

ENG 225 - Creative Writing (3)

This course explores writing as a creative art. Students will practice techniques for stimulating creativity and expressing ideas in innovative, original, and personalized ways. The course incorporates peer review and self-assessment strategies and encourages students to apply creative thinking to a wide range of communication situations. Students will read, discuss, and write poetry, fiction, essays, and plays.

Prerequisite: ENG 101 . Offered: F, Sp, Su.

ENG 227 - Writing for Social Media (3)

This course introduces students to the fundamentals of how to compose content for a variety of media platforms. Students will maintain and add content to a website of their own design, updating it with periodic blog entries, PowerPoint presentations, white papers and e-books, podcasts, videos, and other media. Students will study both the technical skills they will need to produce this media as well as strategies for writing effectively and professionally in electronic formats.

Prerequisite: ENG 101. Offered: F. Sp, Su.

ENG 230 - American Literature (3)

This course introduces students to selected works of literature that represent major trends in American culture. Students read, discuss, and write about the poetry, fiction, essays, and plays that represent the themes and perspectives of American literature.

Prerequisite: ENG 101 . Offered: F, Sp, Su.

ENG 240 - The American Short Story (3)

This course focuses on the American short story through an historical perspective. Students will evaluate short stories considering social themes that reflect cultural shifts, national movements, and the changing identify of the American nation. Students will also learn the elements of short story development, author strategies for building suspense and action, and literary devices that make this writing form profound. Finally, students will compose essays and discussion responses that draw on theoretical models of close reading. Selected authors may include: Irving, Poe, Hawthorne, Ellison, Hughes, Jackson, Welty, Oates, and Diaz.

Prerequisite: ENG 101 . Offered: Sp, S, F.

ENG 245 - Contemporary American Poetry (3)

This course provides an introduction to contemporary poetic voices and reviews the predecessors and progresses to our modern poets: Lowell, Plath, Wilbur, Ginsberg, Bishop, and Brooks. The course culminates in an in-depth survey of some of the newest voices of the exploding Multicultural Renaissance, including Komunyakaa, Ai, Marilyn Nelson, and Lucille Clifton. Students will have discussions on the emergence of poetic movements such as the Beats, Language and Confessional Poetry, Feminism, Multiculturalism and Urban Poetry.

Prerequisite: ENG 101 . Offered: F, Sp, Su.

ENG 265 - Caribbean Literature and Culture (3)

This course will explore the literature of the Caribbean from the nineteenth century to contemporary times. The course will focus on fiction and poetry of writers of the Diaspora and incorporate the history, politics, and culture that have helped shape the literature of the region. Themes addressed are: colonialism, language, migration/immigration, identity, and spirituality.

Prerequisite: ENG 101. Offered: F, Sp, Su.

ENG 300 - Advanced Composition (3)

This course is designed to provide students with opportunities to develop their writing skills across a range of styles of professional and academic writing. Using a process approach to writing, students will develop, draft, and revise a variety of written assignments, including persuasive arguments, formal research essays, and critical evaluations. Students will cultivate an understanding of the manner in which writing clearly and confidently can enrich their personal, academic, and professional lives.

Prerequisite: ENG 101 and 3 Additional Credits in Composition. Offered: F, Sp, Su.

ENG 303 - Film & Literary Adaptation (3)

This advanced English course provides students with a foundation in film studies through an intensive examination of the process of cinematic adaptation using films based on literature. These film and literary narratives will demonstrate a variety of genres and techniques. In addition to further developing reading strategies and academic writing skills, students will engage in scholarship associated with both narrative cinema and cultural studies. This includes an in-depth analysis of narrative, cinematography, composition, and audience as well as the application of critical theories. The class makes use of film screenings and academic research as the basis for critical essays that will allow students to become active readers, spectators, and critics.

Prerequisite: ENG 101 and 3 Additional Credits in Composition. Offered: F, Sp, Su.

ENG 305 - The Modern Novel (3)

For hundreds of years, novels have played an important role in representing the diversity and complexity of modern civilization. In our dynamic and global contemporary world, the power of the novel to bring together different voices is more important than ever. In this course, students will read, analyze, and discuss representative novels from the twentieth and twenty-first centuries by authors such as Laura Esquivel, Khaled Hosseini, Kurt Vonnegut, and Toni Morrison. Course includes a research paper.

Prerequisite: ENG 101 and 3 Additional Credits in Composition. Offered: F, Sp, Su.

ENG 320 - Advanced Writing for Health Professionals (3)

This intensive writing course focuses on the development of writing skills for the healthcare professional, emphasizing writing as a communication skill necessary in the healthcare field. This advanced writing course centers on writing based on reading, interpretation, and discussion of academic and literary texts from personal, literary, scientific, and technological sources. The course also emphasizes questions and responses that stimulate thought, relates the material to broader universal issues, and necessitates critical interpretation. As an advanced writing course, it demonstrates how reading and writing in standardized English assists in enriching one's life and includes vigorous review of grammar, mechanics, paraphrasing, essay structure and development of stylistic strategies and techniques often using group and collegial critiques. The course also includes compiling, organizing, and logically presenting scientific and health information in research paper format, using citation and references. In addition, students will be expected to read literature related to healthcare issues and respond in journal and essay format.

Prerequisite: ENG 101 and 3 Additional credits in ENG. Offered: F, Sp, Su.

ENG 325 - Advanced Writing for the Business Professional (3)

This course is designed to improve the writing competence of the business student for management level communications. It will utilize rhetorical principles and strategies to help students shape their business writing and oral presentations ethically, for multiple audiences, in a variety of professional situations. There is an emphasis on applying these rhetorical tools to on-the-job communications and to the development and editing of documents appropriate to business. Students will examine major forms of business and industrial

writing, including correspondence, memoranda, and reports, such as executive briefs and annual reports.

Prerequisite: ENG 101 and 3 Additional credits in Composition. Offered: F, Sp.

ENG 420 - Presentation and Publication (3)

The focus of this course is writing for professional publication and presentation. Students engage in researching, drafting, and revising professional-grade scholarship and disseminating their ideas in submissions to professional conferences and publications. Students critique their own work and the work of others in writing workshops and peer-review sessions as they gain experience in the process of developing content for a professional audience.

Prerequisite: ENG 101 & 3 Additional Credits in ENG. Offered: F, Sp, Su.

ENV - Environmental

ENV 103 - Introduction to Environmental Science (4)

Environmental science is a study of how we use and steward the ecological systems that support us. This introductory course provides an overview of physical and biological processes affecting the environment and exploration of current environmental issues. Topics may include biomes and biodiversity, population and community ecology, conservation biology, water and air quality, solid and hazardous waste and environmental policy and sustainability. Weekly laboratory sessions are coordinated with lecture content. Occasional field trips will be required.

Prerequisite: None. Offered: F, Sp, Su.

ENV 110 - Environmental Ethics (3)

This course examines diverse perspectives regarding values and environmental responsibility as well as the social factors and movements which embody them. Foci may include: Western Civilization and environmental ethics, environmental values in non-western cultures, environmental values in small scale societies, the aesthetics of nature, environmental values in fiction, and ecological ethics and technology.

Prerequisite: None. Offered: F.

ENV 120 - Environmental Law and Regulations (3)

This course provides the background and skills development needed to understand and apply environmental law and regulations. Topics include: vocabulary of environmental regulation; the framework of federal, tribal and local environmental laws; basic legal/administrative processes; science and techniques for setting environmental standards; reporting,

permitting and enforcement; stakeholder and public involvement in the regulatory process; and negotiation and conflict resolution methods.

Prerequisite: None. Offered: F.

ENV 130 - Explorations in Riverine Ecology (4)

Students will be introduced to the ecology of river and stream ecosystems. Analysis of biological communities, physical and chemical attributes, watershed dynamics and current ecological theory will be covered. The course will focus on student participation in literature reading and discussions, field investigations, and lectures on general principles in river ecology. Field investigation of the Connecticut and Hockanum Rivers and analyses of water and soil samples will be included as field and laboratory investigations.

Prerequisite: BIO 121. Offered: Su.

ENV 140 - Water Utility Management and Operations (3)

This course offers detailed information regarding all major areas of responsibility of a utility manager. Discussion will focus on why planning, organization, and recordkeeping are critical to virtually all aspects of utility management. Practical, up-to-date staffing guidelines presented in this course reflect widely-accepted management practices for interviewing, hiring, supervising, and disciplining employees. Legal requirements of recent federal legislation such as the Americans With Disabilities Act (ADA) are discussed, as is the importance of developing policies and procedures for dealing with harassment, grievances, and violence in the workplace. In addition, this course highlights the essential elements of effective oral and written communications, including formal and informal public relations programs. A major segment of this course focuses on the financial management of a utility. Topics discussed in this segment include assessing the financial strength and stability of the utility, budgeting, and funding capital improvements.

Prerequisite: None. Offered: Su.

ENV 142 - Water Treatment and Operations (3)

This course is designed to train students in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures. Information is presented on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, and intake structures. Students will learn how to safely operate and maintain coagulation, flocculation, sedimentation, filtration, and disinfection processes. They will also learn to control tastes and odors in drinking water, control corrosion to meet the requirements of the Lead and Copper Rule, perform basic water laboratory procedures, and solve arithmetic problems commonly

associated with water treatment plant operations. An important segment of the course provides operators information on overall plant operation and covers topics, such as daily operating procedures, regulation of flows, chemical use and handling, records and reports, plant maintenance, safety and security, emergency conditions and procedures, handling complaints, and energy conservation.

Prerequisite: None. Offered: F.

ENV 146 - Water Distribution Systems and Operations (3)

This course is designed to train students in the practical aspects of operating and maintaining water distribution systems, emphasizing safe practices and procedures. Topics include the role and duties of water distribution system operators, procedures for operating and maintaining clear wells and storage tanks, components and characteristics of distribution system facilities, operating and maintaining distribution systems, maintaining water quality in the system, disinfecting new and repaired facilities as well as water delivered to consumers, and techniques for recognizing hazards and developing safe procedures and programs. Students will learn to analyze and solve problems when they occur and perform mathematical calculations commonly associated with operating a distribution system.

Prerequisite: None. Offered: Sp.

ENV 155 - Environmental Physics (3)

This course will introduce students to the application of core physics concepts related to energy and the environment, with special focus on: energy production, use and conversion; factors influencing the Earth's temperature; environmental monitoring techniques. The course should develop students' problem-solving abilities, provide practice in the applications of physics and help to develop a critical awareness of the wider context of aspects of science and technology.

Prerequisite: MATH 130. Offered: F.

ENV 168 - Introduction to Geography (3)

This is an introductory course in geography. The course encourages students to investigate the relationships between people, places and their way of life. Students will explore the topics, such as physical earth (oceans, rivers, landscapes, mountains and deserts etc.); cultural patterns, how people live in different parts of the world, what they eat and why, what resources are available in which parts of the world, religions, languages, political divisions, economic activities and the interdependence of people. This course will make students aware of the physical world, maps, latitudes, longitudes and concepts of countries, city states and maritime boundaries. The course will also introduce various disciplines of geography such as human geography, physical, social, political and economic geography.

Prerequisite: None. Offered: Su.

ENV 200 - HAZWOPER (3)

This course provides an overview of the technical fundamentals of hazardous materials management with emphasis on physical and regulatory aspects of this work. Successful completion of this course qualifies a student for a 40-hour OSHA HAZWOPER certificate.

Prerequisite: None. Offered: Sp.

ENV 220 - Geographic Information Systems (GIS) (3)

Students in this course will explore the concepts of geography including natural features, population distribution and cultural aspects. Concepts will be discussed using a global focus. Geographic patterns will be examined by introducing students to the theory and applications of GIS software. GIS facilitates the organization and analysis of spatial data for research and for resource management. Topics include geographical data input, storage, manipulation, maintenance, analysis and retrieval. Students will have the opportunity to experiment with existing natural resource databases using GIS applications to produce spatial distribution maps of selected natural resources.

Prerequisite: CAP 110. Offered: Sp.

ENV 225 - Geology and River Geomorphology (3)

This course is designed to build a general understanding of the physical processes that shape the earth's crust such as core heat, plate tectonics, earthquakes, volcanoes, climatology, erosion and sedimentation including those processes that form and alter rivers and streams. We will examine formation of the varying types of geologic materials and structures and in particular the implications with respect to fluvial (river) geomorphology. The course examines the classic themes in fluvial geomorphology, including stream flow, river hydraulics, sediment transport and storage, channel shape and stability, riverine habitat and riparian vegetation, and stream corridor rehabilitation. This course coupled with a study of geography will provide students a global perspective on the interrelationship between the earth's physical processes and natural resources.

Prerequisite: ENV 130. Offered: Sp.

ENV 234 - Site and Risk Assessment (3)

This course will survey the general principles and practices of environmental health risk assessment for chemicals in the environment and interactions with other factors continuing to human health risks. A variety of case studies will be used to demonstrate the basic methods and results of risk assessment, from hazard

and dose-response assessment to uncertainty analysis and risk communication.

Prerequisite: None. Offered: F.

ENV 240 - Special Topics in Water Treatment (3)

This course will encompass areas of specialized interest centered on changing knowledge and important issues in the field of water treatment. Topics covered will vary based on the most recent scientific information and regulations in water treatment.

Prerequisite: ENV 142. Offered: Su.

ENV 242 - Special Topics in Water Distribution (3)

This course will encompass areas of specialized interest centered on changing knowledge and important issues in the field of water distribution. Topics covered will vary based on the most recent scientific information and regulations in water distribution.

Prerequisite: ENV 146. Offered: Su.

ENV 250 - Environmental Contaminants and Sanitation (3)

This course looks at how water supply, wastewater disposal, solid wastes, air pollution, food, vectors, and radiation affect public health and communicable diseases. Students will be introduced to techniques of collecting appropriate water, air and waste samples for analysis and will learn how to review the laboratory data and assess how it relates to public health concerns. Course includes lecture and occasional field trips.

Prerequisite: BIO 121. Offered: Sp.

ENV 255 - Environmental Monitoring (4)

Students learn environmental sampling theory and techniques, data collection, field and laboratory instrumentation, quality assurance and documentation. They will study soil, water, air and biological sampling, and mapping and surveying techniques. Lecture, laboratory, and field trips are included.

Prerequisite: BIO 121 and CHEM 110. Offered: Su.

ENV 299 - Environmental Studies Internship (3)

The internship experience will offer students an opportunity to carry class lectures, readings and research beyond the classroom, enriching their studies with new depth and complexity uniquely provided by first-hand experience. The internship requires 135 hours of work at a facility. The internship may be undertaken during the regular school year or during the summer; however, internship presentations and papers can only be evaluated during fall or spring semesters. At the beginning of the internship, students and the internship advisor will agree to a learning contract that establishes specific goals as well as a schedule for achieving them.

Interns will meet collectively during the semester to share their experiences and to present brief reports.

Prerequisite: Completion of all required Courses work or Permission of program director. Offered: F, Sp, Su.

ENV 310 - Environmental Public Policy, Theory and Practices (3)

This course presents an overview of major federal, state, and local environmental policy domains. It analyzes political, social, economic, and other forces influencing federal and state public policy responses to land use, natural resources, pollution, and conservation dilemmas.

Prerequisite: ENV 120. Offered: Sp.

ENV 315 - Geography and Rivers of the World (3)

Environmental geology encompasses natural science, social science and humanistic understandings of the Earth's environment from a global perspective. In this course we build on the study of physical and human geography undertaken in ENV 168 and examine global differences in geology and geomorphology of river systems. Regional and global differences in geology and hydrology create variations in fluvial geomorphology with dramatically differing impacts on water availability, water quality, and aquatic resources. Collectively these factors directly influence human population distribution and relative well-being. Students will select a river system and explore in detail its geomorphology, natural resources and cultural implications.

Prerequisite: ENV 168. Offered: Su.

ENV 320 - Environmental and Industry Toxicology (3)

Presents an overview of information needed to assess the relationship between the environment, workplace and health. Topics include facets of industrial hygiene, air and water pollution, radiation monitoring, toxicology studies, clinical occupational medicine and biologic monitoring.

Prerequisite: CHEM 110 and CHEM 111. Offered: Sp.

ENV 325 - Land Use and Watershed Management (3)

The purpose of this course is to develop skills in watershed-based, economic and environmental problem-solving; to understand linkages between biological, physical, hydrologic and socio-economic processes; and to develop an interdisciplinary perspective in evaluating and managing watersheds as a system.   Students will explore the public policies and practices of watershed planning by examining case studies in water supply, water quality, drought, floodplain, and stormwater management in the Connecticut River basin. The watershed management curriculum will utilize a multi-disciplinary approach

involving the fields of geography, environmental science, geology, public policy, urban and regional land planning, geographic information systems (GIS).

Prerequisite: ENV 130. Offered: F.

ENV 330 - Principles of Environmental Health (3)

This course provides an overview of some of the most important and current challenges to human health from environmental and occupational risk factors while teaching knowledge and skills used to assess, control and prevent them. Specific threats will be addressed, such as air pollution, toxic metals, and pesticides as well as occupational stressors. Emphasis will also be given to understanding the worsening environmental health impacts of industrialization and the effects of globalization.

Prerequisite: None. Offered: F.

ENV 410 - Methods in Research and Practice (3)

This course concentrates on the details of public health research design. It is designed to guide students through a step-by-step approach to qualitative, comparative, and quantitative research designs and analysis methods. Students will learn the language of research, various methods for conducting research and how to identify and synthesize research literature. The course will build on concepts covered in the other courses in the public health/community health concentration.

Prerequisite: ENG 101, STAT 167, and 3 Additional Credits in Composition. Offered: F.

ENV 420 - Environmental Health Planning (3)

Study of strategic and operational planning methodologies employed by environmental health administrators, educators and planners involved with community environmental health agencies and programs.

Prerequisite: None. Offered: Sp.

ENV 430 - Current Issues in River Conservation (3)

This course will explore current issues in river conservation technology with a focus on the Connecticut River and its role as a regional resource. Guest speakers will address present day problems managing water ways on a local, regional and global basis. Students will work in groups to research watershed management techniques.

