GOODWIN COLLEGE

A Two-Year Institution of Higher Education

745 Burnside Avenue ♦ East Hartford, CT 06108
(860) 528-4111
(800) 889-3282

Accredited by
The Board of Governors for Higher Education of the State of Connecticut
and
The New England Association of Schools and Colleges, Inc.

2008 - 2009

Revised 6//2008

GOODWIN COLLEGE CALENDAR

September 2008—September 2009

Fall Semester 2008

Tuesday, September 2	Full-time faculty returns to campus
Wednesday, September 3	Day Orientation for new students
Thursday, September 4	Evening Orientation for new students
Friday, September 5	Last day to DROP at no tuition
Monday, September 8	Fall semester begins
Monday, September 15	Last day to ADD a course
Monday, September 22	Last day to DROP a course
Monday, October 13	***Columbus Day. No classes***
Tuesday, October 14	Last day to WITHDRAW from first module course
Tuesday, October 28	First module ends
Wednesday, October 29	Second module begins
Wednesday, November 5	Last day to ADD a second module course
Tuesday November 11	***Veteran's Day. No classes***
Wednesday, November 12	Last day to DROP a second module course
Thursday, November 27-30	***Thanksgiving weekend holiday. No classes***
Monday, December 8	Last day to WITHDRAW from a 15 week or second module course
Sunday, December 21	Fall semester ends

Winter Break

December 22-Sunday, January 11 Winter break for students

Spring Semester 2009

Monday, January 5	Faculty returns to campus
Tuesday, January 6	Day Orientation for new students
Wednesday, January 7	Evening Orientation for new students
Friday, January 9	Last day to DROP at no tuition
Monday, January 12	Spring semester begins
Monday, January 19	***Martin Luther King Jr. Day. No classes***
Tuesday, January 20	Last day to ADD a course
Monday, January 26	Last day to DROP a course
Monday, February16	***Presidents' Day. No classes***
Tuesday, February 17	Last day to WITHDRAW from first module course
Tuesday, March 3	First module ends
Wednesday, March 4	Second module begins
Wednesday, March 11	Last day to ADD a second module course
Tuesday, March 18	Last day to DROP a second module course
Friday, April 10-12	Good Friday and Easter weekend. No classes
Monday, April 13	Last day to WITHDRAW from a 15 week course or second module course
Sunday, April 26	Spring semester ends

Spring Break

April 27-May 10 Spring break for students

Summer Semester 2009

Monday, May 4	Faculty returns to campus
Tuesday, May 5	Day Orientation for new students
Wednesday, May 6	Evening Orientation for new students
Friday, May 8	Last day to DROP at no tuition
Monday, May 11	Summer semester begins
Monday, May 18	Last day to ADD a course
Tuesday, May 26	Last day to DROP a course
Monday, May 25	***Memorial Day. No classes***
Tuesday, June 16	Last day to WITHDRAW from first module course
Tuesday, June 30	First module ends
Wednesday, July 1	Second module begins
Friday, July 3-5	***Fourth of July weekend. No classes***
Wednesday, July 8	Last day to ADD a second module course
Wednesday, July 15	Last day to DROP a second module course
Monday, August 10	Last day to WITHDRAW from a 15 week course or a second module course
Sunday, August 23	Summer semester ends

Summer Break

August 24-September 7 Summer break for students

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MISSION STATEMENT

The mission of Goodwin College is to educate a culturally diverse student population in an environment that builds bridges between education, commerce and community. Our degree and certificate programs prepare students for professional careers while encouraging lifelong learning and promoting civic responsibility. As a nurturing college community, we challenge students, administration, faculty, and staff to realize their academic, professional and personal potential.

Purposes:

1. To create an educational environment that blends professional preparation with the development of critical thinking skills and an appreciation of the humanities, arts and sciences.

2. To educate students in an environment that celebrates diverse cultures, ages, experiences and opinions.

3. To develop and refine methods to recruit and retain students who have the potential for success in both selective and open enrollment academic programs.

4. To adapt our programs to the changing needs of our student body, the marketplace and society.

5. To enrich our local and global communities by forming collaborative relationships that create educational, economic and cultural benefits.

6. To assist our graduates with identifying and securing career and growth opportunities.

GENERAL INFORMATION

History

Goodwin College was founded in East Hartford, Connecticut in 1999. The institution that evolved into Goodwin College was founded in Hartford, Connecticut in 1962 for the purpose of preparing men and women for successful careers in the computer and business practice fields. It was known as Data Institute, a private career school. The main campus moved to East Hartford in 1983. Branch campuses of Data Institute were established in Waterbury in 1989 and Milford in 1993.

In June of 1999, Data Institute in East Hartford was licensed by the State of Connecticut Department of Higher Education to offer programs leading to an Associate in Science Degree. The name of the institution in East Hartford was officially changed to Goodwin College. The first associate's degree class entered in September 1999. Goodwin College received full accreditation by the Board of Governors for Higher Education in January 2001. The first Associate in Science degrees were conferred on January 22, 2001. In July 2004, the college became a non profit entity. Goodwin College is legally under the control of the Board of Trustees of Goodwin College, Inc., a 501(c) (3) not-for-profit corporation.

Goodwin College occupies a four-acre main campus at 745-763 Burnside Avenue in East Hartford, just two miles from downtown Hartford. The campus includes two historic buildings. The Administration Building (Olmsted House) houses the Corporate Offices, Admissions Office, and conference rooms. The remodeled Goodwin House contains a new collegiate library and offices. The final building is a 14,800 square foot Educational Center which includes 14 classrooms, a student lounge/cafeteria, the Academics Department, the Career Services Department, and the Financial Aid offices. A new Professional Development Center, and the home of the Office of Institutional Advancement, is located at 1137 Main Street in East Hartford. The Nursing and Hisotechnician programs are located in a newly remodeled building at 403 Main Street in East Hartford. All of Goodwin College is handicapped-accessible and located on a bus line.

Statistics show that we are a college community that includes racial and ethnic minorities, economically disadvantaged students, and undergraduates of traditional age as well as older students who work and are raising families. One of this College's greatest strengths is its ability to react quickly to changes in the marketplace and the needs of the community. This interdependence between education and enterprise contributes to building a strong foundation for students to pursue meaningful careers and advanced studies, to become responsible citizens, and to enhance their quality of life, as well as that of the community. Another strength is our culture of personal attention provided to each student. Students are challenged to reach their personal and academic potential through academic advising, a comprehensive orientation program, and academic support offered through the Learning Resource Center, along with a strong Career Services department that assists students in their transition to the workforce. A dedicated faculty, committed to excellence in teaching, allows for the individual attention so necessary to our students. Our faculty embraces change, pursues academic achievement and is passionate about teaching. But our greatest strength is not a thing - not our programs, our faculty, our facilities - but a culture of interconnectedness, service, and innovation in support of our mission.

OFFICE HOURS

The Admissions and Administrative Offices are open daily from 9:00 a.m. to 7:00 p.m. Monday through Thursday and from 9:00 a.m. to 5:00 p.m. on Friday, and Saturday 9:00 a.m. to 1:00 p.m.