Prerequisite: ENV 130. Offered: Sp.

ENV 435 - Senior Seminar in River Conservation (3)

This is a senior-level course based on interactive dialogue, research papers and seminars. Students will

identify a particular area of interest related to the problems of water sustainability, resource protection, watershed development, as examples, to develop a problem statement. Students will then undertake literature-based research to develop and articulate our current understanding of the issue and the implications relative to public policy. Students will draw upon their class learnings and other experiences to identify the issue of interest to them, to prepare a research paper and to present the findings in a formal seminar setting to fellow students.

Prerequisite: ENV 130. Offered: Sp.

ENV 460 - Capstone: Environmental Studies (3)

The Capstone course is designed to provide graduating seniors with an opportunity to integrate the sum of their learning and acquired skills in a particular study area and to demonstrate they have achieved the goals established by Goodwin and their department. Seniors will work with their respective department advisors to develop a specific project that may take a variety of forms: senior research project and paper; portfolio; or multi-faceted project. Oral presentations to peers and faculty will be required. Students wishing to pursue graduate school may choose a narrowly-defined topic consistent with their career aspirations.

Prerequisite: Environmental Studies BS Degree Core. Offered: F, Sp, Su.

FNS - Funeral Service

FNS 202 - Funeral Service Management and Communication (4)

This course provides an introduction to funeral service from first call to final service and disposition. Terminology used in funeral service is presented. Military, religious, fraternal, and governmental regulations and customs are discussed. Topics also include managerial skills, personnel procedures, records management, and accounting procedures. Overall communication techniques, and other tools to conduct funeral arrangements with the bereaved, clergy, other professionals, and the general public is practiced in a workshop setting.

Prerequisite: None. Offered: F, Sp, Su.

FNS 205 - Restorative Art (4)

This course presents a detailed study of the physiognomy and anatomy of the human body with special emphasis on the skull, face, neck, and hands. The course prepares students for the reconstruction of areas of the body that have been distorted by traumatic injury and postmortem changes. Lecture and laboratory classes are closely correlated. The laboratory incorporates the use of

models, synthetic forms, foundation materials, modeling instruments, and color theory and cosmetics.

Prerequisite: BIO 120. Offered: F, Sp, Su.

FNS 208 - Funeral Service Law (3)

This course considers the elements of business law with an emphasis on the funeral service professional. Consideration is given to the liability exposure of the funeral director in matters of tort and contract law. The principles of mortuary law are discussed, as are state/federal statutes, cemetery/crematory rules and regulations that govern the behavior of funeral directors and embalmers. Emphasis is placed on OSHA, FTC, ADA,wills, estates, and probate laws and regulations.

Prerequisite: None. Offered: F, Sp, Su.

FNS 216 - Funeral Service History and Merchandising (4)

This class covers an in depth history of the funeral service business from ancient to contemporary time. Students build upon their knowledge of historical and cultural practices as it applies to community service in the business operations. The course reviews the marketing, sales, advertisement, and nomenclature of funeral goods, casket urns, outer burial containers, merchandising techniques,demonstration and use of the selection room, FTC Funeral Service Rules, and parameters of merchandising price lists.

Prerequisite: None. Offered: F, Sp, Su.

FNS 218 - Embalming I and Thanato-Chemistry (4)

This course includes the study of thanatology, introduction to thanato-chemistry, as well as the history and need for embalming. The pre-mortem and postmortem changes in the body are discussed, as is cellular decomposition and proteolysis. The chemicals, techniques, and instruments of embalming are introduced. Students will be certified in OSHA, Bloodborne Pathogen Standard, Hazard Communication Standard, and Medical Waste Tracking Act.

Prerequisite: SCI 124, BIO 120, BIO 235. Offered: F, Sp, Su.

FNS 219 - Embalming II (3)

Building upon the foundational theories, exploration of methods of injection, aspiration, cavity treatment and troubleshooting are discussed at length. Various embalming chemicals and special purpose fluids are examined. Embalming procedures for special cases, autopsies, unusual and difficult cases (e.g. gangrene, edema, trauma, jaundice, etc.) are covered. Topics include procedures for handling contagious remains, preparation for international shipment, and public safety.

Prerequisite: FNS 218. Offered: F, Sp, Su.

FNS 297 - Funeral Service Internship (5)

Students experience the daily activities of a funeral home. This course is designed to deepen students' understanding of how funeral service is practiced. Exposure to all aspects of funeral service is included, with emphasis on embalming, restorative art, proper identification, record keeping/funeral related documentation, and business management. Requirement: minimum of 180 hours which include participation in ten (10) embalmings and participation in a minimum of five (5) funeral services. The student is expected to secure the internship site, with the approval from the Program Director.

Prerequisite: FNS 218, PD Permission, 2.7 GPA. Offered: F, Sp, Su.

FNS 298 - Funeral Service Seminar (3)

To successfully complete this course, students must pass a comprehensive exam assessing their knowledge and understanding of all concepts presented during their degree program. This course provides preparation and practice for students to take the International Conference of Funeral Service Examining Boards (National Board Exams, NBE)

Prerequisite: FNS 218, PD Permission, 2.7 GPA. Offered: F, Sp, Su.

HIS - History

HIS 101 - American History Since 1877 (3)

This course provides a study of America's political, social, intellectual, and diplomatic history from its post-Civil War industrialization to the present. Topics cover Reconstruction and its aftermath, the development of a city-based industrial economy, World War I, the inter-war years, the New Deal, World War II, Vietnam, race relations, social and political conflicts, and later economic changes of the twentieth century. The course provides study of recent Presidential administrations and twenty-first-century domestic and international issues, including the impact of a global economy on contemporary America. (Formerly Listed as American History Since 1900).

Prerequisite: None. Offered: F and Sp.

HIS 112 - Tracing the African American Experience (3)

The course is an overview of the field of African American Studies. Interdisciplinary in nature, African American Studies embraces history and literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of people of African descent in the United States. In acknowledgment of the

multiplicity of approaches inherent in African American Studies, this course will feature guest experts from local, national, and international organizations — in order to suggest the range of intellectual and professional study that the discipline embraces.

Prerequisite: None. Offered: F and Sp.

HIS 120 - Introduction to Modern World History (3)

This course examines the political, economic, cultural, and intellectual development of nations across the world in the years since 1900, as well as the emergence of non-governmental centers of power, such as terrorist groups and international corporations. Topics include the Great Power Rivalries and World War I, the increasing importance of the United States in the world, Latin American issues, the roles of Japan, China and India in the Far East, the evolution of Israeli/Arab hostility, the independence movements in Africa, and global interrelations today.

Prerequisite: None. Offered: F, Sp, Su.

HIS 210 - Introduction to African American Studies (3)

This course provides an interdisciplinary survey of the African-American experience from pre-colonial Africa to the present. Topics will focus on key figures, a wide range of contemporary issues, and history of slavery and the struggle for freedom and justice.

Prerequisite: None. Offered: Sp.

HIS 310 - Social History of American Women (3)

This course covers the social history of American women from colonial times through modern times. A diversity of women's and ethnic groups will be studied in terms of their specific experiences and how they have been affected by the cultural ideals and basic institutions of American society, including European Americans, Native Americans, African Americans, Latinos, and Asian Americans. The course also covers the history and present-day trends involved with topics, such as women and work, women and education, alternate gender orientations/sexualities, and female-headed households.

Prerequisite: ENG 101. Offered: Sp, Su.

HIS 330 - Hispanic Culture and History (3)

Students will study how major historical events influenced the evolution of Hispanic culture. Students will also research and discuss relevant literature, music, art, theater, religion, politics and current events. Writing assignments will challenge students to consider the development of Hispanic values in the United States and around the world.

Prerequisite: ENG 101. Offered: F.

HLT - Histology

HLT 102 - Introduction to Histology (3)

Principles and practices of quality management, laboratory safety, professional conduct and laboratory information systems are outlined. This course orients the student to procedures, policies and manuals. Laboratory instruction will include: explanation and demonstration of regulatory agencies, safety procedures in the laboratory setting, an online Safety Training that introduces the student to blood-borne pathogens and infection control practices, glassware, solution preparation, troubleshooting, quality control, care and use of a microscope and basic tissue identification (to include sectioning artifacts). This laboratory experience demonstrates a working knowledge of instrumentation, supplies, and solutions.

Prerequisite: None. Offered: F and Sp.

HLT 110 - Histologic Techniques (3)

This course introduces students to the various methods employed in tissue processing, sectioning of tissue, bone decalcification, mounting media, and embedding in the following media: paraffin, celloidin, and plastic. Students also demonstrate writing proficiency as they are introduced to concepts of leadership and laboratory informatics.

Prerequisite: None. Offered: F and Sp.

HLT 113 - Concepts of Staining and Fixation (3)

This course builds on the foundation of Histologic Techniques I and describes organic and inorganic chemistry in relation to histology. Theoretical and practical methods of basic nuclear and cytoplasmic staining and tissue fixation are presented. Students learn the classification of biological stains and their applications in succession with the principles and concepts that closely coincide with the laboratory content taught in the student lab.   Fixation topics include the utilization of primary fixatives, modifiers and mixtures necessary for optimum fixation of tissue specimens. Artifacts, oxidation, reduction, compatible staining procedures, and instruments employed during tissue fixation are discussed.

Prerequisite: HLT 110. Offered: Sp and Su.

HLT 115 - Histology Laboratory Application (3)

Throughout this laboratory experience, the student acquires a working knowledge of sectioning biopsies, levels, serial and step sections, processing schedules, paraffin embedding of tissue, paraffin sectioning techniques, routine staining, mounting techniques, troubleshooting, cryostat use, and Mohs Techniques.

Prerequisite: HLT 102 and HLT 110. Offered: Sp and Su.

HLT 209 - Special Staining Lab (3)

This course is offered concurrently with Staining II Lectures and offers hands-on application of dyes and microscopic evaluations demonstrating special staining and immunohistochemistry techniques.

Prerequisite: HLT 102 and HLT 110. Offered: Sp and Su.

HLT 210 - Staining II (3)

This staining course closely coincides with chemistry and anatomy topics. Subject matter covers staining of: carbohydrates, connective tissue, microorganisms, nerve tissue, lipids, pigments, and hematopathology specimens. Additional subject matter covers primary reagents and dyes, mechanisms of actions and source of error in staining with appropriate corrections, microincineration, and immunohistochemistry and enzyme histochemistry techniques.

Prerequisite: HLT 102 and HLT 110. Offered: Sp and Su.

HLT 230 - Histology Capstone and Seminar (3)

Principles and methodologies for all major areas commonly practiced in a modern histopathology laboratory are presented and performed. The capstone is a seminar detailing the students' progression at the clinical site, and skills developed throughout the program. A portfolio is presented by each student at the end of the semester. Students prepare to sit for the HT (ASCP) Certification Exam through their participation in simulated practice exams.

Prerequisite: Departmental Permission. Offered: F and Su.

HLT 290 - Histology Clinical Experience (7)

Students master the procedures and hone their technical skills at a clinical site under the supervision of an experienced, certified (HT/HTL, ASCP) technician and in the equipped student laboratory under the guidance of the course professor. Clinical significance of laboratory procedures in diagnosis and treatment is applied. Students perform various routine duties (processing, sectioning, staining, decalcification, coverslipping, and gross tissue handling, etc.). This practical experience combined with techniques acquired in the student lab enables the student to become accustomed to applying histologic procedures to a scheduled arrangement of duties with established deadlines.

Prerequisite: Departmental Permission. Offered: F and Su.

HSC - Health Science

HSC 101 - Introduction to Healthcare (3)

This course introduces concepts that are fundamental to all healthcare occupations. Topics will include the structure of the healthcare system and current trends in healthcare. A variety of healthcare careers, including qualifications, educational requirements and personal characteristics will also be discussed. Finally, communication with patients and other professionals, lifestyle choices and ethical-legal issues will also be emphasized.

Prerequisite: None. Offered: F, Sp, Su.

HSC 105 - Medical Terminology (3)

This 45-hour course teaches medical terminology through the presentation of root words, prefixes and suffixes. Correct spelling and pronunciation of these terms is stressed throughout. Introduction to common medical abbreviations, symbols and body systems will also be presented.

Prerequisite: None. Offered: F, Sp, Su.

HSC 111 - Medical Law and Ethics (3)

This 45-hour course addresses medical ethics, medical practice acts, legal responsibilities of the health professional, professional liability and the civic duties of the health professional. The class makes use of the Internet, newspapers and other publications for the discussion of current events related to medical law and ethics.

Prerequisite: None. Offered: F, Sp, Su.

HSC 120 - Health and Wellness (3)

This introductory course covers health and wellness models. It includes healthy life style goals, such as diet, nutrition, weight control and exercise. Additionally, risk factors to poor health such as alcohol, illegal drugs, drug abuse, and smoking will be discussed. The course also covers mental health issues and the special needs of this patient population, along with patient education techniques.

Prerequisite: None. Offered: F, Sp.

HSC 205 - Plague, Epidemics and Society (3)

This course explores various historical and modern epidemics, including the Plague. Students will be introduced to the means of transmission, the signs and symptoms of the disease, as well as the prognosis. Furthermore, students will gain an appreciation for how society reacted to the epidemic and the affected individuals. No previous science or medical background is required for this course.

Prerequisite: None. Offered: Sp.

HSC 210 - Writing in the Sciences (3)

This course is a writing-intensive class that is centered on the types of writing required of professionals in the Health and Environmental Sciences fields. Writing in a scientific voice requires the ability to access, evaluate,

and interpret information and arguments in the sciences. Students develop skills in paraphrasing and summarizing written communication, as well as the ability to analyze experiments. This course will make extensive use of collaboration, peer review, and of repeated revision of drafts until a satisfactory level of writing is achieved. Students work throughout the course to develop an independent perspective on a scientific topic of interest. Writing projects include a lab report, an article written for a general audience, and a review paper that incorporates all of the skills amassed during the course.

Prerequisite: Successful completion of ENG 101 and any college level science course. Offered: F, Sp, Su.

HSC 220 - Environmental Health Law and Public Policy (3)

This course surveys the major issues in environmental health and related public policy, focusing on similarities and differences between US and international regulatory efforts. The role of government, industry, academia and advocacy groups is discussed.

Prerequisite: None. Offered: F.

HSC 240 - Introduction to Alternative and Complementary Medicine (3)

This course will examine the theory, philosophy and applications of complementary and alternative medicine within today's healthcare system. Students will learn about the many alternatives to traditional Western or allopathic medicine, and how these various models, systems and therapies impact on the delivery of healthcare in the United States. Students will become aware of the vast array of resources available and the type of training involved in license/certification.

Prerequisite: None. Offered: F, Sp, Su.

HSC 310 - U.S. Healthcare Delivery Systems (3)

This course will explore the U.S. Health System focusing on its historical development, current configuration and future direction. Included will be the study of health system development, key influencers, accessibility, financing, changing components and the effects the system has on patients, providers, financers, employers, government and insurers. Particular attention will be paid to the future direction of healthcare and what parts are likely to change.

Prerequisite: ENG 101 and 3 Additional credits in Composition. Offered: F, Su.

HSC 312 - Organization and Administration of Long-Term Care (3)

This course will include discussions of types and functions of long-term care facilities and related providers. Students participate in critical analysis of long-term care administration relating to

reimbursement, resource use, quality assurance and ethical and legal issues.

Prerequisite: ENG 101 and 3 Additional credits in Composition. Offered: F, Su.

HSC 340 - Physical Agents/Ergonomic Hazards in the Workplace (3)

This course will include discussions on problems with occupational exposures to physical agents. Health effects, evaluation and control of exposure to non-ionizing radiation, noise, heat and ergonomics are covered.

Prerequisite: ENG 101 and 3 Additional credits in Composition. Offered: Sp.

HSC 350 - Continuous Quality Improvement (3)

This course provides basic principles associated with Total Quality Management (TQM) and Continuous Quality Improvement (CQI). The concepts covered in this course will allow students to identify and solve issues surrounding quality management in healthcare organizations utilizing CQI tools and techniques. Through the use of case studies, current events, and textbook materials, students will learn how to identify problems, recommend improvements, and collect data to demonstrate process improvement.

Prerequisite: ENG 101 and 3 Additional credits in Composition. Offered: F, Sp, Su.

HSC 410 - Epidemiology (3)

This course introduces epidemiology and its uses. It will introduce the basic methods for infectious disease epidemiology and case studies of important disease syndromes. This course provides discussion of epidemiologic topics, methods, measure of disease occurrences, common types and sources of data, problems unique to the study of health and the environment, education on issues of environmental exposures and their human health effects.

Prerequisite: ENG 101, 3 Additional credits in Composition, and STAT 167. Offered: F.

HSC 450 - Senior Capstone (3)

As part of the completion of the B.S. in Health Science each student will be required to complete a capstone, or culminating experience, prior to graduation. A capstone experience is defined as one that requires a student to synthesize and integrate knowledge acquired in course work and to his/her learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice. This course provides an opportunity to study a practical and current issue selected by the students. Students will apply critical thinking, analytical abilities, and communication skills that integrate the core academic areas of public health including biostatistics, epidemiology, health

education, health policy, and environmental health. The final course report acts as the official written comprehensive examination, the fulfillment of the culminating experience requirement.

Prerequisite: Departmental Permission. Corequisite: PSY 420. Offered: F, Sp, Su.

HSC 460 - Senior Internship (3)

This course provides at least 150-hours of an internship in a health service organization. Under the supervision of a full-time faculty member and an approved preceptor, students who are in their final 9 credits of coursework will work on a project related to management, development or administration in health science. This course allows students to demonstrate professional competency in health sciences. The internship is an integral part of the Health Science curriculum as it is intended to broaden students' perspectives and provide experience in applying the theory and content learned in their didactic course work.

Prerequisite: Departmental Permission. Offered: F, Sp, Su.

HSM - Homeland Security

HSM 101 - Introduction to Homeland Security (3)

This course provides a general introduction to the field of Homeland Security. In addition to an examination of the events leading up to and occurring on 9/11, the effectiveness of the Homeland Security system and theories related to the topic are presented. Special emphasis is placed on the role of the U. S. Department of Homeland Security.

Prerequisite: Placement in ENG 099 or Higher. Offered: Sp.

HSM 102 - Introduction to Weapons of Mass Destruction (WMD) (3)

This course will provide a study of WMD to include the definition, the identification, the analysis, the threats (international and domestic) and a review of risk assessment issues. There will be a general recognition of chemical, biological, radiological, nuclear, and explosive agents, and defensive considerations and control issues associated with criminal incidents. This course explores the different types, features, and limitations of commercially-available detection instruments for Weapons of Mass Destruction chemicals and materials. This course also covers decontamination options and requirements for victims and responders to a WMD incident. Hospital and personnel resources will be some of the main topics reviewed and discussed for activity, responsibility and requirements.

Prerequisite: None. Offered: Su.

HSM 103 - Emergency Planning: Response, Preparedness and Testing for Critical Incidents (3)

This course addresses the special needs of emergency planners whether they be in response to natural disasters such as flooding, hurricanes, tornadoes, earthquakes, or volcanoes as well as planning and preparedness issues to address man-made terrorist threats. The concepts of mitigation, preparedness, response and recovery will be addressed as well as Continuity of Operations Planning (COOP), Continuity of Government (COG), and Business Continuity Planning (BCP) as well as many other aspects of emergency planning and management.

Prerequisite: None. Offered: F.

HSM 104 - Domestic and International Terrorism (3)

This course introduces students to various aspects of international terrorism. Included will be the basic principles of terrorist investigation, Federal and state terrorism laws, prosecution of international terrorists, domestic security threats, malicious religious extremists, drug cartels, and the motivational factors and tactics that drive these organizations. G/US G/W

Prerequisite: None. Offered: F.

HSM 105 - Contemporary Ethical Perspectives (3)

This course will examine ethics and professional responsibility. Due to the power given to those in the criminal justice system, society has come to expect a higher standard of behavior and responsibility from those individuals. This course will discuss and examine how the work environment and a sense of ethics and professional responsibility can mutually exist. The concept of Just War and the ethical concepts associated with terrorism will also be discussed.

Prerequisite: None. Offered: Sp.

HSM 106 - Investigative Report Writing (3)

This course combines the basics of two disciplines — investigation and report writing — and bridges the gap between them in order to teach the basics involved in writing an investigative report. Fundamental guidelines for investigative reports are established through a set of rules that are easy to understand and apply in any type of report-writing scenario. Topics include note taking, describing persons and property, crime and arrest reports, search warrants, and issues in writing.

Prerequisite: ENG 101 or Departmental Permission. Crosslisted as: CJS 106. Offered: F, Sp.

HSM 111 - Contemporary Issues in Crime and Prevention (3)

This course will examine the cause and effect relationship between contemporary problems in our society and how they relate to crime and prevention. Issues, such as substance abuse, domestic violence, DNA testing, the ACLU, and the widespread use of the Internet will be discussed in their relation to the criminal justice system and Homeland Security.

Prerequisite: None. Crosslisted as: CJS 111. Offered: F, Su.

HSM 112 - Introduction to School Safety and Security (3)

This course is designed as an introductory course covering school safety and security for law enforcement, security professionals, educators, and education administrators. Topics include: understanding and managing school safety, fundamentals of proactive school security, and readiness and emergency management for schools.

Prerequisite: None. Offered: F.

HSM 118 - Introduction to Fire Technology (3)

This course introduces students to the many areas of fire protection, using a systems approach. It overviews the system components of modern fire department responsibility and features the latest incident command system information. This course explores such cutting-edge issues as homeland security, goal setting and accomplishment, life safety initiatives, recent laws affecting firefighters, and more. Progressive information on fire protection in the community from both the planning and application standpoints offers a well-rounded view of the fire service's function in community risk reduction. The course provides an understanding and tools for individuals seeking a career in the fire service.

Prerequisite: None. Offered: Su.

HSM 120 - First Responder Training (3)

Students will be introduced to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. Students will also be exposed to concepts on responding to fire, hazmat, and evacuation operations and be given an overview of the incident command system.

Prerequisite: None. Offered: Sp.

HSM 122 - Emergency Management (3)

This course is designed to help first responders as well as healthcare management professionals (including physicians and nurses with management responsibility)

to assess, mitigate and deal with the medical, physical and economic risks and challenges associated with terrorism involving Weapons of Mass Destruction (WMD). Topics to be discussed include: risk analysis, OSHA and other regulatory standards, integration of hospital and community emergency management, special aspects of hazardous materials emergencies, and business and financial recovery planning.

Prerequisite: None. Offered: Sp.

HSM 130 - Introduction to Computer Crimes and Security (3)

This course offers an introduction to information systems used within the national security system. A framework is provided for understanding the needs, types, capabilities and applications of management information systems. An overview of existing security information systems is presented with implications for the future requirements. This course will provide an overview of computer crime and the procedures forensic computing specialists, law enforcement investigators, and prosecutors must invoke to prosecute computer criminals successfully. Finally, the impact of science and technology upon security agencies and how information management systems will prepare for the latest challenges will also be analyzed and discussed.

Prerequisite: None. Crosslisted as: CJS 130. Offered: F.

HSM 131 - Data and Information System Security Protection (3)

This course provides a comprehensive introduction to computer security, including computer networks, issues, concepts and technologies. The core technologies of access control, cryptography, digital signatures, authentication, network firewalls and network security services and programs are reviewed. Issues of security policy and risk management are considered.

Prerequisite: None. Crosslisted as: CJS 131. Offered: F.

HSM 142 - Intelligence Analysis and Security Management (3)

This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates. Students will be able to identify important components of Intelligence Analysis and Security Management.

Prerequisite: None. Offered: Sp.

HSM 143 - Transportation and Border Security (3)

This course provides an in-depth view of modern border and transportation security. Topics of study will include: aircraft and airports; trains, ground transportation and related terminals; ships and seaports; and major border-crossing control points. Existing and emergent technologies needed to detect terrorists, their weapons, and inherent vulnerabilities in infrastructure will be a special emphasis of the course. Additional topics will include: legal, economic, political and cultural aspects of transportation safety and border security. The course will provide students with an understanding of the variety of challenges inherent in transportation and border security.

Prerequisite: None. Offered: Su.

HSM 220 - National Incident Management System (NIMS) (3)

This course is designed to illustrate how effective coordination, integration, communications and planning among local, state and federal response agencies are critical to effective response to mass-casualty, Weapons of Mass Destruction (WMD) or terrorist incidents. This course will focus on the special challenges faced by senior level incident managers in dealing with a WMD or terrorist incident. In addition, the National Incident Management System (NIMS), Incident Command, basic medical and law enforcement terminology will be discussed.

Prerequisite: CJS 101/ HSM 101. Offered: Sp.

HSM 230 - Cyber Crime: Identity Theft and Internet Vulnerabilities (3)

This course will introduce and discuss the fastest growing crime — theft of a person's identity and the techniques and various ways criminals use to steal personal information. Prevention and ways to protect one's identity will be discussed. This course will also focus on the theories and techniques for tracking attackers across the Internet and gaining forensic information from computer systems. This course includes case studies of Internet-based computer crimes and addresses limits of forensic techniques.

Prerequisite: None. Offered: Sp.

HSM 231 - Information System Threats/Attacks/Defense (3)

This course provides an overview of the actors, motives and methods used in the commission of computer-related crimes and describes the methods used by organizations to prevent, detect, and respond to these crimes.

Prerequisite: CJS 130/HSM 130. Crosslisted as: CJS 231. Offered: Su.

HSM 232 - Computer Crime Forensics and Investigative Procedures (3)

This course presents an introduction to modern criminalistics and investigative techniques to solve crimes. The course includes an examination and evaluation of crime scenes with scientific analysis of physical evidence. Individual and group activities relating to professional practices of forensic science and computer science will be explored throughout the semester.

Prerequisite: HSM 130. Crosslisted as: CJS 232. Offered: Sp.

HSM 235 - Principles of Personal and Physical Security (3)

This course will provide the student with a basic knowledge and understanding of personal and physical security to include the definitions, the need, the requirements, and review of the controls, techniques and tools. This course introduces participants to a broad, in-depth look at security planning and procedures. Students will develop skills in intelligence collection, surveillances, perimeter and crime scene security, principles of crowd and riot control, substance abuse recognition, theft, sabotage, and espionage. Additional topics may include computer security, electronic criminal investigations, firewalls and security software, as well as crime prevention techniques.

Prerequisite: None. Crosslisted as: CJS 235. Offered: Sp.

HSM 240 - Strategic and Tactical Considerations on the Fireground (3)

This course gives students a real-life approach to the topic of fire strategies and tactical considerations using a systems approach to guide them through the process of problem identification and solution response. From planning to incident scene control, this course provides knowledge that can be applied to a variety of complex fire situations including new material on healthcare and high risk populations and commercial, technical operations, and industrial occupancies as well as scenarios and case studies to enhance student learning.

Prerequisite: HSM 118. Offered: Sp.

HSM 241 - Principles of Fire Prevention (3)

This course addresses our nation's efforts at fire prevention and the importance of reducing fire loss; and it helps students understand the value of fire prevention, protection and associated programs. Coverage includes the origins of our national, state, and local fire prevention efforts as well as current examples that emphasize the need for stronger programs. In addition, the course discusses the elements of plan review, inspection and investigation, as well as the

logistics of staffing and financial management of fire prevention.

Prerequisite: HSM 118. Offered: Sp.

HSM 290 - Internship (3)

This course provides a supervised internship of at least 150 hours in order to gain practical field placement experience in the homeland security area including law enforcement, fire service, corrections, public/private sector safety or security, protective services environments, or other homeland security career fields. Transportation to internship sites is the responsibility of the student.

Prerequisite: Departmental Permission. Offered: F, Sp, Su.

HSR - Human Services

HSR 101 - Introduction to Human Services (3)

This course provides a comprehensive introduction to the theory, knowledge, attitudes, values and skills necessary for one to become an effective human service professional. Topics include human services in the United States, historical perspectives in human services, populations served and needs addressed in human services. Students will also examine social policy and how various human services emerged and the forces that influenced their development. Human service careers, self-development and caring for oneself as a professional will also be addressed.

Prerequisite: ENG 099 and MATH 097. Offered: F, Sp, Su.

HSR 105 - Community Organization and Advocacy (3)

This course focuses on the practice of advocacy in human services. Students will learn key principles, strategies, and hands-on skills that are commonly used in advocacy in multiple settings. The course highlights strategies and tactics used in advocacy, and the challenges and dilemmas organizers face in the field. Emphasis will be on agency, legislative, legal and community advocacy. Students will have an opportunity to design and execute an advocacy strategy within their areas of interest.

Prerequisite: ENG 099 and MATH 097. Offered: F, Sp, Su.

HSR 200 - Personal Growth and Development (3)

This course provides students with an exploration into the bio-psycho-social events that have shaped their lives thus far and the enhancement of personal development. Emphasis is placed on self-esteem and self-worth, relationships, cultural values, embracing diversity, meeting challenges of adulthood and autonomy, and pathways to personal growth. Course assignments, readings, journaling, and group work are designed to promote student's oral and written skills, social interaction, and personal development.

Prerequisite: None. Offered: F, Sp, Su.

HSR 210 - Introduction to Research in Human Services (3)

This course will provide an overview of quantitative and qualitative research methodologies used in human services. Students will gain the knowledge and competencies necessary to evaluate existing research and to plan and conduct their own research in human services. Students will learn to prepare, plan, utilize research methods, organize and compose research papers on significant human service issues. The role of previous research and theory, experience, observation and related literature that leads to the formulation of a hypothesis will also be explored. This knowledge will be applied to create a written research paper that will be presented in class.

Prerequisite: ENG 101. Offered: F, Sp, Su.

HSR 222 - Foundations of Helping and Service Delivery (3)

Competent human services professionals serve as change agents. They develop client relationships that are culturally sensitive, grounded in equality, and focused on facilitating independence. This course emphasizes the application of evidence-based approaches to service delivery and the development of autonomy-oriented helping skills. Autonomy-oriented professionals assume the client is capable and apply person-centered and strength-based approaches to service delivery. The skilled helping professional creates learning opportunities that support clients in building skills, gaining knowledge, and using tools to independently identify and implement solutions to clients self-identified problems.

Prerequisite: HSR 101 or Corequisite. Offered: F, Sp, Su.

HSR 240 - Disability, Society, and the Individual (3)

This course provides students with a life-span perspective of disability. Students will examine the broad similarities and differences across a wide range of disabilities. They will analyze personal, historical, political, economic, and societal perspectives of individuals with disabilities in our society. Emphasis will be placed on the interaction among these perspectives.

Prerequisite: HSR 101 or Corequisite. Offered: F, Sp, Su.

HSR 250 - Studies in Alcohol and Drug Abuse (3)

This course provides students with an opportunity to explore the causes and consequences of addiction as they relate to individuals, families, communities and

society. Topics will include drug classifications, physiological and psychological effects of alcohol and other drugs, treatment, education and prevention. Students will explore the skills and techniques utilized by those working with individuals involved in drug abuse. The use of guest speakers and analysis of common treatment modalities will provide a further exploration of alcohol and drug abuse. Formerly listed as HSR 120.

Prerequisite: HSR 101. Offered: F.

HSR 297 - Human Services Internship I (3)

This course is a 90-hour practical field experience and is the first of two Human Service Internship experiences. The course is based on the theories and learning outcomes associated with the overall human services curricula. It provides an opportunity for students to blend theory and practice through an actual supervised field experience at a human services organization. Students will be supervised in selected human service settings under the direction of the staff of the host organization and university faculty. Specific learning objectives for the experience will be developed through a collaboration of the student, host organization representative and faculty member. The 90 hours of field experience must be completed during the semester when the student is registered for this course, so students should plan their schedule accordingly.

Prerequisite: HSR 101, HSR 105, HSR 210, HSR 222 or Departmental Permission. . Offered: F, Sp, Su.

HSR 298 - Human Services Internship II (3)

This course is a 90-hour practical field experience and is a continuation of HSR 297. The course is based on the theories and learning outcomes associated with the overall human services curricula. It provides an opportunity for students to blend theory and practice through an actual supervised field experience at a human services organization. Students will be supervised in selected human service settings under the direction of the staff of the host organization and university faculty. Specific learning objectives for the experience will be developed through a collaboration of the student, host organization representative and faculty member. The 90 hours of field experience must be completed during the semester when the student is registered for this course, so students should plan their schedule accordingly.

Prerequisite: HSR 101, HSR 105, HSR 210, HSR 222, HSR 297 or Departmental Permission. Offered: F, Sp, Su.

HSR 312 - Youth: Challenges and Interventions (3)

This course examines the range of crises confronting today's youth and strategies to help them overcome those challenges. Students will explore the impact of drug and alcohol abuse, sexual and physical abuse, bullying, neglect and abandonment, pregnancy, gangs, peer pressure and other issues confronting youth. Particular focus will be on identifying issues, building effective relationships, implementing positive interventions, advocating for needed services, connecting with community resources, promoting positive behavior, and helping youth to develop self-esteem and self-advocacy skills.

Prerequisite: HSR 101. Offered: Su.

HSR 320 - Health and Social Issues in Aging (3)

This course will explore health issues of the aging adult, including biological and environmental factors that may impede upon one's quality of life and also investigates the socialization of the aging population in the 21st century. This course provides the student with an understanding of health issues, social interactions, relationships, and cognitive functions of the aging population.

Offered: F, Sp, Su.

HSR 325 - Case Management: Principles and Practices (3)

This course covers the range of functions associated with case management in human services settings. Topics include service planning, needs assessment, referral procedures and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. Students will learn to integrate and utilize information obtained through intakes, assessments, and from other service providers to determine client needs and develop service plans. Emphasis will be placed on designing interventions based on the goals of those receiving services and evaluating the outcomes of the service provided. Organizing and documenting information will be covered as well as the written and oral presentation of that information to all relevant stakeholders. Students will develop skills in managing multiple aspects of human service interventions in dual roles of coordinator and provider of direct services. Coordination with and referral to other service providers will be addressed and the role and importance of professional ethics will also be incorporated.

Prerequisite: HSR 222. Offered: F, Sp, Su.

HSR 330 - Rehabilitation Counseling (3)

This course provides the student with an understanding of the field and practice of rehabilitation counseling. It is

designed to help students understand and work to overcome the barriers to full participation of people with disabilities in the community and society. The major elements encompassing the rehabilitation service system will be explored including the federally-legislated state/federal program, the not-for-profit community, rehabilitation programs, and the private, for-profit rehabilitation counseling business. The course will address the disability rights movement and the history of significant disability-related legislation as well as the scope of practice in rehabilitation counseling. Students will study the professional issues related to the role of the rehabilitation counselor, the process of rehabilitation, and develop an understanding of a wide-range of techniques and methodologies utilized by professional rehabilitation counselors.

Prerequisite: HSR 101. Offered: Sp.

HSR 335 - Social Welfare Policy (3)

This course investigates the historical and philosophical roots of social welfare from ancient cultures to contemporary America. Students will experience an in-depth analysis of current social and public policies that impact community, state, and federal agencies and organizations. This course will generate student knowledge related to design and management of service programs and situations within a constantly changing political and social environment.

Prerequisite: HSR 101 and HSR 105. Offered: F, Sp, Su.

HSR 345 - Veterans: Service and Services (3)

This course provides students with an understanding of the experience of citizens who have served in our nation's armed forces. Students will study the experiences, challenges, and needs of United States military veterans, active duty military personnel and their families. Among the issues explored are the human impact of war; Veterans Administration, benefits and services available to veterans; service-connected disabilities such as Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), mental health issues, drug and alcohol abuse, and amputation; unique needs of and services for minority veterans; homelessness; and available support services. Students will conduct research in various topics related to veterans, active military personnel and their families. In addition, representatives from various organizations serving veterans and active military personnel will be invited to speak to students in the course.