FOR ALL OFFICES: **Toll free telephone - 1-800-889-3282**
Goodwin College-East Hartford

Direct Telephone Numbers:

General Information	(860) 528-4111
Directions to campus:	(860) 218-1241
Academics	(860) 727-6708
Accounting	(860) 727-6784
Financial Aid	(860) 727-6723
Institutional Advancement	(860) 291-9934
Nursing Department	(860) 727-6911
Direct Fax:	(860) 291-9550
Web Site:	www.goodwin.edu

OFF-CAMPUS INSTRUCTION

The Board of Trustees of Goodwin College believes it is important to make provisions that allow students from outside Hartford County easier access to courses offered at Goodwin College. All off-campus instruction will meet the same high standards required of instruction on campus.

General Education courses are offered at the following locations:
101 Pierpont Road, Suite B, Waterbury, CT
1315 Dixwell Avenue, Suite B, Hamden, CT

ACCREDITATION & APPROVALS

ACCREDITATION STATEMENT

Goodwin College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

Accreditation of an institution of higher education by the New England Association 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 New England Association 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 of 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 New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730-1433
(781) 271-0022
E-Mail: cihe@neasc.org

PROGRAMMATIC ACCREDITATION

Medical Assisting
Both the associate and certificate programs in Medical Assisting at Goodwin College are accredited by the Accrediting Bureau of Health Education Schools(ABHES), 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, (703) 917-9503. ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.

Both the associate and certificate programs in Medical Assisting at Goodwin College are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The address of CAAHEP is 35 E. Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Histotechnician Program
The Histotechnician Certificate Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. 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 NAACLS is 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, (773) 714-8880. www.naacls.org.

Respiratory Care
The respiratory program has been granted a Letter of Review from the Committee on Accreditation for Respiratory Care (CoARC) and is in the process of seeking CAAHEP (Commission on Accreditation of Allied Health Education Programs) initial accreditation through

CoARC. For more information write to CoARC 1248 Harwood Road Bedford, TX 76021-4244 or CAAHEP 1361 Park Street Clearwater, FL 33756.

Nursing
The program is in compliance with all of the accreditation standards of the National League of Nursing Accrediting Commission (NLNAC) and was awarded an initial, five (5) year accreditation in March 2006. National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, (212) 363-5555.

VETERANS
The State Approving Agency, Connecticut State Department of Higher Education, has approved Goodwin College for the education and training of veterans and their qualified dependents under the provisions of Section 1775, Chapter 36, United States Code, Veterans Benefits. Please contact the Financial Aid office for further information.

STUDENT ACADEMIC SERVICES

Academic services offered at Goodwin College provide students with the support systems needed to assist them to succeed in the college experience from orientation though graduation. The range of academic services available to students includes: academic advising and program planning, orientation, tutoring services, disability services, library services, Career Services, student government, activities and clubs, and the Hartford Consortium Cross-Registration Program.

ACADEMIC ADVISING

Academic advisement plays a critical role in fulfilling the Mission of Goodwin College. The advisement process is a comprehensive program that fosters a continuous advisor/student relationship that begins with the admissions interview and continues throughout the time a student is at Goodwin College. Placement evaluations and school records help to build a student profile that is used to assist students through the process of course selection, program planning, degree requirements, and the exploration of a major. The Academic Advisors serve as retention counselors to help identify individual student problems that may affect school attendance and performance.

During the admissions process, all students are given the opportunity to meet with an Academic Advisor to discuss their plan of study. Each admitted student is assigned an Academic Advisor. Students are encouraged to meet with their Academic Advisor at any time to discuss personal or academic issues.

Students wishing to transfer credit from an accredited institution or be considered for an award of credit for experiential learning should meet with an Academic Advisor before registration. Students planning to transfer and continue their studies at a four-year institution are advised to meet with an Academic Advisor early in their programs to discuss transfer requirements, admission requirements and course planning.

FOUNDATIONAL PRE-COLLEGIATE STUDIES

Goodwin College uses the Accuplacer™ Placement Test to evaluate a student's competency in reading, writing and mathematics. Based on these scores, students are placed into appropriate course levels. For those students who need to increase their skills and competencies, Goodwin College offers three levels of foundational coursework in English and Mathematics. Foundational students must also enroll in a college success course which is designed to help students acquire college success skills such as time management, test-taking techniques, information literacy and use of other college resources. Health Sciences students also enroll in a 100 level Introduction to Laboratory Sciences course to prepare them for college-level science courses.

Course numbers beginning with "0" are considered foundational. The credit earned is institutional credit only and cannot be used to fulfill any degree or collegiate certificate requirements.

ORIENTATION

New student orientation is designed to provide students with the resources needed to be successful at Goodwin College. During orientation, students meet college administrators and are provided with valuable information about key campus services. They also receive their schedules and books for their first semester and have a photo ID taken.

STUDENT ACTIVITIES AND CLUBS

The institution takes pride in its mission by encouraging inclusiveness on campus. Students are encouraged to join existing student run clubs and organizations or to volunteer during community events sponsored by non-profit agencies. As Goodwin College is a nonresidential campus, the goals of the student clubs and organizations collectively are (i) to facilitate cohesion and social interaction; (ii) to instill a sense of civic responsibility; and (iii) to help students to harness transferable leadership skills.

Members of the various clubs plan a wide range of activities, including fundraisers, speaker forums and outdoor events. Some activities or events are seasonal. The current list of active clubs includes the Book Club, Bowling Club, Early Childhood Education, Golf Club, Multicultural Club, Reading Club, Stock Market Club, and the Student Council. Many groups plan weekly meetings while others plan monthly or semester events. Campus-wide activities are open to any member of the Goodwin College community (students, staff, faculty and Administration).

THE LEARNING RESOURCE CENTER

The Learning Resource Center (LRC), located in the Academic Building, was developed in October 2004. Its mission is to provide assistance to all students to enable them to develop needed study skills and to reinforce knowledge aimed at improving classroom performance. Students also learn how their acquired skills and knowledge impact their program completion and continued enrollment.

The LRC is staffed by trained Peer Tutors who are continually encouraged to update their teaching skills and strategies through in-service training sessions. To date fifty (50) Peer Tutors have been trained and more than 1,000 students have been served. As a means of providing assistance to students at the time when it is most needed, the LRC has also introduced the utilization of Peer Tutors in classrooms where foundational or pre-collegiate courses are taught. Students who use the center are either self-referred or are referred by their instructors. Students may request tutoring by contacting the Assistant Dean of Student Services (located in the Academic Office).