Prerequisite: HSR 101 . Offered: F, Sp, Su.

HSR 350 - Crisis Prevention and Intervention (3)

This course provides an introduction to the theories, principles, concepts and techniques of crisis theory and practice carried out in a variety of human service environments. The range of cognitive, emotional, and behavioral responses of those experiencing crises will be explored. Effective crisis management is explored to learn how people feel, think, and behave during periods of crisis, and what strategies and resources are available to them. Specific types of crises are reviewed (e.g. developmental, crises of abuse, trauma, grief and loss) and the student will learn typical intervention strategies for various crisis situations. Finally, the student will learn about professional challenges associated with conducting crisis intervention work and issues such as compassion, fatigue and stress management.

Prerequisite: HSR 101. Offered: F, Sp, Su.

HSR 355 - Domestic Violence (3)

This course provides a comprehensive introduction to the history of domestic violence, research related to issues of family violence, intake, interviewing and assessment skills, and theories of family violence. In the literature, the terms "family violence" and "domestic violence" are often used interchangeable. Students will gain knowledge of domestic violence as it relates to children, adolescents, partners, the elderly, and individuals with disabilities. This course will examine populations that include cross-cultural, ethnic, racial, rural, same-sex, and military groups. Students will explore strategies, interventions, and resources to meet the needs of individuals in a domestic violence situation. Finally, students will be required to research various topics related to family and domestic violence.

Prerequisite: HSR 101. Offered: F, Sp, Su.

HSR 425 - Program Design, Implementation and Evaluation (3)

This course is designed to prepare students to identify unmet human needs, problems and barriers to quality of life and to conceptualize services and interventions that could address them. Students will learn to conduct needs assessments, design programs and services to meet those needs, identify funding sources and how to secure funding, develop budgets, plan for staffing requirements, and understand legal, regulatory, policy and procedural issues pertaining to the development and operation of a program. In addition, students will learn methodologies and techniques to design, implement and utilize systems for evaluating the effectiveness, efficiency and goals relating to the process and outcomes of the program and other indicators of program success. Students will understand how to identify the various stakeholders of the program, how to obtain and utilize feedback from them, and how to effectively communicate program results to them.

Prerequisite: HSR 101. Offered: Su.

HSR 493 - Human Services Capstone I (3)

The Human Services Capstone I is the first of two in-depth, student-centered field experience courses. This course requires the student to perform a 120-hour fieldwork experience at a human service organization where they will integrate the knowledge, theory, skills and professional behaviors that they have learned in the classroom. The 120 hours of field experience must be completed during the semester when the student is registered for this course, so students should plan their schedule accordingly.

Prerequisite: PSY 420 or Departmental Permission. Offered: F, Sp, Su. .

HSR 494 - Human Services Capstone II (3)

The Human Services Capstone II is an in-depth, student-centered course that requires the student to perform a 60-hour fieldwork experience where they will integrate the knowledge, theory, skills, and professional behaviors that they have learned in the classroom. Utilizing this experience, students will identify and conduct a final research project. The student will explore, research, evaluate, and theorize a focused area of his/her interest within the human services field. Topics many include a specific population issue, current problem, information gap, culturally diverse client populations or a student/organization identified service need. The 60 hours of field experience must be completed during the semester when the student is registered for this course, so students should plan their schedule accordingly.

Prerequisite: PSY 420, HSR 493 or Departmental Permission and Enrolled in Final Semester of BSHS Degree. . Offered: F, Sp, Su.

HUM - Humanities

HUM 100 - Introduction to the Humanities (3)

This course provides a multi-disciplinary introduction to a global view of the arts and humanities. The emphasis of the course is on the interaction of art, poetry, literature, philosophy, music, and dance with the social issues of all cultures considered.

Prerequisite: None. Offered: F, Sp.

HUM 160 - Introduction to Popular Music (3)

This course covers the basic musical and lyrical building blocks of American popular music. Students examine the musical elements of American "roots" music, namely blues, gospel, jazz, and country and relate those early styles to modern and contemporary styles of popular music. Students consider issues of multiculturalism, race, ethnicity, gender, social class, and commercialism

as they relate to the production and promotion of popular music.

Prerequisite: None. Offered: Su.

HUM 201 - Music History and Appreciation (3)

This course intensively covers development of classical orchestral music, vocal music, opera, and ballet. Topics include modern dance, musical theater, jazz, and hip-hop. This course employs recordings, visual presentations, lectures, and discussions. Students are exposed to a wide variety of music forms, develop their own critical judgment and tastes in music, and evaluate the impact of music on culture and their own lives.

Prerequisite: None. Offered: Su.

HUM 202 - Art History and Appreciation (3)

This course introduces students to the arts, especially painting, sculpture, and architecture, from antiquity to the present. Students will develop their own aesthetic and humanist values, understand the elements and principles of design, and appreciate the arts.

Prerequisite: None. Offered: F.

HUM 204 - Modern Popular Music: America and the World (3)

This course covers the development of contemporary music from its roots in early jazz to swing, bebop, rock, blues and country, rap, pop, and music of the new millennium. It considers 20th Century music from a musical as well as a social, cultural, economic, and political perspective in American and world society. Finally, it examines the relationship of specific issues of race, gender, ethnicity, and age as they relate to contemporary music.

Prerequisite: None. Offered: Sp.

HUM 320 - Exploring the World's Diverse Cultures (3)

This course focuses on themes and concepts in Cultural Anthropology that have been used to understand people of the world and cultural diversity, with an emphasis on social change and globalization. Students will read and analyze case studies on different societies in the world in additional to conducting an observational fieldwork project.

Prerequisite: None. Offered: F.

IS - Independent Study

IS 110 - Portfolio Review for Experiential Credit (1)

This course provides students with the opportunity to organize, assess, and articulate their knowledge and skills acquired through work and life experiences. Students will develop a Credit for Experiential Learning

Portfolio to demonstrate their prior knowledge and relate that learning to specific college-level curricula. Students interested in completing a portfolio should meet with their program director to identify courses that are appropriate for this process. Students must meet with the portfolio review instructor to complete a portfolio review agreement in order to register for the course. Portfolios will be reviewed by an Assessment Committee for possible award of experiential college credit.

Prerequisite: Permission from Portfolio Review Instructor. Offered: F, Sp, Su.

IS 150 - Career Planning and Development (3)

This course presents practical strategies that prepare students to confirm an appropriate career, to conduct a successful job search, and to lay the foundation for successful career development. Emphasis is on Career Action assignments to assess your skills and interests, to research prospective employers, to learn about current application requirements, to prepare resumes and cover letters, to practice meeting with business people in your targeted career field, and to practice interviewing. These assignments polish job search and career management skills so students can apply them directly to achieving immediate and future career goals.

Prerequisite: None. Offered: F, Sp, Su.

IS 160 - Service Learning (3)

In this course, students will engage in public service in partnership with agencies or organizations in the Greater Hartford area. Through written work and class discussions, they will reflect on both the purposes of that work and also on how that work responds to specific needs within the community and within the more general context of social justice. Students will also explore issues of social responsibility and citizenship in the professions and business world in relation to the social problems they encounter through their community work. Class may be either online or on ground.

Prerequisite: None. Offered: F, Sp, Su.

IS 289 - 389 or 489 Independent Study (1-12)

This course provides students with the opportunity to design and conduct an in-depth study/project within their major field of study under the guidance of a faculty mentor and with permission of the department chairperson. The faculty and chair determine the appropriate level of the Independent Study. Independent Study Contracts are available from the Registrar's office. Students should meet with their faculty mentor to discuss the proposed study and to obtain approval prior to registering for the course. Independent Studies must meet all the requirements outlined in the Goodwin University Catalog.

Prerequisite: Departmental Permission. Offered: F, Sp, Su.

MATH - Mathematics

MATH 097 - Topics in Arithmetic (0)

In this course, students build essential study and mathematical skills required for all subsequent career-related mathematics courses. Meaningful time is devoted to making connections between mathematics and professional careers and to daily life. Students engage in guided instruction, collaborative learning, online practice, and regular exams. Emphasis is placed on learning fundamental mathematical operations, selecting a technique to solve real-world problems, and estimating the reasonableness of solutions. A grade of C or better is required to pass the course. Math 097 does not count towards credit requirements for any certificate or degree programs.

Prerequisite: None. Offered: F, Sp, Su.

MATH 125 - Mathematical Applications for the Health Sciences (3)

This course is designed for those entering the health professions. The course is designed to prepare students for their science classes and future career. Students learn techniques for solving mathematical problems encountered in health-related fields. Students become proficient at basic algebra, converting measurements using dimensional analysis, calculating a variety of prescribed dosage amounts, determining intravenous flow rates, preparing solutions, and reading measuring instruments.

Prerequisite: Placement evaluation Score or Completion of MATH 097 with "C" or Better. Offered: F, Sp, Su.

MATH 130 - Mathematics for Science and Technology (3)

This course provides the underlying mathematical concepts and processes applied in the fields of science and the technologies. Students become proficient in converting measurements using dimensional analysis, using scientific notation, approximating numbers to the appropriate significant digit, solving linear equations, using formulas, solving problems using proportions, logarithms, and exponents, graphing functions, finding perimeters, areas, and volumes of basic geometric figures, and using the Pythagorean Theorem and right triangle trigonometry. A scientific calculator is required for this course.

Prerequisite: Placement evaluation score or completion of math 097 with "C" or better. Offered: Sp.

MATH 135 - Contemporary Mathematics (3)

This course is a survey of a wide range of topics that gives students the opportunity to apply mathematics to

the solution of everyday problems. Students will become proficient in problem solving with percents, calculating simple and compound interest, computing payments and finance charges for consumer loans, solving problems involving angle relationships, finding perimeter, area, volume, and surface area of basic geometric figures, using the Pythagorean Theorem, converting measurements using dimensional analysis, solving counting problems using permutations and combinations, calculating probabilities, and calculating and interpreting measures of central tendency. A scientific calculator is required for this course.

Prerequisite: Placement evaluation score or completion of MATH 097 with "C" or better. Offered: F, Sp, Su.

MATH 186 - Precalculus (3)

This course is for students who want to expand on their advanced mathematics skills and acquire the foundation for Calculus. This course is especially appropriate for those pursuing careers in any of the sciences, engineering, business, pharmacy, economics, or technologies. Topics included are linear, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions and applications thereof. A scientific calculator is required and a graphing calculator will be very helpful.

Prerequisite: Completion of MATH 125, MATH 130, or MATH 135 with a "C" or better. Offered: F.

MATH 254 - Introductory Calculus (4)

This course is for students who are interested in continuing their study of advanced mathematics. It is especially appropriate for those interested in any of the math-related fields including any of the sciences, engineering, pharmacy, business, economics, or technologies. Topics included are limits, continuity, and the derivative and its applications including optimization. A graphing calculator is required for this course.

Prerequisite: Completion of MATH 186 with a "C" or better. Offered: F.

MATH 255 - Calculus II (4)

This second course in Calculus is intended for students who are interested in continuing their study of advanced mathematics. It is especially appropriate for those interested in any of the math-related fields including any of the sciences, engineering, pharmacy, business, economics, or technologies. Topics included are integration, applications of integration, integration techniques, improper integrals, sequences and series, conics, and parametric equations. A graphing calculator is required for this course.

Prerequisite: Completion of MATH 254 with a "C" or better. Offered: F.

MCD - Medical Billing and Coding

MCD 213 - CPT ®-4 Coding I (3)

This course teaches the student to translate medical services, treatments, and procedures into a uniform numerical language to facilitate communication among healthcare providers and third-party payers. This course will concentrate on the 5-digit CPT codes and descriptors nomenclature in the areas of Evaluation and Management, Anesthesia, and Surgical Procedures. Healthcare Common Procedural Coding (HCPCS) and modifiers will also be emphasized.

Prerequisite: BIO 101 and HSC 105. Corequisite: MED 115. Offered: Sp, Su, Fa.

MCD 214 - CPT ®-4 Coding II (3)

This course teaches the student Anesthesia, Radiology, Laboratory/ Pathology, and Medicine Coding. Emphasis will be on accuracy in coding diagnostic and therapeutic procedures.

Prerequisite: BIO 101 and HSC 105. Corequisite: MED 115. Offered: Sp, Su, Fa.

MCD 216 - ICD-10-Coding (3)

Healthcare in America has undergone tremendous change and a major change is progressing to ICD-10-CM. This course is designed to give the student the skills to be able to translate a medical diagnosis into alpha-numeric codes in the outpatient setting. Students will learn to read medical documents and convert the medical terms into a diagnostic ICD-10-CM code.

Prerequisite: MED 115, BIO 101, HSC 105. Offered: Sp, Su, Fa.

MCD 220 - Medical Coding Capstone (3)

This course is designed to prepare the student to sit for the Certified Processional Coding exam given by the American Academy of Professional Coders (AAPC). The course enables the student to conduct an in-depth study of diagnoses (ICD-10) and procedural (CPT-4) coding. The emphasis will be on accurately coding medical and operative reports using ICD-10-CM and CPT-4 coding guidelines and conventions.

Prerequisite: Departmental Permission. Offered: Sp, Su, Fa.

MCD 299 - Medical Billing and Coding Internship (3)

Students may elect to enroll in this 3-credit internship with permission of the department chair. Students will gain hands-on training in a billing and coding environment. This course provides students with the opportunity to utilize previously studied subjects and related skills. This opportunity provides the student with

valuable employment experience and increased marketability.

Prerequisite: Departmental Permission. Offered: Sp, Su, Fa.

MED - Medical Assisting

MED 115 - Introduction to Medical Insurance and Coding (3)

This 45-hour course will introduce students to insurance terminology, types of insurance, and the eligibility and benefit structure of the insurance plan. The student will then utilize this knowledge to analyze and calculate patient medical insurance benefits for a variety of insurance types. In addition, this course will introduce the student to International Classification of Disease, 10th Edition, Clinical Modification (ICD-10-CM) and Current Procedural Terminology 4th Revision, (CPT(r)-4). Students will also gain an appreciation of the relationship between coding and financial reimbursement. Topics discussed include the Health Insurance Portability and Accountability Act (HIPAA), Medicare compliance issues, billing forms and applications.

Prerequisite: None. Offered: F, Sp, Su.

MED 151 - Medical Assisting: The Medical Office and Patient Care (3)

This 60-hour course is designed to introduce the student to basic medical procedures; the student will gain an understanding of the cycle of infection, principles of medical asepsis, and importance of Universal Precautions. The student will also be taught how to create and maintain a medical record, including requirements for documenting in a medical record. The student will learn to accurately obtain and record vital signs, common mensurations, and patient information. The proper documentation in the medical record of these measurements will also be emphasized. Lastly, the student will learn to assist the physician with both an adult and pediatric history and physical exam, as well as establishing and maintaining the examination room.

Prerequisite: None. Offered: F, Sp, Su.

MED 152 - Medical Assisting: Diagnostic Procedures (3)

This 60-hour course is designed to teach the student about various medical specialties and procedures; including Obstetrics and Gynecology, Ophthalmology, and Otolaryngology. In addition, students will become familiar with electrocardiography, radiology, and introduced to various first aid procedures. Students also learn various minor office procedure techniques.

Prerequisite: MED 151. Offered: F, Sp, Su.

MED 153 - Medical Assisting: Laboratory Procedures (3)

This 60-hour course is designed to fully acquaint the student to the clinical laboratory. The curriculum will focus on laboratory safety and skills. Occupational Safety and Health Administration (OSHA) and Clinical Laboratory Improvement Amendments (CLIA) regulations will be introduced. Guidelines for handling, transporting, and recording of lab specimens will be reviewed. The analysis of urine and its significance in total patient care will be theorized and applied. The student will learn and apply the theory of venipuncture and the various methods of performance. An overview of Hematology, Chemistry, and Microbiology will complete the curriculum.

Prerequisite: MED 151. Offered: F, Sp, Su.

MED 212 - Pharmacology (3)

From this 45-hour course, students will gain an understanding of drug sources, legislation relating to drugs, and drug references. Forms of drugs, drug classification and actions, and schedules of controlled drugs will also be covered. The medication order, identifying commonly prescribed medications and basic principles for the administration of medications will be emphasized. The laboratory component of the course provides practical application of the student's knowledge. Basic mathematical skills necessary for the safe preparation and administration of medications to adult and pediatric patients will be reviewed.

Prerequisite: None. Offered: F, Sp, Su.

MED 250 - Medical Office Management (3)

This 60-hour course is a medical office simulation where students will be able to successfully manage a mock medical practice. Students will have the opportunity to complete all aspects of the billing process from registration to filing of the insurance claim. Medical office procedures, including scheduling appointments, accounting, mail processing, and confidentiality regulations are also covered.

Prerequisite: None. Offered: F, Sp, Su.

MED 299 - Medical Assisting Internship (3)

The Medical Assisting Internship course is the culminating course of the Medical Assisting Program. During a 160-hour internship students are provided with hands-on training and career-related experience. This course provides an extensive on-site experience in a physician's office, clinic, or other appropriate healthcare setting that allows the medical assisting student to utilize previously studied subjects and related skills. It gives the student the opportunity to put his/her class knowledge to practical use and to practice and enhance acquired skills. It provides students with valuable employment experience, increasing their marketability.

Prerequisite: Departmental Permission. Offered: F. Sp. Su.

NUR - Nursing

NUR 100 - Nursing Skill Development (6)

This initial course provides the student with the fundamental skills for nursing practice. Concepts focus on human beings and their responses to the environment. The continuum of wellness is introduced in Nursing 100. Foundational concepts related to the nursing process are identified and defined. Special emphasis is placed on the development of basic communication skills, client physical and psychosocial assessment and specific nursing skills related to nursing interventions. Clinical experiences are provided in the nursing skills laboratory and in non-acute client care settings. Fee required.

Prerequisite: BIO 212. Offered: F, Sp, Su.

NUR 110 - Adults and the Wellness Continuum I (6)

This course provides the student with experiences in the care of adults with alterations in health status related to basic physical and psychological function. Emphasis is on care of adults with health problems related to nutrition, fluid and electrolyte balance, oxygenation, elimination, cardiac function and surgical procedures. Nutrition, pharmacotherapy, client teaching and ethico-legal issues are integrated throughout the course. Clinical experiences are provided in the nursing skills laboratory and in acute care settings.

Prerequisite: NUR 100 and BIO 235. Offered: F, Sp, Su.

NUR 195 - LPN Bridge Course (1)

This course is taken by Licensed Practical Nurses (LPN) who have been accepted into the Associate Degree Nursing Program and have completed the 3-credit NUR 190 course through Charter Oak College. This one credit course covers the key concepts of NUR 100 and NUR 110 and validates nursing skills. Taking this course is part of the state's articulation process and enables the student to advance place to NUR 200.

Prerequisite: NUR 190 AT Charter Oak State College.

NUR 200 - Adults and the Wellness Continuum II (7)

This course fulfills the general education learning competency of the care of adults with alterations in health status related to sensorimotor, muscular skeletal, protective, endocrine, renal and reproductive function. Blood disorders, including human immunodeficiency disease will also be covered. The focus is on care of adults experiencing disruptions in health status associated with both acute and chronic health conditions. Students learn to apply the nursing process to maintain wellness levels, restore clients to previous levels of wellness and prevent further alterations in health status. Nutrition, pharmacology, culture, client teaching and ethical-legal issues are integrated throughout the course. Clinical experiences are provided in the nursing skills laboratory and in acute and chronic care settings.

Prerequisite: NUR 110. Offered: F, Sp, Su.

NUR 205 - Health Assessment & Skills Development (6)

This initial nursing course provides the student with fundamental knowledge and skills for nursing practice. Concepts focus on human beings and their responses to the environment. The continuum of wellness is introduced. Foundational concepts related to the nursing process are identified and defined. Special emphasis is placed on the development of basic communication skills, client physical and psychosocial assessment and specific nursing skills related to nursing interventions. Experiential learning is provided in the nursing skills laboratory and in non-acute client care settings.

Corequisite: NUR 301, NUR 309, and NUR 375. Offered: F.

NUR 210 - Families and the Wellness Continuum (7)

This course introduces the student to the concept of family-centered care. It focuses on nursing care provided through the childbearing and childrearing stages. Physiological, psychosocial and spiritual dimensions of developmental stages of clients and families are explored and community-based resources are emphasized. Students learn to use the nursing process to promote and maintain health, prevent alterations in healthcare status and restore clients to previous levels of wellness. Nutrition, pharmacotherapy, client teaching and ethico-legal issues are integrated throughout the course. Clinical experiences are provided in acute and non-acute settings as well as public schools.

Prerequisite: NUR 200. Offered: F, Sp, Su.

NUR 215 - The Wellness Continuum for Adults I (6)

This course provides the student with experiences in the care of adults with alterations in health status related to basic physical and psychological function. Emphasis is on care of adults with health problems related to nutrition, fluid and electrolyte balance, oxygenation, elimination, cardiac function and surgical procedures. Nutrition, pharmacotherapy, client teaching and ethical-legal issues are integrated throughout the course. Clinical experiences are provided in the nursing skills laboratory and in acute care settings.

Prerequisite: NUR 205, NUR 301, NUR 309 and NUR 375. Corequisite: NUR 320 and NUR 311. Offered: Sp.

NUR 220 - Integration of Nursing Practice: Adults with Complex Health Problems (9)

This culminating nursing course provides students with experiences designed to promote the integration of nursing methods in the care of adults experiencing complex alterations in physical and psychological health function. Students use the nursing process to promote restoration and rehabilitation and assist clients in achieving optimal levels of wellness. Emphasis is on care of clients with alterations in health related to neurological health, sepsis, cancer, multi-system failure, mental health and trauma. Nursing responsibilities in bio-terrorism and emergency preparedness are included. All nursing skills, including application of therapeutic and pharmacological modalities, psychomotor skills, teaching and communication are included and critical thinking and ethico-legal considerations are integrated. Clinical experiences are provided in acute medical-surgical settings.

Prerequisite: NUR 210. Offered: F, Sp, Su.

NUR 300 - Foundations of Professional Nursing (3)

This initial nursing course introduces and orients the BSN student to the Nursing Conceptual Framework at Goodwin University, to the baccalaureate nursing education, and the role of the nurse as a health promoter and care provider. The role and expectations of the baccalaureate-prepared RN are explored and integrated into personal professional practice. Students are required to purchase Taskstream for the program.

Prerequisite: Current unencumbered RN license in the state where the student practices nursing; acceptance into the RN-BSN Program. Offered: F, Sp, Su.

NUR 301 - Foundations of the Nursing Profession (3)

This nursing course introduces and orients the ABSN student to the Nursing Conceptual Framework at Goodwin University; to baccalaureate nursing education, and nursing as a profession. The role and expectations of the baccalaureate-prepared RN are explored and integrated into personal professional practice. Various aspects of nursing as a profession are explored including ethics, law, communication, quality and safety, informatics, critical thinking and clinical judgment. Additionally, core competencies of the Nurse of the Future including improving access to care, fostering interprofessional collaboration, promoting nursing leadership, transforming nursing education, increasing diversity in nursing, collecting workforce data and building healthier communities will be studied and applied throughout the course.

Corequisite: NUR 205, NUR 309 and NUR 375. Offered: F.

NUR 305 - The Wellness Continuum II (7)

The focus of this course is on care of adults experiencing disruptions in health status associated with both acute and chronic health conditions. Specifically, the care of adults with alterations to sensorimotor, muscular skeletal, protective, endocrine, renal and reproductive function are addressed as well as blood disorders. Students learn to apply the nursing process to help clients maintain wellness levels, or restore them to previous levels of wellness and prevent further alterations in health status. Nutrition, pharmacology, culture, client teaching and ethical-legal issues are integrated throughout the course. Clinical experiences are provided in the nursing skills laboratory and in acute and chronic care settings.

Prerequisite: NUR 215, NUR 311, and NUR 320 . Corequisite: NUR 335 and NUR 430. Offered: Su.

NUR 309 - Principles of Pathophysiology (3)

Principles of pathophysiology emphasizes the cellular and organ changes that occur with disease and the effects of these changes on total body function. Pathophysiology also focuses on the mechanisms of the underlying disease and provides the background for preventive as well as therapeutic health care measures and practices in diverse clients across the lifespan.

Corequisite: NUR 205, NUR 301 and NUR 375. Offered: F.

NUR 310 - Health Assessment (3)

This course builds on the professional nurse's theoretical knowledge, the skills necessary to perform a comprehensive health assessment and physical examination on clients across the life span. Students will build skills in history taking and physical examination. Students will purchase Shadow Health, a computer software program allowing them to perform individual system assignments as well as performing their final practical exam on digital standardized patients. The Goodwin University Nursing Theoretical Framework and the Nursing Process will provide the basis to promote health and prevent/manage illness of the client. The cost for Shadow Health will be paid through students' tuition under lab fees.

Prerequisite: Or Corequisite: NUR 300. Offered: F, Sp, Su.

NUR 311 - Nursing Research and Evidence-Based Practice (3)

This course introduces the research process and its application to scholarship and evidence-based nursing practice. Qualitative and quantitative methods are reviewed. Emphasis is placed on critical thinking. This

course enhances the student's ability to apply and integrate nursing conceptual frameworks, clinical research, and evidence-based practice. The student will be prepared to be an informed consumer of nursing research.

Prerequisite: NUR 205, NUR 301, NUR 309, and NUR 375. Corequisite: NUR 215 and NUR 320. Offered: Sp.

NUR 320 - Mental Health Nursing (5)

This course examines mental health across the lifespan from a holistic caring framework. Content builds on concepts introduced in NUR 205 and NUR 301 by focusing on the client's responses to mental health issues and patient centered care. Emphasis is placed on understanding the complexities of the brain and human behavior with a focus on the origin of psychiatric disorders, including biological determinants and environmental factors. Students will learn about people who experience psychiatric disorders and how to provide them with quality nursing care in s variety of settings.

Prerequisite: NUR 205, NUR 301, NUR 309 and NUR 375. Corequisite: NUR 215 and NUR 311. Offered: Sp.

NUR 335 - The Wellness Continuum for Children and Families (3)

This course introduces the student to the concept of child and family-centered care. It focuses on infants, children and families through adolescence. Physiological, psychosocial, and spiritual dimensions of developmental stages of patients and families are explored and community- based resources are emphasized. Students learn to use the nursing process to promote and maintain health, prevent alterations in health care status, and restore patients to previous levels of wellness. Nutrition, pharmacotherapy, patient teaching, and ethical-legal issues are integrated throughout the course. Clinical experiences are provided within acute, non-acute, community and long-term care settings.

Prerequisite: NUR 215, NUR 311, and NUR 320 . Corequisite: NUR 305. Offered: Su.

NUR 351 - Introduction to Nursing Research (3)

This course introduces the research process and its application to scholarship and evidence-based nursing practice. Qualitative and quantitative methods are reviewed. Emphasis is placed on critical thinking. This course enhances the student's ability to apply and integrate nursing conceptual frameworks, clinical research, and evidence-based practice. The student will be prepared to be an informed consumer of nursing research.

Prerequisite: STAT 167; PREREQUISITE/COREQUISITE: NUR 310. Offered: F, Sp, Su.

NUR 361 - Public and Community Health Nursing (3)

This course focuses on the client as a healthcare consumer and member of a community. The student will apply the Goodwin University Nursing Theoretical Framework to meet the needs of the client as well as the needs of the community. This course will focus on the role the nurse has in establishing partnerships with the public health system in customizing therapeutic care in order to protect, promote and restore optimal public and community health within the local, national and international domains. This course requires 45 clinical hours.

Prerequisite: NUR 351. Offered: F, Sp, Su.

NUR 363 - Clinical Nursing Leadership (3)

The focus of this course is on the professional nurse as a change agent in the clinical setting. This course will explore the healthcare system from multiple perspectives and how it affects the practice of nursing and patient outcomes. Utilizing the criteria from Quality and Safety Education for Nurses (QSEN), students will develop an evidence-based practice change project. This course allows the nurse to apply and integrate previously learned skills in research, leadership, management, and nursing to transition into a proficient change agent.

Prerequisite: NUR 351. Offered: F, Sp, Su.

NUR 375 - Pharmacology for Nurses (3)

This course is designed to provide the student with the knowledge, skills and attitudes about pharmacology and pharmacotherapeutics, required for professional nursing practice. Course content includes the historical context of drug prescriptions and public safety related to pharmacology and pharmacotherapeutics. There will be an exploration of special populations and genomics related to drug therapy. Through the lens of professional nursing, this course will use the human body systems as a guidepost to exploring drugs and other therapies related to common human conditions. A review of medication and nutritional calculations expected of a professional nurse will be included.

Corequisite: NUR 205, NUR 301, and NUR 309. Offered: F.

NUR 380 - Pharmacotherapeutics Across the Lifespan (3)

This elective course is designed to provide the student with the knowledge of pharmacotherapeutics across the lifespan. The course content includes the historical context of drug prescriptions and public safety related to pharmacotherapeutics. There will be an exploration of special populations and genomics related to drug therapy. This course will use the human body systems as a guidepost to exploring drugs and other therapies

related to common human conditions. This course will review medication and nutritional calculations expected of a professional nurse.

Prerequisite: NUR 310. Offered: F, Sp, Su.

NUR 430 - Community and Public Health Nursing (5)

This course focuses on the client as a health care consumer and member of a community. The student will apply the Goodwin Nursing Conceptual framework to meet the needs of the client as well as the needs of the community. This course will focus on the role the nurse has in establishing partnerships with the public and community health care system in customizing therapeutic care in order to protect, promote and restore optimal public and community health within the local, national and international domains.

Prerequisite: NUR 215, NUR 320, and NUR 311. Corequisite: NUR 305 and NUR 335. Offered: Su.

NUR 435 - The Wellness Continuum for Women, Newborns and Families (4)

This course introduces the student to the concept of family-centered care as it relates to the Maternal Newborn population. It focuses on care of childbearing families. Physiological, psychosocial, and spiritual dimensions of developmental stages of patients and families are explored and community- based resources are emphasized. Students learn to use the nursing process to promote and maintain health, prevent alterations in health care status, and restore patients to previous levels of wellness. Nutrition, pharmacotherapy, patient teaching, and ethical-legal issues are integrated throughout the course. Clinical experiences are provided in acute care settings.

Prerequisite: NUR 320, NUR 335, and NUR 430. Corequisite: NUR 450 and NUR 457. Offered: F.

NUR 450 - Caring for Adults with Complex Health Alterations (9)

This culminating nursing course provides students with experiences designed to promote the integration of nursing methods in the care of adults experiencing complex alterations in physical and psychological health function. Students use the nursing process to promote restoration and rehabilitation and assist clients in achieving optimal levels of wellness. Emphasis is on care of clients with acute alterations in health related to respiratory and cardiovascular status; neurological status; sepsis, shock, and multi-system failure; trauma and burns; musculoskeletal and gastrointestinal status; and cancer. All nursing skills, including application of therapeutic and pharmacological modalities, psychomotor skills, teaching and communication are included and critical thinking and ethical-legal considerations are integrated. Clinical experiences

provide opportunity for establishing priorities, decision-making, achieving increased independence and care management in the provision of client care and are provided in acute in-patient medical-surgical settings.

Prerequisite: NUR 305, NUR 335, and NUR 430 . Corequisite: NUR 435 and NUR 457. Offered: F.

NUR 457 - Nursing Leadership (3)

This nursing course gives the student an opportunity to promote self-awareness as a nurse leader of their knowledge, skills and behaviors through analysis of their ethical and professional role development. Building on experiences with the concepts, research and theories in the nursing program; the student will evaluate and share the variations of providing complex care and advocacy in health care and professional nursing practice. Ultimately the student will share their commitment to the nursing profession through continuous learning.

Prerequisite: NUR 305, NUR 335, and NUR 430. Corequisite: NUR 435 and NUR 450. Offered: F.

NUR 459 - Introduction to Healthcare Policy and Advocacy (3)

Political advocacy is a major part of the role and responsibility of the professional nurse. This course examines the basic principles of social, political, and economic policies and how they impact healthcare delivery and nursing practice. The course provides a basic understanding of government influence, policy-making organizations, healthcare finance, and issues in global and population health, as well as their incorporation into the nurse's daily practice. The skills of effective political advocacy, activism and empowerment are explored.

Prerequisite: NUR 351. Offered: F, Sp, Su.

NUR 460 - Seminar in Professional Nursing Leadership (3)

This final nursing course gives the student an opportunity to promote self-awareness as a nurse leader of their knowledge, skills and behaviors through analysis of their ethical and professional role development. Building on experiences with the concepts, research and theories in the nursing program, the student will evaluate and share the variations of providing complex care and advocacy in healthcare and professional nursing practice. Ultimately, students will share their commitment to the nursing profession through continuous learning.

Prerequisite: NUR 351, NUR 361, NUR 363, and Departmental Permissions. Offered: F, Sp, Su.

NUR 470 - Nursing Study Abroad (3)

This elective independent study provides the student with the opportunity to have a short-term study abroad

experience. The student will study healthcare and professional nursing in an international environment. This course is intended for the student who is volunteering for a medical mission to another country. The course requires daily journals of the experience, a paper of publishable quality demonstrating application of the Goodwin University Theoretical Framework and a presentation of the experience to the Goodwin University Community. Students should obtain departmental permission one semester in advance.

Prerequisite: NUR 351, NUR 361 and Departmental Permission. Offered: By arrangement, one semester in advance. F, Sp, Su.

OS - Organizational Studies

OS 101 - Team Dynamics and Individual Skills (3)

This course focuses on the organizational structure as it relates to individual and team contributions. The role of teams and their functions are explored to develop team-based skill sets for contemporary organizations. This course looks at team processes, development, diversity and conflict management within the team. Students will learn and practice techniques for setting group goals, creating safe environments, managing groups effectively and encouraging the formation of group identity. Students will identify ethical concerns relating to teams.

Prerequisite: None. Offered: F, Sp, Su.

OS 160 - Leadership Theory and Practice in the Organization (3)

The focus of this course is on contemporary leadership theories and the dual role organizational personnel find themselves in as followers, team members and leaders. This course explores the dynamics and responsibilities of each role and the situational and ethical applications that may be encountered. Students will explore personal inventories and assessments to enhance self-awareness and personal leadership style. The leader's role in the organization's culture and ethics is examined.

Prerequisite: None. Offered: F.

OS 180 - Organizational Supervision and Administrative Roles (3)

This course focuses on the organizational essentials of supervising personnel and the connections with Human Resources, unions and the organizational mission. Topics include supervisory principles, the role of discipline, motivation and the practice of coaching, teambuilding and mentoring. Ethical concerns of supervision are discussed in case studies. Monitoring and assessing performance to detect and correct substandard performance is also examined. It further looks at management's role in the supervisory process and develops good decision-making approaches to

supervisory challenges. Supervisory ethical considerations are explored.

Prerequisite: None. Offered: F, Su.

OS 210 - Organizational Communications (3)

The focus of this course explores the variety of ways communications are carried out in the organization and the meanings and effects of those communications. The course provides an overview of contemporary communications theory, principles and practices that drive organizational effectiveness. Students will examine effective communication planning for the organization as well as identify communication skills necessary to build their personal communication competencies such as persuasion, influence, negotiation and instructing. Students will explore the ethical considerations around the sharing of information and the communication process. Students will develop a communication plan.

Prerequisite: None. Offered: F, Sp, Su.

OS 230 - Organizational Ethics (3)

This course focuses on the role of ethics in the organization and includes the study of ethical paradigms, the ability to make value judgments, think critically and apply sound problem-solving models to address ethical dilemmas within organizations.

Prerequisite: None. Offered: F, Sp, Su.