The standards maintained by the LRC are consistent with those of the New England Peer Tutor Association (NEPTA), a regional organization in which it has membership. The Center is also committed to the principles of the national organization, College Reading and Learning Association (CRLA), which processes all applications for Certification / Re-Certification. As a resource Center, the LRC offers opportunities to all students by providing additional sessions in study and critical thinking skills as well as test-taking strategies. Data is collected each semester to measure outcomes and for use in the institution's retention database.

eTUTORING

Goodwin College offers eTutoring services through an agreement with the Connecticut Distance Learning Consortium (CTDLC). Students using the eTutoring platform may work with an eTutor in a live session or may submit a question or course assignment for an instructor to correct and/or provide feedback. eTutoring offers instruction, guidance and resources to help each student succeed. Specific information concerning eTutoring is available by contacting the Assistant Dean of Student Services (located in the Academic Office).

Students using the eTutoring platform may work with an eTutor in a live session or may submit a question or course assignment for an instructor to correct and/or provide feedback. eTutoring offers instruction, guidance and resources to help each student succeed.

DISABILITY RESOURCES

The Disability Resources Office assists students with disabilities in securing accommodations and services that will promote success and integration into the College. Goodwin College 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 Assistant Dean/Registrar in advance of their enrollment so that accommodations are in place on the first day of matriculation. The Assistant Dean/Registrar (located in the Academic Office) will provide specific guidelines and policies to students who request this information.

COLLEGE TRANSFER ADVISING

Goodwin College has formal articulation agreements with many private and public colleges and universities in Connecticut. Credits earned at Goodwin College 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 College 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. It is the student's responsibility to seek advice early in the program.

LIBRARY SERVICES

Goodwin Library provides students with a broad selection of print and electronic resources that support the mission and goals of the college. The Goodwin College community may borrow additional items through interlibrary loan from more than 300 libraries in the Connecticut Library Consortium.

The library homepage at http://www.goodwincollege.org/library/index.htm allows both the on and off campus communities access to the catalogs and databases with abstracts and full text sources from magazines, journals, and newspapers. Other resources on the library homepage include course-related Web sites, faculty services, information literacy tutorials, and reference links.

The library is open seven days a week with professional reference available in person, on the phone or by e-mail. The library also subscribes to InfoAnyTime connecting students to an online professional librarian 24 hours a day, 7 days a week, The librarians work closely with the faculty to ensure that the students develop research and information literacy skills. The library staff includes Marilyn L. Nowlan, M.L.S., director of library services; Alicia Cornelio, M.L.S., assistant librarian; and Tracy Schulz, library assistant.

CAREER SERVICES DEPARTMENT

A graduate's first position is extremely important in developing a successful career path. In addition to regular classes, Goodwin College takes great pride in offering Job Seeking Skills workshops to its students. These workshops include resume and cover letter writing, interview techniques, and employer/employee relations, essential components when pursuing a career in today's business world. The Career Services Coordinator works closely with graduates to assist with their job search and to review their resumes. The coordinator strives to equate a student's interest and abilities with the most desirable job opportunities available upon graduation. Statistics prove that our graduates are well received in business and industry. Although every effort is made to assist graduates in securing employment, no guarantee or representation of placement is made or implied. Contact the Career Services office for further information.

EDUCATIONAL OPPORTUNITIES THROUGH THE HARTFORD CONSORTIUM

As a member of the Hartford Consortium for Higher Education, an alliance of area colleges and universities, Goodwin College participates in the Consortium's Cross-registration Program. Full-time undergraduates are eligible to enroll in selected courses in languages, urban studies, women's studies, international studies and religious studies at other local campuses. The Cross-registration Program offers eligible students full credit at usually no extra charges. For more information, please contact the Registrar or call the Hartford Consortium at (860) 906-5038. You also may visit the Consortium website at www.hartnet.org/hche. The other members of the Hartford Consortium are Capital Community College, Central Connecticut State University, Hartford Seminary, Rensselaer at Hartford, Saint Joseph College, Trinity College, University of Hartford and University of Connecticut. The associate and affiliate members are Charter Oak State College, Saint Thomas Seminary and Connecticut Public Television and Radio.

COUNSELING SERVICES

Counseling and referrals concerning personal problems are available through the office of Academic Support Services.

HOUSING

Goodwin College does not have housing accommodations on campus. A variety of off-campus housing units are available nearby.

CAMPUS SECURITY ACT INFORMATION

The Director of Facilities also serves as Goodwin College's contact person for purposes of The Campus Security Act. All verified cases of on-campus crime, as stipulated by The Act, are collected by the Director. The complete annual report, available to all current or prospective students and staff upon request is housed in the Library and Academic Department.

SCHOOL CLOSINGS

Unscheduled school closings due to inclement weather or unforeseen circumstances will be announced on the following stations no later than 7:00 a.m. for day classes and 3:00 p.m. for evening classes.

WRCH	100.5 FM	Channel 3	WFSB-TV
WTIC	96.5 FM	Channel 30	WVIT-TV
WTIC-1080 AM	1080 AM	Channel 8	WTNH-TV
WZMX	93.7 FM		

Students may also access school closing information by calling **860-218-1240**
or by checking the College student intranet website **(http://myweb.student.goodwin.edu).**

ADMISSIONS

GENERAL ADMISSIONS POLICY

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

Prior to registration, placement evaluations in reading comprehension, sentence skills, writing, mathematics, and algebra are administered to all incoming students enrolled in Degree or Collegiate Certificate programs. Matriculating students entering with a Bachelor'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.

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

ADMISSIONS REQUIREMENTS

Degree and Certificate Students

Applicants to Goodwin College are required to:

1. Interview with an admission officer.
2. Complete an Application for Admission to the College. Admission to selective programs, such as Nursing, also requires the completion of a special application. Please see Selective Admission Programs below.
3. Submit proof of high school graduation or equivalent OR sign a Certification of Attainment of a high school diploma or equivalent.
4. Pay the $50 non-refundable application fee.
5. Arrange to take the Accuplacer™ placement evaluation prior to registration.

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

Once accepted, students are required to:

1. Submit a $100 non-refundable tuition deposit before registering for classes. This is credited towards the cost of tuition.
2. Submit documentation of measles, mumps, and rubella immunization/immunity at time of registration, if required.
3. Submit official high school transcript and official college transcript(s) (if applicable).

TRANSFER STUDENTS

Students may transfer into Goodwin College for any term. In addition to following the above procedures for admissions, transfer students must submit official transcripts from all other colleges attended. Transcripts will be evaluated through the Academic Advising Center according to the College's transfer and award of credit policies stated below. Transcript evaluations, once completed, will be sent to the student.

Transfer of Collegiate Credit

Collegiate credit will be granted for credit courses completed at other accredited collegiate institutions in accordance with the following:

1. Collegiate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to, the course requirements of the program in which the student is enrolled.
2. Collegiate credit shall be granted for credit courses completed with a "C" or better. Such credit courses shall be accepted for credit only, and letter grades assigned by other institutions shall not be recorded or included in the computation of student grade point averages.
3. All students are required to take a minimum of 25% of all coursework toward a credential at Goodwin College.
4. **The last 12 credits posted to a student's transcript must be taken at Goodwin College.** The complete policy on the transfer of credit into Goodwin College is available through the Academic Office.
5. Collegiate credit is assessed and unofficially transferred at the point of enrollment at Goodwin College. At the completion of a student's first semester at the College, all official transcripts must be on file. At this time, an official transfer of

credit will be processed. **Once credit is officially transferred, no additional credit can be transferred into the College.**

6. Officially transferred credit will not be posted to the student's transcript until 12 credits have been completed at Goodwin College.

Credit Awarded for Experiential Learning

The Board of Trustees of Goodwin College believes that college-level learning occurs in many settings. These include courses offered by non-accredited colleges and non-collegiate institutions, and learning acquired through work and life experiences. The Board of Trustees supports the College's goal of awarding collegiate credit for demonstrated competence gained through non-traditional learning experiences, thus extending educational opportunities to a diverse student population. Accordingly, the Board of Trustees has adopted a policy for the assessment and award of credit for experiential learning. The assessment and award of credit for prior experiential learning is coordinated by the appropriate Department Chair or Program Director. Collegiate credit may be awarded based on verification that the learning is equivalent in level and nature to the learning acquired in approved college courses and programs. Assessments are conducted on a course-by-course basis. Goodwin College also accepts the American Council On Education (ACE) credit recommendations in awarding college credit to adult learners. Other methods of assessment may include standardized tests such as College Level Examination Program (CLEP) and CEEP Advanced Placement tests, individualized tests and laboratory evaluations designed and administered by the college, and by portfolio review. Students may earn up to 50% of the credits required for a degree through experiential learning. **Credit awarded for experiential learning may not be transferable to other institutions of higher learning.**

Credit is not officially awarded or posted to the transcript until the student has successfully completed at least 12 credits at Goodwin College. Credits awarded are given the grade of EC and are not included in the calculation of the GPA. These credits will count both as credits attempted and as credits earned in determining satisfactory academic progress.

Credit by Examination

In certain cases, the College grants credit for the successful completion of a written examination prepared by the college faculty in subject areas not included in CLEP. To apply for credit by examination, students must be matriculated and must be registered at the College during the semester the exam is to be administered. Arrangements for exams should be made with the Academic Office. Credits are awarded for any test grade of 85% or above. There is a fee for each test taken. No charge is assessed for the credits received.

Credit for Learning Acquired in Employment

A student who has completed one year of satisfactory full-time employment in a position directly related to the Associate in Science degree program in which he/she is enrolled may apply for up to four (4) college credits. These credits may be granted in lieu of a Cooperative Work Experience or internship after the student has completed 45 semester credit hours toward the degree. This process is coordinated through the department chairs. Due to specific certification requirements, this policy does not apply to students enrolled in the Associate in Science Degree program or diploma programs in Medical Assisting or Early Childhood Education.

IMMUNIZATION

Students born on or after January 1, 1957, must submit evidence of immunization against measles and rubella in compliance with Connecticut State Law Public Act 89-90. Under this bill, proof of immunization is not required if a student graduated from any Connecticut high school after 1998 and was not exempt from providing proof of immunization when enrolling in school because of religious or medical contraindication exceptions. Adequate immunization for measles consists of two doses of vaccine at appropriate intervals. At least one dose must have been administered after December 31, 1979. Students are also required to show proof of immunization for rubella (German Measles) with one dose of rubella vaccine administered after the student's first birthday. These health forms must be submitted before registration.

SECOND CHANCE PROGRAM

Goodwin College has a special program called "Second Chance" which allows students who have a poor academic record to refresh their GPA and work toward developing a more favorable academic record. Current students may request this program when transferring to another program of study. Returning students may request this program upon reenrollment in the College. Students enrolling under the "Second Chance" program will be on academic probation for the first semester.

Under this program, students may request the calculation of a new cumulative GPA. All courses taken during the semesters for which the "Second Chance" option is evoked will remain on the transcript and will be marked with # sign. These courses will not be calcu-

lated into the new GPA. Only the credits attempted and the credits earned that count toward the new program of study or option will be used in the determination of the student's satisfactory academic progress standing.

This option is available only once to each student and cannot be applied for any completed degree or collegiate certificate program. In accordance with the College's policy on transfer grades, if the "Second Chance" program is approved, the student may still receive credit for all courses with a "C" or better taken during the semesters covered by the "Second Chance" program. A returning student must complete a minimum of 15 credits after returning under the "Second Chance" program to be eligible for a degree or certificate.

For additional information on the program, please contact the Assistant Dean/Registrar at (860) 727-6708.

NON-MATRICULATED STUDENTS

Applicants may enroll in single courses (non-matriculated status). Applicants interested in registering for individual courses are not required to hold a high school diploma or its equivalent. Applicants must, however, have the appropriate background to achieve success as determined in the interview process. Non-matriculated students may take up to 6 credits per semester.

READMISSION

Former Goodwin students who wish to reapply to Goodwin College must apply for readmmission through the Admissions Office.

FINANCIAL AID

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to attend college. 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 College and the total resources available to the student and, if dependent, to his/her family.

The Goodwin College Financial Aid Office is dedicated to give each student personal attention to assist them to find the financial means to pay for their college 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. Scholarships and grants do not have to be repaid. Loans have to be paid back. Many loans are repaid after the student graduates or leaves the College.

SOURCES OF FINANCIAL AID

GRANTS

Connecticut Independent College Student Grant Program (CCICS) – This grant is available to Connecticut resident undergraduate students enrolled in a degree granting program. The student must be registered for 6 or more credits per semester may qualify. It is a grant, so it does not have to be repaid.

Federal Pell Grants (PELL) – Eligibility is based on financial need. Award amount is dependent upon qualification for federal funds. Only those students who have not earned a bachelor's degree are eligible. A Pell Grant is not a loan, so it does not have to be repaid.

Federal Supplemental Education Opportunity Grants (FSEOG) – Eligibility is based on exceptional need and it does not have to be repaid. Pell grant recipients have priority. Award amount is dependent upon qualification for federal funds. Only those students who have not earned a bachelor's degree are eligible.

Academic Competitive Grant (ACG) - This grant is available for Pell Grant recipients enrolled full-time in a degree program. To be eligible, recipients must have completed a rigorous secondary school program of study. Students maintaining a GPA of 3.0 or higher may be eligible for an additional award for their second year of study. The grant is not a loan, so it does not have to be repaid.

LOANS

Federal Stafford Loans – These are subsidized (need-based) or unsubsidized (no need) loans with a fixed interest rate determined as of July 1, 2006. Interest is applied six months after the student ceases to be at least half-time college studies. For Unsubsidized Loans, interest is applied the day the loan is disbursed. Students are responsible for the interest during their enrollment in school for the unsubsidized loan.

Federal PLUS Loan (Parent Loan) – Parents of dependent students may apply for this loan. Eligibility in not need-based and a good credit history is necessary. Repayment begins 60 days after disbursement of funds. Fixed interest rate is set as of July 1, 2006. Parents may borrow the cost of education minus other aid.

Additional Federal Unsubsidized Stafford 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 similar to the Unsubsidized Stafford Loan as described above.