OS 250 - Understanding Worker Behaviors (3)

This course is designed to explore the variety of workplace structures that employees encounter and allows the participant to understand their worker preferences in structuring their work environment, whether as individual or team member, leader or follower. Developing a social perceptiveness to others' actions in the work place fosters more effective responses to workplace challenges, allows finding better fits between worker styles and tasks, and creating positive work environments. Participants also explore several personality traits of the worker as well as emotional intelligence in the workplace. Students examine the ethical aspects of worker behaviors and their impact on the organization. This course includes the development of a written analytical piece on worker hindering behaviors and solutions via the use of case studies and student observations.

Prerequisite: BUS 101 or Departmental Permission. Offered: F, Sp.

OS 270 - Business Analytics: Data Analysis and Decision Making (3)

This course is designed as an introduction to business analytics. Students will learn to utilize data, methods, and fact-based management to support and improve decision making in data driven organizations. Students

will explore the capabilities and challenges of data-driven business decision making. The course also discusses the benefits of employing analytics and a structured approach to problem-solving in management situations. Hands-on work with data and software is an important part of the course. Topics to be covered include data manipulation, predictive analytics, decisions under uncertainty, and decision analytics tools.

Prerequisite: All Foundational Coursework or Equivalents. Offered: F, Sp, Su.

OS 310 - Positive Mentoring (3)

This course is designed to assist students in understanding the foundational knowledge and skills in being effective mentors or mentees in any occupational setting. Students will review best practices for specific mentoring strategies, develop effective communication skills for ensuring success of knowledge/skill transfer, understand the importance and benefits of diversity in a mentoring relationship given generational, cultural, and gender differences, and explore effective means for conflict resolution through teachable moments. Throughout the course, students will gather useful strategies and resources for both themselves and their potential mentees for effective relationship development and sustainability. Students will develop a mentor resource manual for an organization (for-profit or nonprofit) that includes: potential policies/procedures, communication strategies for mentors, assessment initiatives to gauge mentoring success, conflict management strategies, how to address mentorship within a diverse organization, and a guide to effective strategies for developing teachable moments. This resource manual will serve as a foundational guide for mentors and mentees as they work to develop and foster relationships within an organization.

Prerequisite: None. Offered: Su.

OS 315 - Organizational Theory (3)

This course explores classical and neoclassical theories of organizations along with the traditional and contemporary structures of organizations and provides insights into the dynamics of modern organizational structure. It further considers the interaction of personnel and organizational characteristics as they relate to job performance and attitudes in Human Resource Theory. Students also examine the effects of active learning and listening within the organization and the process of making the organization a learning organization through the lens of culture and environment.

Prerequisite: None. Offered: F, Sp, Su.

OS 320 - Cross-cultural Competencies in Organizations (3)

This course examines the diversity of the workplace and its connection to local and global communities. It develops a social perceptiveness and explores the realities of cultural differences across boundaries in the modern workplace and examines those implications. Strategies for effectively building diverse workplaces are explored as are the ethical implications that arise in areas of diversity.

Prerequisite: None. Offered: F, Sp, Su.

OS 330 - Talent Development and Performance Assessment (3)

This course focuses on processes and approaches to ensure that organizational goals are met effectively and efficiently, building on the KSA's of OS 180 (p. 164). Emphasis is placed on how to affect behavior and results, through a positive performance assessment process and develop personal development plans for career advancement within an organization or career field. Developing skills in personal planning needs assessment and developing one's own talent within the organization is included. Students learn how behaviors and competencies support the organization's vision and mission and how their productivity supports organizational goals. Students are also introduced to a holistic approach to understanding stakeholders in an organization that includes both internal and external factors and focuses on the methods and tools necessary to develop the commitment and relationships with stakeholders to solidify the organization's structure and mission. The ethical standards of performance assessment are also discussed.

Prerequisite: BUS 101 or Departmental Permission. Offered: F, Sp.

OS 355 - Project Management (3)

This course introduces students to the complexities of designing, initiating and managing workplace projects. Skills such as time management, resource management, problem identification, budgeting and finance, and coordinating group efforts are integrated into a semester-long project. Use of project management software is also introduced.

Prerequisite: None. Offered: Su.

OS 425 - Facilitating Groups (3)

This course is designed to develop the competencies of participants to work in groups effectively and produce results in a timely fashion. Leading groups or teams through facilitation takes a special set of competencies in communication, listening, group dynamics, coaching, problem-solving and conflict resolution.

Prerequisite: None. Offered: Su.

OS 430 - Organizational Change (3)

This course focuses on the change process within an organization and examines that change through a variety of change models. Students learn about the mechanical side of change along with the human side. It also examines change behaviors and coping strategies for personnel engaged in organizational change, such as overcoming resistance. Students learn to identify critical elements of organizational change and the importance of excellent communications to facilitate sustainable change.

Prerequisite: None. Offered: F, Sp, Su.

OS 450 - Capstone: Strategic Planning for Organizations (3)

Designed as a capstone course for the BSOS degree, this course examines the process of strategic planning for long-term viability of an organization, and the dynamics that drive the strategic planning process. Essential to that process is developing a vision for an organization and defining its goals in light of the organization's mission. Therefore, in this course, students will understand the role each organizational member plays in developing and executing a strategic plan. Developing critical, research-based, decision-making skills, as integral to the strategic planning process, is also a focal element of this course. The student must obtain a grade of B- (2.7) or better to successfully complete this course. Cross-referenced with BUS 490.

Crosslisted as: BUS 490. Offered: F, Sp.

OTA - Occupational Therapy

OTA 100 - Occupational Therapy Foundations and Fieldwork IA (3)

This course is an introduction to the profession of occupational therapy. This course is a combination of lecture-based teaching within the classroom and 30 hours of fieldwork 1A with a primary focus on psychological and social factors that influence participation and engagement. The history and philosophy of the profession is presented with a focus on professional roles and responsibilities and standards of practice within a variety of treatment settings. Students are introduced to the Official Documents of the American Occupational Therapy Association and legislative acts that influence the practice of occupational therapy. Students are introduced to the Occupational Therapy Practice Framework and its practical use during OT service delivery. Activity analysis and occupational activities are defined and explored. Students in this class explore the foundations of OT process and engagement that has as its focus on psychosocial and social factors that influence engagement in occupation.

Prerequisite: None. Offered: F, Sp.

OTA 101 - Foundations of Movement and Function (3)

This course provides students with an understanding of human movement as a vital component to occupational therapy. The course presents the active and passive structures involved in movement. Students explore biomechanical analysis, neurodevelopment foundations to movement and function. Initial exposure to evaluation and intervention techniques used by occupational therapy practitioners.

Prerequisite: Or Corequisite: "C+" or Higher in BIO 120 or BIO 211, OTA 100. Offered: F, Sp.

OTA 105 - Foundations of Behavioral Health in OTA (1)

This course presents the pathophysiology, etiology, diagnostic criteria, clinical signs and implications for evaluation and intervention of various psychological disorders commonly seen in occupational therapy practice. The impact of social, psychological, environmental, and cultural influences will be explored. Initial exposure to methods of evaluation and intervention techniques used by occupational therapy practitioners. The purpose of this course is to understand behavioral health diagnoses, and content and they relate to OT Process.

Prerequisite: PSY 212. Offered: Fa, Sp.

OTA 214 - Principles of Adult Populations and the Occupational Therapy Assistant (4)

This course presents the pathophysiology, etiology, clinical signs and implications for intervention of various conditions seen in adult disabilities across practice settings, in a problem-based learning approach with didactic and hands-on activities. Students study the principles and practices of occupational therapy for adults with physical and psychosocial disabilities. Students are provided with an overview of various practice models employed in working with adults with disabilities. The student will explore the therapeutic intervention process utilizing the occupational therapy practice framework. The methods of adult treatment and reimbursement available to the occupational therapy practitioner within the context of healthcare and the community are addressed.

Prerequisite: OTA 101. Offered: Sp, Su.

OTA 215 - Principles of Pediatric Populations and the Occupational Therapy Assistant (4)

This course presents the principles and practices of occupational therapy for services provided for infants, children and adolescents. Student identification of the impact of social, environmental and cultural influences in development and delivery of services. Students study provision of occupational therapy services in medical, educational and community-based settings. Additionally, this course presents management aspects of occupational therapy practice in addition to reimbursement models. Lecture and lab.

Prerequisite: OTA 101. Offered: Sp, Su.

OTA 216 - Principles of Geriatric Populations and the Occupational Therapy Assistant (4)

This course presents the pathophysiology, etiology, clinical signs and implications for intervention of various conditions seen in geriatric disabilities across practice settings, in a problem-based learning approach with didactic and hands-on activities. Students will learn to identify geriatric physical and psychological diseases common to occupational therapy practice and exploration of the therapeutic intervention process utilizing the occupational therapy practice framework. This course addresses the impact of environmental, cultural and community influences on the older individual, focusing on an ever-changing occupational status through the influences of component skills; as well as the impact of social, environmental and cultural influences in geriatric service delivery. The methods of geriatric evaluation, treatment and outcomes, as well as reimbursement available to the occupational therapy practitioner within the context of healthcare and the community are addressed. Lecture and Lab.

Prerequisite: OTA 101. Offered: F, Su.

OTA 217 - Principles of Group Dynamics in OTA (2)

This course presents a theoretical basis and practical application of group treatment within the context of occupational therapy. Emphasis is on understanding, analyzing, applying and creating group interventions across practice settings and diagnostic categories.

Prerequisite: PSY 212. Corequisite: OTA 216. Offered: Su, Fa.

OTA 218 - Case Studies Across the Lifespan with FW1B (4)

This course presents problem-based learning cases to allow students to apply the *Occupational Therapy Practice Framework* to simulated practice situations. Students complete activity analyses to determine and demonstrate proper occupational therapy service delivery related to the *OT Process* using various case study examples throughout the lifespan

and through observations during Fieldwork 1B which is incorporated within this course. The FWIB component of this course is didactic and onsite for 30 hours across the semester. Students are placed in selected settings to observe individual and group sessions as applicable to ensure a connection between integrating fieldwork experiences and didactic coursework. FWIB further develops essential clinical reasoning skills and professional behaviors. Students address the clinical relevance of the *OT Domain* and *OT Process*, health and wellness, safety procedures, interdisciplinary collaboration, and documentation across various contexts through the integration of course content and FWIB. This is a hybrid course.

Prerequisite: or Corequisite: OTA 216. Offered: Su, Fa.

OTA 220 - Occupational Therapy Assistant Seminar (1)

This course provides for discussion of Level II fieldwork experiences and opportunity to apply logical thinking, critical analysis, problem solving and creativity to application problems. It addresses preparation for registration and licensing as well as preparation for the role of professional on the job site. This is a hybrid course.

Corequisite: OTA 250. Offered: F, Sp, Su.

OTA 250 - Advanced Fieldwork Level IIA (5)

This course is the first of two eight-week, full-time supervised emerging practice or traditional clinical fieldwork to develop professional behaviors consistent with the profession's standards and ethics, and apply previously learned academic knowledge as an OTA team member. The student will gain experience in application of the Occupational Therapy Practice Framework: Domain and Process as it applies to the context of the fieldwork. Students will apply this to clients from a variety of socio-cultural backgrounds and across the lifespan in a variety of practice areas. Practice areas may include but not be limited to health and wellness, behavioral health, pediatrics, geriatrics, and adult populations.

Corequisite: OTA 220. Offered: F, Sp, Su *program permission.

OTA 260 - Advanced Fieldwork Level IIB (5)

This course is the second of two eight-week, full-time supervised emerging practice or traditional clinical fieldwork to further develop professional behaviors

consistent with the profession's standards and ethics, and apply previously learned academic knowledge as an OTA team member. The student will gain experience in application of the Occupational Therapy Practice Framework: Domain and Process as it applies to the context of the fieldwork. Students will apply this to clients from a variety of socio-cultural backgrounds and across the lifespan in a variety of practice areas. Practice areas may include but not be limited to health and wellness, behavioral health, pediatrics, geriatrics, and adult populations.

Prerequisite: Departmental Permission . Offered: F, Sp, Su *program permission.

PAR - Paraprofessional

PAR 110 - Becoming a Paraprofessional (3)

This course defines the roles and responsibilities of paraprofessionals related to the support of student instruction in a public school classroom environment. Specific attention will be given to the instructional role of the paraprofessional for facilitating conversations, building relationships, supporting the classroom curriculum and assisting in the classroom management.

Prerequisite: ECE 101. Offered: Su.

PBH - Public Health

PBH 110 - Introduction to Public Health (3)

This course focuses on individual, community and institutional healthcare needs and issues from both the biomedical and socio-cultural points of view. The course explores issues regarding healthcare insurance, the uninsured and underserved, managed care and changes in healthcare marketplace; and provides an overview of major diseases, including epidemics, chronic and acute illness. Discussion of the role of health promotion and prevention will also be explored.

Prerequisite: ENG 101 (may be taken concurrently). . Offered: F, Sp, Su.

PBH 199 - Mathematics for the Health Professions (3)

This course introduces students to the basic concepts and processes of descriptive and inferential statistics used in Public Health. Topics include the collection, organization, and graphical representation of data, measures of central tendency and dispersion, probability, the normal distribution, sampling distributions, confidence intervals for population means, hypothesis testing for population means, and linear regression and correlation.

Prerequisite: MATH 125/MATH 130/MATH 135 or higher with a grade of C or above. Offered: F, Sp, Su.

PBH 210 - Health Behavior and Chronic Disease (3)

This course examines the behavioral factors that influence health, with particular emphasis on chronic disease outcomes. Students will be introduced to behavioral science theory, and examine behavioral health research methods and interventions for chronic disease.

Prerequisite: None. Offered: F, Sp.

PBH 212 - Public Health Informatics (3)

Coursework includes organizational change issues in healthcare and public health environments, resource management (inventory, tracking and acquisition) and the role of policy formulation. Consumer issues, standards and security, and the provision of health information resources to healthcare workers will also be covered. Relevant applications and issues related to health services will also be explored.

Prerequisite: CAP 110. Offered: F, Sp, Su.

PBH 252 - Human Health in the Environment (3)

This course studies the relationship of people to their environment, how it affects their physical well-being and what they can do to influence the quality of the environment and to enhance the protection of their health. Emphasis on environmental factors involved in transmission of communicable diseases and hazards due to exposure to chemical and physical materials in our environment. Topics include environmental pollutants; physical, chemical, and biological agents of environmental contamination through air, water, and soil; solid and hazardous waste, susceptible populations and risk analysis; the scientific basis for policy decisions; and emerging global environmental health problems.

Prerequisite: BIO 121. Offered: Su.

PBH 280 - Introduction to Global Health (3)

This course will explore the unequal distribution of health and disease in the world. Students will understand the burden of disease, disease epidemiology, and interventions used to address global health issues. Public Health approaches used in the U.S. compared to global health interventions and strategies.

Prerequisite: PBH 110. Offered: F, Sp, Su.

PBH 300 - Introduction to Public Health Policy (3)

This course introduces students to the fundamentals of public health policy development, implementation and evaluation. Students will examine existing public health systems in the United States including governmental, private and nonprofit based services. Students will understand the fundamental issues in modern public

health policy and explore the role of public health advocacy in setting health policy priorities.

Prerequisite: ENG 101, PBH 110. Offered: Sp, Su.

PBH 301 - Leadership in Health (3)

This course focuses on leadership development of the healthcare professional. Hospitals and health systems are challenged to respond to the rapidly changing health care environment. As leadership behaviors are more likely to be spread across disciplines within an organization, the response to these challenges must consider the capabilities of all healthcare professionals. Students will explore leadership theories, case studies, and ethics in health leadership to strengthen their own style of leadership in the healthcare environment.

Prerequisite: ENG 101 and 3 Additional credits in Composition. Offered: F, Sp.

PBH 302 - Public Health Personnel and Administration (3)

This course covers selection and management of personnel in healthcare; effects and development of review systems and assessment. It includes discussions of accountability and productivity of healthcare employees.

Prerequisite: None. Offered: Su.

PBH 305 - Ethics in Public Health (3)

This course will introduce students to ethical considerations in public health including the design of research and public health interventions. Through a series of case studies, students will reflect on historical issues in public health research ethics and their impact on the modern practice of public health and public health research. The course will introduce students to health equity and social justice issues in public health.

Prerequisite: ENG 101. Offered: F, Sp, Su.

PBH 310 - Occupational Health in the United States (3)

Students will explore occupational health and safety issues including an introduction to occupational health issues in special populations such as the aging workforce. Students will compare and contrast occupational safety and health in the United States and globally including the use of laws and regulations to keep workers safe. Landmark occupational health and safety case studies will be examined including the evolution of major Occupational Health organizations such as OSHA and NIOSH.

Offered: Sp, Su.

PBH 315 - Injury Prevention and Public Safety (3)

This course explores the incidence and prevalence of injury across populations. The course will introduce students to epidemiologic methods to investigate injury and assess safety in communities. Students will be introduced to intervention strategies used in public health injury prevention.

Offered: F, Sp.

PBH 320 - Health and Social Issues in Aging (3)

This course will explore health issues of aging adults including biological and environmental factors that may impede one's quality of life. This course also explores the socialization of the aging population in the 21st century. This course provides the student with an understanding of health issues, social interactions, relationships and cognitive functions of the aging population.

Prerequisite: ENG 101. Corequisite: PSY 300. Offered: Sp, Su.

PBH 322 - Health Administration (3)

This course provides the knowledge and skills to management functions, tasks, and roles as they are carried out in the health service organizations. Discussion of emerging issues affecting the management of health services organizations is provided. This course uses the case methods of analysis to develop critical thinking skills.

Prerequisite: ENG 101 and 3 Additional credits in Composition, STAT 167 OR PBH 199. Offered: F, Sp, Su.

PBH 400 - Community Health (3)

This course will introduce students to public health interventions in community settings. Students will gain an understanding of the role of community health workers, particularly their evolving role within the context of healthcare reform. Students will get hands-on experience with community health education methods and strategies including culturally appropriate educational materials and presentations, community organization and public health advocacy.

Prerequisite: None. Offered: Sp, Su.