EMPLOYMENT

Federal Work-Study Program (FWSP)
Federal Work-Study funds provide job opportunities for students to earn money while attending school. The amount of money awarded is based on need and the availability of funds.

SCHOLARSHIPS AND INSTITUTIONAL GRANTS

Institutional grants are normally awarded on the basis of financial need. Scholarships are awarded based on student's performances (or potential performance) in their program of study.

INSTITUTIONAL GRANTS

Institutional grants are awarded to students each academic year on the basis of need. Determination of need is based on the Estimated Family Contribution (EFC) as calculated on the Institutional Student Information Records (ISIR). The award amount is disbursed equally over the two semesters. To qualify, the student must be registered for 6 or more credits 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 amount of grant received upon receipt of Financial Aid Award Notice.

Students may reapply each academic year by completing a new FAFSA. Students in good standing (based on Satisfactory Academic Progress) will automatically be awarded a new grant for the second academic year based on the revised Estimated Family Contribution (EFC) as calculated on the Institutional Student Information Records (ISIR). Students will be notified of amount of grant upon receipt of Award Notice.

INSTITUTIONAL SCHOLARSHIPS

Dean's Scholarship
Awarded to continuing students entering a new academic year who have attained a 4.0 GPA for the prior academic year. 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 equally over the next two semesters.

President's Scholarship
Awarded annually to graduates of Hartford area high schools who apply to Goodwin College. Applicants must be in their senior year, have a GPA of 2.8 and document 100 hours of community service. Two $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 College by August 1 following their senior year. Winners will be chosen by the Academic Review Committee. Recipients will be notified before the start of the fall semester.

Goodwin College Matching Scholarship Program
Whenever any full-time student receives a scholarship from any non-profit agency, service club, or similar private organization, Goodwin College will match the amount up to a maximum of $250.00. Goodwin College 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.

Pathways Grant
This grant of $3,000 is awarded, based upon student need, to students that enroll in targeted programs of study. This award is disbursed evenly over the student's first four semesters of study. Eligibility is determined by the Financial Aid Department.

Goodwin College Alumni Scholarship
The Alumni Scholarship is designed for Goodwin College graduates who have successfully completed one planned academic program and return to the College to enroll in another academic program. The scholarship is directed to graduates with a cumulative grade point average of 3.0. Students who meet the initial eligibility are awarded $1000.00, ($500 in each of the first two semesters) as long as the student maintains a 2.0 GPA and is attending on at least a half-time basis. There is no special application process. Scholarship award will be noted on the Financial Aid award notice. The Alumni Scholarship is funded by Goodwin College. A maximum of 200 alumni scholarships may be awarded in any single academic year.

ALTERNATIVE LOAN PROGRAMS

Students needing to borrow additional funds to offset the cost of their education may do so through the following preferred lenders:

- SLM Financial Corporation
- TFC Credit Corporation
- Goodwin College Payment Plan
- Campus Door

ADDITIONAL RESOURCES

- Community Scholarships
- Connecticut Higher Education Supplemental Loan Authority (CHESLA)
- Employer Tuition reimbursement

OTHER FUNDING SOURCES

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

Connecticut Bureau of Rehabilitation Services (BRS)/Workers Compensation Commission
This department provides direct and supportive funds for disabled students attending Goodwin College. Funds have been received throughWIA offices in Hartford, East Hartford, Manchester, Enfield, Middletown, Meriden, New Britain, Bristol, Willimantic, Waterbury, and others.

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/illness.

Connecticut Department of Labor
This entity provides funding for students under the Trade Adjustment Act (TAA).

Job Connection, State Department of Social Services
This program has provided childcare and transportation funds for eligible students during enrollment at Goodwin College. Goodwin College meets the institutional definition of an Approved Provider under the Workforce Investment Act.

ELIGIBILITY FOR FINANCIAL AID

Students receiving financial aid must meet these eligibility requirements:

- Be enrolled in a degree or certificate program by having completed all the necessary admission steps.
- Be taking 6 or more credits per semester
- Be in good academic standing and making satisfactory academic progress. See page 21 for a complete explanation of Satisfactory Academic Progress.
- Be a citizen or eligible non-citizen of the United States or Trust Territories.
- Not be in default in the repayment of any educational loans or owe a refund on any Title IV grant program at any institution.
- Be registered with the Selective Service if you are a male. Any male born after January 1, 1960, must certify registration with the Selective Service before he can receive any Title IV funds. A signed statement to this effect is acceptable.

APPLYING FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov <http://www.fafsa.ed.gov/> . With the pin#, a student can apply for all sources of financial assistance awarded by the College as well as all Title IV Programs. A Financial Aid counselor is available to assist each student in explaining the process of applying on line. Upon submitting the on-line application, the applicant will have applied for all sources of aid available through the Financial Aid Office. Please note that the FAFSA application must be submitted even when applying solely for a Federal Stafford Loan.

Applications for Federal Stafford Student Loans (subsidized and unsubsidized) are available from the Financial Aid Office as well as

from lending institutions.

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:

- Complete the process for admission into a degree or certificate program at Goodwin College.
- Complete and submit the Free Application for Federal Student Aid (FAFSA).
- Submit signed copy of the student's Federal Income Tax Return (including all attachments and W2s, or if a tax return is not filed, a signed completed, Non-Filer Form with supporting documentation attached when required.
- **Dependent Students Only**: submit signed copy of the parent's federal Income Tax Return (including all attachments and W2s, or if a tax return is not filed, a signed completed, Non-Filer Form with supporting documentation attached).

NOTIFICATION OF AWARDS

Students are advised of grants and institutional scholarship amounts in award notices given to the student when processing is complete. These awards are based on information from the FAFSA application, which may be estimated and subject to change. 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 signed by the students. This notification represents the most equitable offer based upon the information provided and the funds available to the College. 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 assure 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 College 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 leave of absence, students must 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 College, 745 Burnside Avenue, East Hartford, Connecticut. (860) 727-6723.

TAX CREDIT PROGRAMS

The Hope Scholarship may provide up to $3,000 towards a Goodwin College education. Eligible students can receive up to a $1,500 tax credit for each of the first two years of college.

The Lifelong Learning Program helps students pay tuition for upgrading job skills or career training. The Lifelong Learning tax credit is 20% of qualified tuition and fee expenses up to $10,000 per year, for a maximum credit of $2,000 per year.

For more information on these programs, consult a tax advisor or the IRS.

TUITION AND FEES

Tuition

Full-time Students (12 – 18* credits per semester)	$7,875/per semester
Three-quarter Time Students (9-11 credits per semester)	$5,500/semester
Half-time Students (6-8 credits per semester)	$3,850/semester
Students taking less than 6 credits per semester	$490 per credit

**Students taking over 18 credits in any semester will be charged $490 for each additional credit.*

Skills Center (non-collegiate programs)	
ESL	$9,600

Fees

Application Fee	(non-refundable)
Degree & Certificate Programs	$50.00
ESL	$25.00
General Student Fee (Non-refundable once student begins classes)	$500/Academic Year
Credit By Exam	$100/course $150/course with practical
Graduation Fee Assessed regardless of participation in graduation ceremonies. Must be paid by all graduates of the Associate in Science Degree programs.	$200
Portfolio Review Fee	$100/credit
Science Lab Fee	$300/course
Nursing Clinical Fee	$700/course
Respiratory Care Clinical Fee	$400/course
Medical Assisting Clinical I Fee	$150
Official Transcript of Academic Work One free copy provided at graduation; thereafter, per copy	$10
Late Registration fee	$50
Late Payment fee	$50
Returned Check fee	$25

This schedule of fees is comprehensive and is expected to prevail during the 2008-2009 year. The Board of Trustees of Goodwin College reserves the right, at any time, to authorize changes.

REFUND POLICY

INSTITUTIONAL REFUND POLICY

1. A registered student wishing to withdraw from school must submit a written withdrawal request to the Registrar. The effective date of withdrawal is the date the request is received by the Registrar.

In counting calendar days, if the latest date for acceptance of a withdrawal falls on a Saturday or Sunday, the following Monday shall be the effective date. If the latest date for acceptance of withdrawal falls on a legal holiday, the next business date shall be the effective date.

2. For notice of withdrawal from school received prior to the first day of classes for that semester, a refund of 100 percent of total **tuition received (excluding fees & tuition deposit)** will be granted for both full-time and part-time students.
3. For notice of withdrawal from school received on the first day of classes and through the 14th calendar day of that semester, a refund of 50% of total tuition, (excluding fees) applicable to the courses for which registered, will be granted for both full-time and part-time students.
4. No refund of tuition will be granted for either full-time or part-time students beyond the 14th calendar day after the first day of classes for that semester.
5. For withdrawal from a course prior to the first day of the semester (includes mid-term or second module classes), 100% of the tuition for that course will be refunded.
6. For a reduction in load, which occurs on the first day of classes through the 14th calendar day of that semester, 50% of the difference of the tuition applicable to the original and revised course schedule will be refunded.

Withdrawing from one or more classes after the end of the second week of the semester will not affect a student's enrollment status, tuition cost, or financial aid status for that semester, unless the student officially withdraws from school or takes an official leave of absence.

SINGLE COURSE/WORKSHOP REFUND POLICY

For all single courses and workshops, the college 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 Title IV Financial Aid, the college will first calculate the Return to Title IV and then apply the Institutional Refund Policy. For those students not participating in Title IV Financial Aid, only the Institutional Refund Policy will apply.

RETURN OF TITLE IV FUNDS: The school 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 will be notified of any balance owed to the college 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 worksheets and examples in the Financial Aid Office's Policies and Procedures Manual. Students who withdraw and reenter are subject to all the regulations and policies in effect at the time of reentry.

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.

In order to achieve these goals, Goodwin College administers academic placement evaluation tests. These tests provide valuable information for assigning students to appropriate courses. Students entering with a Bachelor's Degree from an accredited institution are exempt from the placement evaluation. ESL and CDA applicants are not required to take the placement evaluation.

REGISTRATION

Currently enrolled students officially register for the upcoming semester in week ten of their present semester. Registering during this week permits students to have first choice of courses and class times. Before official registration begins, students must be advised by a faculty member or an academic advisor. Also students must have their Free Application for Federal Student Aid (FAFSA) form processed electronically prior to registration. The FAFSA will not be processed by the financial aid staff during official registration and this will delay the process. A student is not officially registered until all financial responsibilities have been met. Students not meeting these responsibilities by the end of the official registration period will be charged a $50 late fee.

DUAL OPTION/PROGRAM ENROLLMENT

A student may enroll in two majors simultaneously. Student must complete a minimum of 15 credits in their original major with a grade-point-average of 2.3 or better before declaring a second major. To enroll in the second major, students must complete the "Declaration of Second Major" form located with the appropriate Department Chair or Program Director. This must be submitted to the Assistant Dean/Registrar.

In order to earn a degree or certificate in both majors, the student must complete all requirements as outlined in the catalog. Selective admissions requirements must be satisfied before a student enrolls into a second major.

FOUNDATIONAL COURSES

Course numbers beginning with a "0" are considered foundational courses. They count as institutional credit only. Grades received for foundational courses are not calculated in the student's cumulative GPA. They do not count as credits attempted nor as credits earned. Foundational courses may be eligible for financial aid, but do not qualify as credit earned toward an Associate Degree or Certificate. Foundational courses may be repeated only once without departmental permission. For financial aid requirements, students are eligible for a maximum of 30 credits in foundational coursework. Under no circumstance will a student be permitted to attempt a course more than three times.

INDEPENDENT STUDY

Students who are approaching graduation may request an independent study for a required course if that course is not offered on the master schedule. Students request independent studies through their department chairs or program directors. Up to 12 collegiate credits may be earned through independent study. Tuition for independent study coursework is charged at the same rate as all other formal classroom coursework. In each independent study course, a contract, containing specific course objectives and procedures of the independent study project will be agreed upon and signed by the instructor and student. Requirements may differ according to specific courses, but all must meet the following minimum requirements:

- Student/instructor meeting once a month
- Final summary report of assigned project
- Final paper and/or examination

The contract is submitted to the Registrar's Office to become part of the student's permanent file.

STUDENT TEACHING/INTERNSHIP/EXTERNSHIP REQUIREMENT

Students enrolled in programs requiring an externship, student teaching, or cooperative work experience must have a 2.0 cumulative grade point average before attempting to fulfill this requirement.

ATTENDANCE & TARDINESS

Goodwin College 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. The College does not administer a uniform system of attendance. Each instructor sets his or her 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.

PREREQUISITE COURSE WAIVER AND SUBSTITUTION

Under special circumstances, with permission from the appropriate department chair or program director, students may receive a waiver for meeting a prerequisite or for a specific course. If a course requirement is waived, the student may substitute another course in its place.

CREDIT SYSTEM

Each course listed in this catalog is described 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. One semester credit hour is equal to a minimum of 15 classroom hours of lecture, 30 hours of lab time or 45 hours of externship/clinical experience.

Goodwin College offers 3 semesters in a calendar year beginning in January, May, and September. Each semester is 15 weeks in length. Two semesters constitute an academic year. Day and evening courses are usually either 7 1/2 or 15 weeks in length. During the summer semester, the college offers intensive courses that are four, five, or six weeks in length.

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. Students taking less than 6 credits per semester are considered less than half time.

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. Requests for official transcripts must be made in writing, accompanied by a $10.00 clerical fee.

Goodwin College 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 appearing with an "R" in front of the grade indicate that the course has been repeated. Grades with a "DEV" indicate they are foundational courses.

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
DP	N/A	Dropped Course	No	No
NS	N/A	No Start	No	No
NG	N/A	No Grade	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 points of each grade total by the total number of assigned credits to 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 for that semester and the second is a Cumulative GPA (CGPA) that consists of all the courses a student has taken at the College and the grades received for those courses.

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, and the discovery of overlooked components in a student's body of work.