PHIL - Philosophy

PHIL 100 - Introduction to Philosophy (3)

This course introduces students to a broad range of philosophical issues; readings include major philosophers of the Western tradition: Plato, Aristotle, St. Augustine, St. Thomas Aquinas, Descartes, Hume, Kant, Hegel, Marx, Kierkegaard, Schopenhauer, and Sartre. Students will consider issues of ethics, the nature of reality, religious philosophy and the nature of God, the limits of human knowledge, freedom and predestination, and the nature of the good life.

Prerequisite: None. Offered: F, Su.

PHIL 101 - Introduction to Logic and Critical Thinking (3)

This course teaches how to identify, understand, and evaluate arguments by developing critical thinking and logic skills. The course emphasizes the distinction between fact and opinion, inductive and deductive reasoning, logical fallacies, and critical analysis of controversial social, political, and ethical issues with an emphasis on implications for business management and leadership.

Prerequisite: None. Offered: Sp.

PHIL 103 - Ethical & Legal Issues (3)

This course addresses both ethical theory and contemporary controversial issues that confront students and citizens today through readings and essays on current issues, such as euthanasia, abortion, sexual morality, equality, economic justice, the environment, and ethical considerations in science and technology.

Prerequisite: None. Offered: F.

PHIL 105 - Ethics, Values, and Cultural Competence in Practice (3)

In this course, students will examine the critical importance of ethical behavior, civility, and values in the helping professions. Codes of ethics from various professional organizations will be analyzed and used as lenses to examine issues of practice. Students will develop an understanding of cultural competence and the need to reflect it in practice. Related topics include conscious use of self; clarification of values; awareness of diversity; recognition of the worth and uniqueness of individuals; choosing the least intrusive intervention in the least restrictive environment; client self-determination; confidentiality of information; and belief that individuals, services systems and society can change.

Prerequisite: None. Offered: F, Sp, Su.

PHIL 301 - Contemporary Perspectives in Philosophy (3)

This course provides students with the opportunity to investigate a number of timeless and more recent philosophical issues through contemporary readings chosen to stimulate individual reflection, as well as classroom discussion and debate. Students will be encouraged to refine their critical thinking, logic, and argumentation skills.

Prerequisite: ENG 101 and PHIL 100 or Departmental Permission. Offered: Sp.

PHY - Physics

PHY 110 - Medical Physics (3)

This course introduces students to the basic principles of respiratory care physics. Topics include work, energy, fluid dynamics, the mechanics of ventilation, and Starling's Law. Dimensional analysis, the kinetic theory of matter, the gas laws, associated chemical laws, and temperature scales will also be explored.

Prerequisite: MATH 125. Offered: F, Sp.

PRO - Professional Studies

PRO 495 - Professional Studies Capstone (3)

This course is a culminating experience, providing students with an opportunity to apply theoretical knowledge and acquired skills to an organizational or community issue. Students will also explore current career options, strengthen job search strategies, complete a detailed five-year career plan, and identify opportunities for furthering their education. Course assignments challenge students to demonstrate and strengthen critical thinking and analytical skills. The final outcome of this course is the completion of a major action/service-learning research project.

Prerequisite: None. Offered: F, Sp, Su.

PSS - Public Safety and Security

PSS 310 - Organized and White Collar Crime (3)

Students will examine the history and development of organized crime. The course will examine the structure and organization of traditional organized crime entities and street gangs within a national and global perspective. The theories and development of white collar crime will be evaluated. Students will examine the development of white collar crime and describe its relationship to corporate crime, state crime and political corruption.

Prerequisite: Completion of a concentration in CJS or HSM or Departmental Permission. Offered: F.

PSS 315 - Drugs and American Society (3)

The course provides a contemporary look at drug use and its impact on public safety and security professionals and their environment. Students will examine the effects of drugs as they related to ethnicity, social class, gender and age.

Prerequisite: Completion of a concentration in CJS or HSM or Departmental Permission. Offered: Su.

PSS 320 - Cyber Hate: Bullying, Hate Groups and Terrorism (3)

The course will examine the social, legal and psychological implications of cyber bullying and cyber hate. Students will gain insight into the high risk behaviors of youths and their vulnerabilities. Students will also discuss cyber threats, cybercrime and cyber terrorism, as a national and international trends. Students will examine the relationships between various forms of cyber hate and the strategies to prevent cyber hate.

Prerequisite: CAP 110 and CJS 130/HSM 130 or CJS 131/HSM 131 and CJS 230/HSM 230 or CJS 231/HSM 231 or CJS 232/HSM 232. Offered: Sp.

PSS 330 - Advanced Theories of Criminology and Justice (3)

Students will gain an in-depth knowledge of various criminological theories for criminal behavior. Students will examine theories as they developed through history and how they impact social policy and the criminal justice system. The course will discuss various theories of crime and contemporary theories of 'justice' and peacemaking, both in the United States and internationally.

Prerequisite: Completion of a concentration in CJS or HSM or Departmental Permission. Offered: F.

PSS 340 - Business Continuity (3)

The course will examine the application and value of business continuity plans. Students will design a hypothetical, all-hazards, business continuity plan. Students will gain an understanding of the business continuity cycle, to include: plan design, plan development, exercise planning and assessing and revising the plan. Students will be exposed to case studies and conduct business impact analysis.

Prerequisite: Completion of a concentration in CJS or HSM or Departmental Permission. Offered: Sp.

PSS 350 - Multiculturalism in Public Safety and Security (3)

This course will examine the importance of multiculturalism within public service as well as the relationship of public service and a multicultural society. Students will identify differences between specific cultures and how to address stereotypes and related issues. Students will examine how cultural differences impact perceptions and relationships. The course will identify barriers to communication and issues related to discriminatory activities. National and international trends will be identified and compared.

Prerequisite: HSM 105, PHIL 103 or PHIL 105 or Departmental Permission. Offered: Sp.

PSS 360 - Risk Reduction through Environmental Design (3)

This course will give students an in-depth understanding of the historical, theoretical, legal and practical development of reducing security threats through environmental design. Environmental design has become an important part of infrastructure protection and crime prevention. Students will be able to assess and identify potential protective measures and apply design strategies.

Prerequisite: Completion of a concentration in CJS or HSM or Departmental Permission. Offered: F.

PSS 390 - Research Methods (3)

This course provides students pursuing careers in a variety of professions with a general introduction to the language and logic of research with an emphasis on becoming informed consumers of empirical research. The primary aims are to (a) learn how research is conducted and (b) apply that knowledge into practice. Students will acquire fundamental knowledge of the ethics of research, basic terminology, and essential concepts including research designs, sampling strategies, methods for data collection, and techniques for data analysis. Students will critically read peer-reviewed reports of empirical research, identify knowledge gaps in existing scholarship, synthesize research findings across multiple studies, and describe implications for practice in their respective fields.

Prerequisite: HSM 106/CJS 106, STAT 167, and ENG 101 or Departmental Permission. Crosslisted as: PSY 420 Research Methods. Offered: F, Sp.

PSS 410 - Human Trafficking (3)

This course introduces students to contemporary human trafficking and related issues.   Topics include various types of human trafficking and the scope of the problem, both domestically and globally. Students will also learn about the physical, emotional, and psychological trauma experienced by victims of human trafficking and the methods that are used to recruit and control them. The roles that government, the media, faith-based organizations, organized crime, and culture play in this complex issue will also be explored.

Prerequisite: ENG 101. Offered: F, Sp, Su.

PSS 450 - Public Policy Analysis (3)

Students will examine the process of designing and implementing a public policy. Students will research and develop a policy addressing a current public issue, including researching and analyzing data. The development of the policy will include theoretical and statistical analysis. The course will prepare students for designing new policy and analyzing existing policy.

Prerequisite: PSS 390 . Offered: Su.

PSS 490 - Capstone: Seminar in Public Safety and Security (3)

This is a capstone course in which students will research and analyze a contemporary Public Safety and Security issue. Students will integrate qualitative and/or quantitative data to support the research and analysis. The course will challenge students as they defend the research and conduct an oral presentation of the findings to faculty and peers. Students will practice the skills critical to program management, research and problem analysis.

Prerequisite: PSS 390 or PSY 420. Offered: Su.

PSY - Psychology

PSY 101 - Professionalism and The College Experience (3)

In this course, students are introduced theories of human motivation and learning and their relationship to professionalism and the college experience. Students examine how they learn, how they think and make judgments, what motivates them, and how they can apply this information in their professional and college experiences. Course content and assignments are designed to support students' identification and the alignment of an academic and career direction that is consistent with their goals, strengths, values, and interests.

Prerequisite: None. Offered: F, Sp, Su.

PSY 112 - Introduction to Psychology (3)

This course introduces the fundamental concepts of psychology, including physiological psychology, neuropsychological principles, sensation and perception, cognition, learning, child and adult development, social psychology, personality, and abnormal psychology. Students will focus on understanding human behavior and its application to everyday life.

Prerequisite: None. Offered: F, Sp, Su.

PSY 115 - Child Development (3)

This course addresses the developmental characteristics, developmental processes, and developmental issues that have been identified as being of importance and/or typical for children in general and children with special needs from conception through age eight. It employs both theoretical and applied strategies in the study of the social, emotional, cognitive, physical, and psychological development of the young child.

Prerequisite: Successful completion of developmental ENGLISH and MATH. Offered: Su.

PSY 205 - Organizational Behavior (3)

This course provides theoretical and practical knowledge for understanding motivation, leadership, managerial decision making, group processes, and conflict resolution within the context of organizational design and culture. Students will examine the complexities of human interactions, including individual and group behavior and human relations skills needed to succeed in social and work environments. Topics include communications, ethics, personal and organizational values and attitudes, social structures, and customs and taboos.

Prerequisite: None. Offered: F, Sp, Su.

PSY 207 - Psychosociological and Ethical Issues of Death (3)

This course will explore the psychological impact of death as it pertains to the bereaved at various stages of their lifespan as well as how it affects the funeral service practitioner. The various concepts of many Death Theorists will be explored in detail. Contemporary societal changes toward death and bereavement will be extensively examined, as well as its impact on the funeral service profession. Complex ethical issues exclusive to funeral service will be studied. Course material will follow strict guidelines regarding for professional standards for Psychology, Sociology, and Ethics.

Offered: F, Sp, Su.

PSY 210 - Psychology of Learning (3)

This course provides a study of human behavior in learning situations, including theories of development and learning, individual differences, conditions for learning, and dynamics of achieving learning outcomes. Students will focus on working with individuals in a variety of educational and agency settings.

Prerequisite: PSY 112. Offered: Su.

PSY 212 - Lifespan Development (3)

This course presents the basic theories and concepts used in the study of the human lifespan, including physical, cognitive, personality, and social development from conception through death. Students will examine the cultural nature of human development and relevant socio-emotional processes. Topics will emphasize the understanding of human development from personal, theoretical and professional perspectives.

Prerequisite: PSY 112. Offered: F, Sp, Su.

PSY 215 - Abnormal Psychology (3)

This course provides students with a basic understanding of abnormal human behavior by examining an overview of psychiatric disorders. Students will examine the history, theories, models and

classification of mental disorders and approaches to their treatment and become familiar with vocabulary and diagnostic categories currently in use including DSMIV-TR. Topics will cover the mental health profession and relevant legal, social and ethical issues.

Prerequisite: PSY 112. Offered: F.

PSY 218 - Adolescent Development (3)

The physical, cognitive and social-emotional development of adolescents, with special emphasis on major theories and research methods are examined in this course. Students will consider the influence of heredity, family, peers, school, media and community as contexts within which adolescents develop. Discussion will focus on diversity issues such as culture, socio-economic class, ethnicity, gender, and sexual orientation, as well as common adolescent problems.

Prerequisite: PSY 112. Offered: Sp.

PSY 300 - Health Psychology (3)

This course serves as a comprehensive introduction to the field of health psychology. Students will address both theoretical and applied aspects of health psychology. Topics include stress, pain and coping; behavioral factors in disease; health promotion; and research methods in health psychology.

Prerequisite: PSY 112. Offered: Sp.

PSY 302 - Infant and Toddler Growth and Development (3)

This course is an in-depth study of the growth and development of young children from conception through three years old. Students will examine developmental milestones and educational theory. Students will have an opportunity to connect theory and developmental milestones to curriculum and environmental planning. Students will learn about various approaches to working with infants and toddlers such as the R.I.E. approach and responsive caregiving. This course will also focus on the many ways with which to connect with the families of our youngest children. Students will examine the findings of current brain research that impact the work with infants and toddlers.

Prerequisite: PSY 115. Crosslisted as: ECE 302. Offered: Sp.

PSY 305 - Psychology of Personality (3)

This course provides an overview of the major personality theories and contributing research evidence. Students will examine the theoretical differences in the motivation and dynamics of behavior, analyze and critique the major approaches to personality theory (psychodynamic, learning, dispositional, humanistic/existential), and study research strategies specific to the study of personality.

Prerequisite: PSY 112. Offered: F, Su.

PSY 310 - Psychology of Motivation and Emotion (3)

Our motivation for learning, school, work, recreation, relationships, and our overall well-being is grounded in our emotional processes. In this course, you will use diverse theoretical perspectives (e.g., humanistic, behavioral, social, cognitive, biological, environmental) to examine emotions and motivation. Research in which these theories are applied to how emotions affect our self-control, self-regulation, cognition, and drive to achieve our academic, professional, and personal goals will be explored.

Prerequisite: PSY 112. Offered: Sp.

PSY 315 - Psychology of Death and Dying (3)

In this course, students use multiple perspectives to examine the human processes of death, dying, and bereavement across the life course. The psychological complexities of human responses and related legal and ethical issues are considered. Students actively engage in reflection on the personal meaning of death and their assumptions, biases, attitudes, and reactions to death, dying, and grief. The points of view of dying persons, their families and friends, human services providers, and policy makers are also explored.

Prerequisite: PSY 112 or Departmental Permission. Offered: F, Sp, Su.

PSY 320 - Group Counseling (3)

This course addresses the use of groups in the practice of counseling. Its purpose is to help students become more effective group leaders, whether leading a therapy or a training group, and to be able to influence the process of groups in which they are members. To this end, students will participate on several levels of involvement: (1) Principles, theories, concepts, and techniques of group leadership will be investigated; (2) Group dynamics will be discussed and observed in external groups and in the class interaction; (3) Students will lead a group session with a co-leader; and (4) Students will be group members. Students will not be asked to self-disclose.

Prerequisite: PSY 112. Offered: Sp.

PSY 330 - Tests and Measurement (3)

This course addresses the basic theories, applications and issues in psychological testing. Topics covered include reliability, validity and norming common to all test construction; legal and ethical issues relevant to psychological testing; major instruments used in the measurement of intelligence, personality, aptitude, and achievement; and uses of testing in special situations (e.g., clinical and counseling settings, industrial/organizational settings). By the end of this

course, students will be able to describe the theory and procedures that underlie the construction, validation and interpretation of psychological tests; demonstrate the administration, scoring, interpretation and reporting of selected tests; demonstrate competence in the use of library and Internet sources of information about psychological tests; and describe some of the issues involved in the actual use of testing for decision-making.

Prerequisite: None. Offered: Sp.

PSY 340 - Psychology of the Exceptional Child (3)

This course is designed to promote child development and learning by familiarizing students with the characteristics and needs of all exceptional learners. A continual introduction of terms and concepts within a more narrowly defined topic area with discussions of videos, case studies, and presentations of the review of related literature pertaining to exceptional children will be covered. These activities will add to the emergence of terms and concepts associated with special education. The concept of Inclusion as a means of educating students with special needs will be deeply discussed and students will become familiar with the historical events and social reform that laid the background for this method of instruction. Students will have opportunities to ponder opposing viewpoints on special education issues. Students will investigate the use of drugs as a means of curbing inappropriate conduct of students with special needs and recognize symptoms, modify environments, and plan appropriately so that children can be successful. A large focus of this course will be on community outreach and family involvement.

Prerequisite: PSY 112. Crosslisted as: ECE 340. Offered: Su.

PSY 350 - Cross-Cultural Psychology (3)

This course is an introduction to culture's influence on human behavior and mental processes. Topics begin with an examination of theoretical definitions of culture, and cover a broad range of theories and research findings regarding cultural influences on human behavior and cognitive processes (lifespan development, abnormal behavior and mental health, self-concept, emotion, motivation, learning, intelligence, perception, memory, communication, social cognition, and social behavior). Students will examine the diversity of human expression in contexts ranging from everyday modes of functioning to family and work relationships. Students are provided with a non-judgmental understanding of how culture influences human behavior and are better equipped to interact in a world where there is increasing contact among different cultures. Students will also gain knowledge in cross-cultural research methodology.

Prerequisite: PSY 112. Offered: F.

PSY 365 - Advanced Child Development (3)

This course is designed to help students gain a complex understanding of child growth and development for children beginning with conception and continuing through early adolescence. Students will explore how current practice has arrived at this level of understanding and how research in child development can be applied in the various settings in which children develop. Students will have opportunities to become familiar with many topics, including prenatal development, education theory and its link to child development, moral development, and working with families to develop school and community partnerships.

Prerequisite: PSY 115 or PSY 212. Offered: Su.

PSY 401 - Applied Behavioral Analysis (3)

This course focuses on basic principles and procedures of applied behavior analysis including reinforcement, extinction and punishment; identifies factors that contribute to behavioral problems and improved performance; and introduces procedures that can be used to minimize behavioral problems, improve performance, teach new behaviors, and increase probability of behaviors occurring under appropriate circumstances.

Prerequisite: PSY 112 Introduction to Psychology. Offered: F, Sp.

PSY 420 - Research Methods (3)

This course provides students pursuing careers in a variety of professions with a general introduction to the language and logic of research with an emphasis on becoming informed consumers of empirical research. The primary aims are to (a) learn how research is conducted and (b) apply that knowledge into practice. Students will acquire fundamental knowledge of the ethics of research, basic terminology, and essential concepts; including research designs, sampling strategies, methods for data collection, and techniques for data analysis. Students will critically read peer-reviewed reports of empirical research, identify knowledge gaps in existing scholarship, synthesize research findings across multiple studies, and describe implications for practice in their respective fields.