A student who believes that an error in grading has occurred may request a review by the instructor of record up until the end of the semester following the one in which the grade in question was earned. Students may access their grades using the student intranet or by checking semester grade postings. If the instructor believes the change is justified, the instructor will initiate the grade change. If the instructor does not agree with the grade change, the student may appeal the decision to the Department Chair within 15 days of the grade posting. If this process results in agreement that the grade should be changed, the instructor will initiate the grade change. If the agreement is that a grade change is not justified, the Department Chair will notify the student in writing with a copy to the instructor. If the problem is still not resolved, the student may appeal the grade to the Academic Review Committee, the final arbitrator of all grievances.

ACADEMIC HONESTY

Goodwin College defines academic dishonesty as including, but not limited to, 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 (cheating); and presenting, as one's own, the ideas or words of another person or persons for academic evaluation without proper acknowledgement (plagiarism).

At Goodwin College, we value integrity as an essential component in our interactions with each other. We believe that the purpose of a college education is for students to learn to think critically and to express their own opinions using their own ideas. The concept of academic honesty in all intellectual pursuits is a value that is fundamental to academic life and scholarly practice.

Students at Goodwin College are obligated to uphold high standards of academic honesty in their scholarship and learning. It is expected that students take personal responsibility for their work and acknowledge the ideas of others. Academic honesty means doing one's own work and giving proper credit to others whose ideas and worka 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.

The entire Policy on Academic Misconduct is available through the office of the Dean of Academic Affairs.

SATISFACTORY ACADEMIC PROGRESS

All students must maintain satisfactory academic progress, 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 the

College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial aid. Satisfactory academic progress is determined by measuring the student's CGPA and the student's rate of progress toward completion of his/her academic program as outlined below.

The maximum timeframe is defined as 1.5 times the length of the program in semester hours attempted. Students must complete all requirements for graduation within the maximum time frame and have a CGPA of 2.0 or higher. This applies to all students, not just those receiving federal financial aid. 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 he or she has attempted 90 semester hours.

Students achieving these standards are considered to be in good academic standing (making satisfactory academic progress). Successful course completion standards at each evaluation point ensure that the student can successfully complete the program of study within the maximum number of credits attempted.

At the end of the second academic year (defined as the point at which a student has attempted 60 credits) a student must have a CGPA of at least 2.0 to be considered making satisfactory academic progress. Students who fail to earn a cumulative GPA of at least 2.0 at the end of the second academic year can no longer receive financial aid. Students may remain on probation and pay privately to take classes to earn their degree. If students choose not to pay privately, they must be dismissed.

A 2.0 cumulative GPA and successful completion of all required courses are the minimum requirements for graduation in all degree and certificate programs.

Evaluation Points

A student's academic progress toward meeting graduation requirements is evaluated at the end of each semester. The student's cumulative grade point average, the number of credits attempted, and the number of credits earned are reviewed to determine satisfactory academic progress.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points in order to be considered making satisfactory academic progress. These requirements are:

Number of Credits	Minimum CGPA Required
0 – 15 credits	1.8
16 – 30 credits	2.0
31 – graduation or maximum allowable credits reached	2.0

CGPA will be reviewed at the end of each semester to determine whether the student is making satisfactory academic progress. Once students reach a review point, they must maintain the minimum CGPA for that level until they meet the next level of review.

Rate of Completion Requirements

In addition to the CGPA requirements, a student must successfully complete at least 67% of the credits attempted in order to be considered to be making satisfactory academic progress. As with the determination of CGPA, the completion requirements will be reviewed at the end of each semester.

Academic Probation

At the end of each semester, each student's CGPA and rate of completion is reviewed to determine whether the student is meeting the above satisfactory academic progress requirements.

Students who do not achieve the necessary cumulative GPA or completion rate will be placed on academic probation. Students on academic probation are considered to be making satisfactory academic progress for purposes of financial aid. Eligibility for financial aid continues during this period.

Students on probation will be evaluated at the end of the next semester. Students who raise their CGPA and rate of completion at or above the minimums will be removed from probation and returned to regular status. If a student does not meet the minimum requirements at the time of evaluation, the student may be dismissed from the College.

Students placed on academic probation will remain on probation until they are determined to be making satisfactory academic progress or until it is determined that they must be dismissed due to inability to meet graduation requirements or because they have not obtained a CGPA of 2.0 at the end of the second academic year. Advisement letters will be sent to all students who have completed any semester with less than a 2.0 CGPA.

DISMISSAL

At the point it is determined that a student with a GPA less than 2.0 cannot achieve the minimum 2.0 CGPA needed for graduation, the student will be dismissed. At the point it is determined that a student cannot complete the required credits needed for graduation, within the maximum time frame, the student similarly must be dismissed. At this point a student is no longer eligible for financial aid. Students who are dismissed will be notified in writing by the Assistant Dean/Registrar.

STUDENT APPEAL PROCESS FOR MITIGATING CIRCUMSTANCES

In unusual circumstances, a student who is dismissed due to failure to maintain satisfactory academic progress may be allowed to remain as an enrolled student and retain eligibility for financial aid if the student provides documentation of unusual and/or mitigating circumstances, and the Academic Review Committee grants temporary reinstatement. Examples of such mitigating circumstances include, but are not limited to, death in the family, sickness of student or child, or other events outside the student's control that negatively impact academic performance.

A written appeal must be initiated by the student and must be received by the Dean of Academic Affairs within three business days of notification of the dismissal. The circumstances must be documented, and the student must demonstrate that these circumstances had an adverse impact on the student's satisfactory academic progress in the program. Furthermore, the student must demonstrate that such circumstances will not continue to adversely impact student performance. All appeals will be responded to within ten business days of receipt by the College.

When the College grants the student's appeal for mitigating circumstances, the student will be placed on Academic Probation for one academic year. The student will be considered making satisfactory academic progress for that period and will remain eligible for federal financial aid. If the student continues to not meet academic progress requirements, the student again will be dismissed.

If the student loses the appeal, he/she will not be reinstated and will be dismissed due to failure to maintain satisfactory academic progress and will no longer be eligible for financial aid.

EXTENDED ENROLLMENT STATUS

Students dismissed due to failure to maintain satisfactory academic progress can no longer continue as regular students. However, students may be allowed to continue in an extended enrollment status. During this period the student is not eligible for federal financial aid or VA benefits, but may continue to matriculate in an extended enrollment status and will be charged tuition at the rate published in the applicable catalog.

In order to qualify for Extended Enrollment Status the following will be discussed with the student and agreed to in writing:

1. The student is not eligible for federal financial aid or VA benefits while in an extended enrollment status. The College will charge the student tuition during this period of enrollment. The student is responsible for all financial arrangements with the College.
2. The student must seek to correct academic deficiencies while in an extended enrollment status by repeating the course/s he/she has failed or by completing assignments for deficient classes to allow for a redetermination of grades. In no case can a student exceed 1.5 times the standard time frame in semester hours attempted and receive the original credential for which he/she enrolled.
3. Students exceeding the maximum time frame may be eligible to receive a certificate of completion.