Prerequisite: ENG 101 English Composition. Crosslisted as: PSS 390. Offered: F, Sp, Su.

RSP - Respiratory Care

RSP 110 - Cardiopulmonary Anatomy & Physiology (3)

An in-depth study of the anatomy and physiology of the pulmonary and cardiac system. Topics include: the

circulatory system, applied physiology and physical principles of the respiratory system and gas exchange.

Prerequisite: BIO 212. Offered: F, Sp.

RSP 112 - Principles of Respiratory Care (4)

This course introduces students to basic principles of clinical respiratory care. Topics include: medical gas therapy, patient assessment, OSHA and infection control standards, oxygen therapy, aerosol therapy, humidification, bronchial hygiene therapy, hyperinflation therapy, ethics and professionalism, and medical documentation. This course includes a skills practice lab.

Prerequisite: BIO 212. Offered: F, Sp.

RSP 120 - Applied Pharmacology (3)

This course includes the study of the composition, dosage, modes of action, indications and contraindications for and effects of medication administered to patients treated in the field of respiratory care. Emphasis is placed on drugs prescribed for the cardiopulmonary, renal, and neurological system.

Prerequisite: RSP 110, RSP 112. Offered: Sp, Su.

RSP 124 - Respiratory Diagnostics and Therapeutics (3)

A study of diagnostic and therapeutic procedures used by a respiratory care practitioner. Topics include patient assessment, arterial blood gas and pulmonary function test analysis, chest x-ray interpretation, and advanced airway management.

Prerequisite: RSP 110, RSP 112. Offered: Sp.

RSP 133 - Principles of Mechanical Ventilation (4)

A study of mechanical ventilators used in respiratory care with an in-depth explanation of function and clinical application. Indications, desired outcomes, hazards and complications of mechanical ventilation will be emphasized. This course includes a skills lab.

Prerequisite: RSP 120, RSP 124. Offered: Su.

RSP 153 - Clinical I (1)

Supervised clinical application of principles learned in the classroom. Students will be scheduled for clinical rotations at various healthcare facilities. Topics include: medical gas therapy, patient assessment, aerosolized medication delivery documentation and chart research.

Prerequisite: RSP 110, RSP 112. Offered: Sp.

RSP 154 - Clinical II (2)

Supervised clinical application of principles learned in the classroom. Students will be scheduled for clinical rotations at various health care facilities. Topics include:

bronchial hygiene therapy, noninvasive positive pressure ventilation, introduction to mechanical ventilation, and radiographic and laboratory assessment of the respiratory patient.

Prerequisite: RSP 120, RSP 124, RSP 153. Offered: Su.

RSP 223 - Fundamentals of Critical Care (3)

A study of current issues in critical care medicine, including the assessment and treatment of critically ill patients. Topics include: hemodynamic monitoring, EKG interpretation, capnography, and pharmacologic and mechanical support of circulation.

Prerequisite: RSP 133. Offered: F.

RSP 231 - Cardiopulmonary Pathophysiology I (3)

This course focuses on the etiology, pathophysiology, clinical manifestations, diagnosis, and treatment of cardiopulmonary abnormalities and diseases of the adult patient.

Prerequisite: RSP 133. Corequisite: RSP 223. Offered: F, Sp.

RSP 234 - Respiratory Capstone (3)

This course is designed to prepare the student to sit for the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) exams administered by the National Board of Respiratory Care (NBRC). The course provides an in-depth review of the content areas and competencies assessed on the exams. Other topics covered include career counseling, transitioning from student to professional, and workshops in professionalism and patient-centered care.

Prerequisite: RSP 223, RSP 231. Offered: Sp.

RSP 253 - Clinical III (2)

Supervised clinical application of the principles of mechanical ventilation and adult critical care.

Prerequisite: RSP 133, RSP 154. Offered: F.

RSP 254 - Clinical IV (3)

Supervised clinical application of the principles of mechanical ventilation as well as critical care monitoring of adult, pediatric and neonatal patients. Students will be scheduled for clinical rotations at various healthcare facilities.

Prerequisite: RSP 153, RSP 223, RSP 231. Offered: Sp.

RSP 262 - Neonatal and Pediatric Respiratory Care (3)

An in-depth study of respiratory care modalities used in the care of neonatal and pediatric patients. Topics include: diagnostic and therapeutic procedures, fetal cardiopulmonary development, airway and ventilator management and neonatal and pediatric critical care.

Prerequisite: RSP 223, RSP 231. Offered: F.

SCI - Science

SCI 100 - Investigating Science Through Forensics (4)

Through a hands-on survey of forensic science, this course illustrates the fundamentals of scientific inquiry and basic concepts in biology, chemistry and physics. Through intensive interactive learning, students will cover topics, such as the history of forensic science, hair and fiber analysis, fingerprint analysis, document analysis, serology, and DNA typing. **NOTE:** Designed for non-science majors, this course fulfills a lab science requirement. Although it will expose students to modern forensic techniques, this course is not intended to train professionals in forensic science.

Prerequisite: Successful completion of developmental ENGLISH and MATH or departmental permission. Offered: F, Sp, Su.

SCI 124 - Humans and Disease (3)

The course is designed to provide the student with a fundamental understanding of the concepts and processes in disease physiology. The course will review normal human physiology and then examine the alterations which occur in response to disease as well as the systemic manifestations, etiologies and treatments of major diseases.

Prerequisite: BIO 120. Offered: F, Sp, Su.

SOC - Sociology

SOC 101 - Introduction to Sociology (3)

This course examines the theoretical perspectives, origins and history of sociology. Students will be challenged to do research and to think critically in examining cultural issues in American society and the world. Topics include: human socialization, macro- and micro-sociological perspectives of social structure, class, status, stereotypes, groups, norms, and deviance. It examines the impacts of technology, mass media, social inequality, gender, marriage, family, and social change.

Prerequisite: None. Offered: F, Sp, Su.

SOC 110 - Contemporary Social Problems (3)

This course considers contemporary social problems and their implications for human services from historical, sociological, political and economic perspectives. Students will focus on the development of critical-thinking skills. Topics will cover poverty, educational underachievement, crime and violence, and emerging problems of under-resourced communities. Students will consider the impact of race, ethnicity, and gender as variables in contemporary social problems.

Prerequisite: None. Offered: F, Sp.

SOC 201 - Multicultural Issues (3)

This course focuses on heightening awareness and appreciation of diversity; considers political, religious, sexual and cultural identities; and explores lifestyle differences, problems of race, nationality, regions and language patterns. Students will examine myths concerning group differences and assumptions regarding ethnicity and culture of the economically deprived, senior citizens, and children. This course looks at political and social oppression of minorities and their status in the U.S. Students will be expected to participate in open discussions and engage in scholarly readings.

Prerequisite: None. Offered: F, Su.

SOC 220 - Sociology of Gender (3)

The sociology of gender introduces students to thinking about the world around them in a sociological way. Gender provides a starting point for examining how social inequalities are structured. Students will assess the complex interactions among gender and multiple social identities such as race, class, sexuality, disability, age, nationality, and religion. Emphasis will be placed on how our individual experiences are shaped by the institutions and cultures around us, and how we shape institutions and culture through our individual and collective actions.

Prerequisite: SOC 101. Offered: Sp.

SOC 301 - Sociology of Aging (3)

This course examines demographic changes, role shifts, age stereotyping, age norms, stratification, retirement and institutionalization from a sociological perspective, and their implications for the treatment and status of older adults. Students will explore the processes of aging in the later years and the impact of the same on people's lives. The focus of this course is on aging in American society.

Prerequisite: None. Offered: Sp, Su.

SOC 315 - Family-School-Community Partnerships (3)

This course explores the role of relationships between families, schools, and the communities in which families reside. Students will deepen their understanding of the importance of family involvement in the school system and examine creative strategies for including parents and families in the school. Students will also analyze contemporary family patterns and composition in order to more effectively connect with the families in their communities. Students will recognize that children are highly impacted by the environments in which they live. Topics in social studies will be explored as students

have opportunities to discuss the importance of involving community partners, culture and diversity in the school system. Major theorists will be studied. This course also includes a 20-hour community volunteer project of the student's choice.

Prerequisite: Departmental Permission. Crosslisted as: ECE 315. Offered: F.

SPAN - Spanish

SPAN 101 - Elementary Spanish I (3)

This course introduces students to spoken and written Spanish. In addition to the material in the text, a substantial focus is on Hispanic culture, including literature, music and art. Students will be provided with a foundation in speaking and writing the Spanish language and understanding Hispanic culture. No previous knowledge of the Spanish language is required.

Prerequisite: None. Offered: F, Sp, Su.

SPAN 102 - Elementary Spanish II (3)

This course continues to expand students' understanding and practice of spoken and written Spanish. Topics will emphasize building progressively complex grammar and conversational skills. Students will be exposed to Hispanic literature and culture with increasingly advanced scope and depth.

Prerequisite: C- or better in SPAN 101 or Proficiency Exam. Offered: Sp.

SPAN 103 - Spanish for Health Care Professionals (3)

This course focuses on teaching Spanish to students entering or currently in the medical field. Students will learn the terminology, phrases and information relevant to the medical work environment. This course includes an intensive study and practice of communication skills required in "real world" medical work situations and provides the fundamentals of the Spanish language.

Prerequisite: None. Offered: F, Sp, Su.

SPAN 206 - Spanish for Heritage Speakers (3)

This course is designed to specifically promote Spanish proficiency in Native/Heritage Spanish-for speakers who plan to use their language in a Human Services setting. Students, who are looking to write grammatically-correct Spanish, improve reading comprehension and expand their vocabulary in order to express themselves formally, are encouraged to take this course. These tools will help students become more proficient in the Spanish language and be able to use these skills in Spanish-speaker interactions. *Students who are interested in taking this course will be directed to talk with the Spanish Course Coordinator before signing up for the course. Please note: This course will be taught in Spanish.

Prerequisite: Native to Near Native Spanish. Offered: F, Sp, Su.

STAT - Statistics

STAT 167 - Principles of Statistics (3)

This course introduces students to the basic concepts and processes of descriptive and inferential statistics. Topics include the collection, organization, and graphical representation of data, measures of central tendency and dispersion, probability, the normal distribution, sampling distributions, confidence intervals and hypothesis testing for population means, and linear regression and correlation. Students will be required to use a TI-83 or TI-84 graphing calculator.

Prerequisite: Placement evaluation score or completion of MATH 097 with "C" OR better. Offered: F, Sp, Su.

VCT - Vision Care Technology

VCT 101 - Introduction to Ophthalmic Science (3)

This introductory course in Ophthalmic Science will introduce students to the field of opticianry. Students will study the scope of practice for opticians, optical terminology, related careers in eye care and professional ethics. Students will discover how lenses correct vision, components of ophthalmic frames, history of eyewear, prescription analysis, and professionalism in the work place, career development, and state and national opticianry regulations.

Prerequisite: Admission to the Vision Care Technology Program. Offered: F.

VCT 102 - Anatomy, Physiology, and Pathology of the Eye for the Optician (3)

Anatomy, Physiology, and Pathology of the Eye for the Optician is a fundamental course in helping ophthalmic science professionals learn how the eye functions. Topics include the overall anatomy of the eye and orbital structure, how the sense of sight is produced, anatomical and biological causes of refractive errors and common eye disorders, as well as diseases of the eye and associated treatments.

Prerequisite: Admission to the Vision Care Technology Program. Offered: F.

VCT 103 - Ophthalmic Fabrication I (3)

This is the first essential course in how to fabricate eyewear based on a doctor's prescription and a patient's visual needs. This course begins by providing a knowledge base in applied geometric and ophthalmic optics. Students study lens materials (plastic, glass,

polycarbonate, high index) and designs (single vision, bifocals, progressive/no-line multifocal). The use of instrumentation that determines lens powers is also covered, culminating with an introduction to the use of fabrication equipment that grind ophthalmic lenses to fit into frames.

Prerequisite: Admission to the Vision Care Technology Program. Offered: F.

VCT 105 - Ophthalmic Dispensing I (3)

Students will discover the functional and cosmetic aspects of frame and lens selection and positioning. In the hands-on component of the course, students will measure inter-pupillary distance and bifocal segment heights. Students will be introduced to proper frame alignments, frame adjustment techniques and minor frame repairs. Record keeping and the role of fashion will also be covered. In this course, students will practice fitting and dispensing on each other in the Clinical Dispensing Lab (Training Store) prior to working with actual patients.

Prerequisite: Admission to the Vision Care Technology Program. Offered: Su.

VCT 106 - Contact Lens Theory I (3)

This course will explore the historical development of contact lenses and contact lens optics. Students will study the indications and contraindications for contact lens wear, keratometry, biomicroscopy, contact lens fitting and dispensing. Students will study proper contact lens follow up care of rigid and soft contact lenses.

Prerequisite: Admission to the Vision Care Technology Program. Offered: Sp.

VCT 201 - Ophthalmic Science Synthesis (3)

In this course, students will review all the concepts presented in the program: practical application of ophthalmic fabrication and dispensing, contact lens design, fitting and dispensing, cultural competency, record keeping and reviewing CT State Statutes governing opticians. Additionally, students will engage in identifying a community need in which they can serve an underserved population while perfecting their ophthalmic skills and capabilities. Through written work and class discussions, students will reflect on both the purposes and the experience of this service learning work.

Prerequisite: Admission to the Vision Care Technology Program. Offered: Sp.

VCT 202 - Supervised Clinical Experience (3)

This course provides students with practical experience through a 150-hour field experience (externship). Students and the Practicum Coordinator will agree to a learning contract that establishes goals. Students are

expected to keep a reflective notebook of their experience and will submit weekly journals during the semester to share their experiences and to present brief reports. The Practicum Coordinator will visit each supervising establishment once per semester. Transportation to externship sites is the responsibility of the student.

Prerequisite: Admission to the Vision Care Technology Program. Offered: Sp.

VCT 203 - Ophthalmic Fabrication II (4)

This course puts concepts into practice that were mastered in VCT 103. Students will make eyewear by implementing optical calculations to determine proper layout of lenses to provide eyewear that matches prescription and patient measurements. Students will be provided with weekly opportunities in the fabrication of eyeglasses utilizing various techniques: layout, marking, edging, bench alignment and final inspection. Best-practices in frame repairs will also be discussed. Students will study lab safety and environmental health, production and quality control methods, and ophthalmic equipment maintenance.

Prerequisite: Admission to the Vision Care Technology Program, "C" or better in VCT 103. Offered: Sp.

VCT 204 - Contact Lens Theory and Application (3)

This clinical course will put concepts mastered in VCT 106 (Contact Lens Theory I) into practice. Students will use contact lens equipment to design, fit, verify, and dispense contact lenses. Students will perfect their skill in this hands-on course with an emphasis on proper use of instrumentation, hygiene and follow-up care.

Prerequisite: Admission to the Vision Care Technology Program, "C" or better in VCT 106, and VCT 206. Offered: F.

VCT 205 - Ophthalmic Dispensing II (4)

This course builds on the concepts mastered in VCT 105. Students will complete a rotation in the Clinical Dispensing Lab (Student-Run Optical Store), fitting and dispensing eyewear to patients. In this hands-on course, students will discover best practices of proper frame adjusting and will become experienced in all aspects of the retail optical environment. Students will discover best methods on the use and application of various hand tools. Topics include proper frame and lens selection, ocular measurements, managed care terminology, information gathering, ophthalmic sales skills, and problem prevention and solving.

Prerequisite: Admission to the Vision Care Technology Program, "C" or better in VCT 105. Offered: F.

VCT 206 - Contact Lens Theory II (3)

This course builds on the concepts mastered in VCT 106 (Contact Lens Theory I), by concentrating on the impact of systemic and anatomical disorders on the contact lens environment. Students will learn about aspheric, therapeutic pediatric, specialty fits, advanced instrumentation, and scleral contact lenses. Students will use case studies to gain experience in fitting contact lenses to a variety of situations.

Prerequisite: Admission to the Vision Care Technology Program, "C" or better in VCT 106. Offered: Su.

VCT 208 - Ophthalmic Practice Management (3)

This course aims to prepare the eyecare professional in the business aspects of managing an ophthalmic practice. Students will explore business management, opticianry sales techniques, patient relationships, professional ethics, and current trends in the optical industry. Best practices in marketing as it applies to running a successful ophthalmic practice. Students will be familiar with the current vision care plans offered in the marketplace.

Prerequisite: Admission to the Vision Care Technology Program. Offered: Sp.

ESL - English as a Second Language

ESL 015 - Beginning English I (6)

This course focuses on fundamental grammar, everyday vocabulary, introduction to reading skills in English, and conversation practice. Students must have a final grade of C- (70%) or better in order to pass this course. Co-taught. F, Sp, Su

Prerequisite: None.

ESL 025 - Beginning English II (6)

This course continues and reinforces content and skills from ESL 015. Students will focus on fours skills in various segments — fundamental grammar, everyday vocabulary, reading comprehension and conversation practice. Co-taught. Students must have a final grade of C- (70%) or better in order to pass this course. F, Sp, Su

Prerequisite: Completion of ESL 015 or adequate score on Placement test.

ESL 035 - Intermediate English I (6)

This course is designed to develop students' grammar, as well as introduce students to paragraph writing. Additionally, students will be introduced to giving presentations and speeches, as well as advancing reading comprehension and vocabulary. Co-taught. Students must have a final grade of C- (70%) or better in order to pass this course. F, Sp, Su

Prerequisite: Completion of ESL 025 or adequate score on Placement tests.

ESL 045 - Intermediate English II (6)

This course builds on the foundation of the previous three levels. It is designed to help students refine their grammar and build effective communication skills. Students will also continue reading more complex texts as well as building speaking and oral presentation skills. Students will move beyond writing at the paragraph level into longer compositions. Co-taught. Students must have a final grade of C- (70%) or better in order to pass this course. F, Sp, Su

Prerequisite: Completion of ESL 035 or adequate score on Placement tests.

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