REINSTATEMENT FROM EXTENDED ENROLLMENT STATUS

A student may be reinstated as a regular student after failing to make satisfactory academic progress when at a minimum:

1. At least one semester of instruction has elapsed and the student has successfully retaken previously failed courses and/or successfully upgraded the skills applicable to his/her educational objective so that the recalculated CGPA and successful course completion percentage meet or exceed the minimum requirements; and
2. An evaluation conducted by the school determines that the student has the desire and the academic ability to progress satisfactorily in the program.

After reinstatement, the student is placed on academic probation for one semester.

ADDING A COURSE

Students who wish to add a 15-week course must do so during the first week of the semester. Students wishing to add a course must do so by the end of the first week of class. All "adds" require the approval of an academic advisor. Students "adding" a class must complete the appropriate form and return the signed form to the Registrar for processing. All students adding a course must see Financial Aid. An additional tuition charge may apply and a change in enrollment status for financial aid determination may occur.

DROPPING A COURSE

To drop a course prior to the start of classes or in the first two weeks of a course. Students must complete an "Add/Drop Form" and return the signed form to the Registrar for processing. Course will not appear on the student's transcript and will not count as credit hours attempted

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 students withdraws from school.

Students should check with the Financial Aid office to determine what financial penalty will be assessed as a result of withdrawing from a course.

WITHDRAWING FROM A COURSE

Students may withdraw from a course through the end of the 13th week of a 15-week course and through the end of 5 1/2 weeks of an 7 1/2-week course.

To withdraw from a course, the student must complete a "Withdrawal Form" and return the signed form to the Registrar for processing. A "W" will be assigned to the course and will appear on the transcript. The "W" will not be used in the calculation of the GPA, but will count as credits attempted.

Deadlines will be strictly enforced. Withdrawals are not permitted beyond the deadline. Students withdrawing from a 15-week course after the start of the 14th week or an 7 1/2-week course after the start of the 6th week will receive an earned grade.

Failure to attend class is not an appropriate method of either dropping or 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 the college.

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.

COURSE INCOMPLETES

Satisfactory progress is computed for all courses taken for credit. An incomplete is a temporary grade assigned by the faculty member. Course incompletes are counted as credit hours attempted but not earned. Generally, if a student receives an "incomplete," he/she 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 recomputed after the "I" 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.

COURSE REPEATS

Repeating a course can have an adverse impact on satisfactory academic progress. In addition to the standards set for minimum credits earned and grade point average in the evaluation of satisfactory academic progress, repeated courses will be counted as credit hours attempted when tracking the maximum time frame evaluation points.

Students are required to repeat any course in which they have received an "F", have not met program or major grade requirements, or from which they have withdrawn prior to completion. They may repeat a course only once without permission. Only with the permission of the Department Chair may the student take the course a third time. Students may also choose to repeat a course in an effort to raise their GPA to 2.0 or higher to qualify for graduate status or to improve their GPA.

In all cases, every course taken counts as credits attempted when tracking the maximum time frame 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 GPA. The old grade

will remain on the transcript preceded by an “R” to indicate that the course was repeated.

PROGRAM TRANSFERS OR PROGRAM OPTION TRANSFERS

Students wishing to transfer from one academic program to another or change options within a program must see the Assistant Dean/Registrar to complete the necessary forms.

Students wishing to transfer to programs with selective admission requirements should meet with the Department Chair and complete the application process. Please refer to Selective Admission requirements.

WITHDRAWING FROM SCHOOL

Conditions may arise requiring the student to withdraw from the College. A student who wishes to withdraw from the college should:

1. Obtain the necessary withdrawal forms from the Registrar’s office;
2. Complete an exit interview with the Assistant Dean/Registrar and complete all appropriate forms;
3. Meet with a Financial Aid officer to determine all financial obligations;
4. Meet with an Accounting Officer;
5. Return the completed forms to the Registrar.

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

Official notification to the institution of a student’s intent to withdraw must be made to the Assistant Dean/Registrar. This notice may be written or oral. Notification of intent to any other school officer is not recognized as an official notification of intent to withdraw.

If applicable, a revised tuition charge or refund will be calculated by the Office of the Controller. 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 Refund Policy.

A student who has voluntarily withdrawn must reapply to the College. Returning students must complete the program in effect for the current catalog.

LEAVE OF ABSENCE

A leave of absence (LOA) is a temporary interruption in a student’s program of study. It is rarely granted and must meet strict conditions for approval. An LOA will only be granted for the following reasons:

1. Serious health condition of student;
2. Jury duty;
3. Military duty;
4. Birth of a child;
5. Placement of a child with student for adoption or foster care;
6. Need to care for an immediate family member due to serious health condition or day care issue.

Leaves of absence cannot exceed 180 days in a twelve-month period. All requests must be submitted in writing to the Registrar’s Office and include all required written documentation. All requests for a Leave of Absence must be approved by the Assistant Dean/Registrar and signed by a Financial Aid officer. The entire Leave of Absence Policy, including all conditions for approval, may be obtained from the Office of the Dean.

Students who fail to return from an LOA will be withdrawn from the College as of the date the LOA began. A return to Title IV will be calculated, and the student will be responsible for all financial consequences and obligations.

COURSE AND PROGRAM CHANGES

Given the pace of change in technology, Goodwin College reserves the right to change curricula, schedules, prerequisites and requirements for all courses and programs in order to increase the employability of the student, provided this change does not affect the overall purpose of the program. Goodwin College reserves the right to add or cancel classes at any time due to an increase or decrease in enrollment.

GRADUATION

The Board of Trustees of Goodwin College is authorized to confer Associate in Science degrees and award certificates to qualified candidates who have met all requirements. Students ready to graduate must complete an Application for Graduation and submit it to the Registrar's office for evaluation in their next to last semester. A candidate for graduation 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.

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 timeframe;
3. At least 25 percent of the graduation credit requirements must be granted by Goodwin College;
4. The last 12 credits posted to the transcript must have been granted by Goodwin College;
5. Satisfactory completion of all courses required in the student's program;
6. Fulfillment of all financial obligations to the College.

Students completing the required courses with a CGPA less than 2.0 or in greater than the Maximum Time Frame will not be considered as graduates and will only receive a certificate of completion.

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. Dept of Education.

FERPA provides these rights:

(1) Parents have the right to inspect and review the student's education records within 45 days of the day Goodwin College receives a request for access. These rights transfer to the student when he or she reaches the age of 18.

(2) Parents and students have the right to request that a school correct records which they believe to be inaccurate. They should write to the Dean of Academic Affairs, identify the part of the record they want changed, and specify why it is misleading.

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

Generally, schools must have written permission from the parent or the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose records, without consent, to school officials with legitimate educational interest. A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor, or collection agency); or a student serving in an official capacity, or assisting another school official in performing his/her tasks.

Schools may disclose without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools must allow parents and students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and students annually of their rights under FERPA. The means of notification is included in a school bulletin.

Parents and students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Goodwin College 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 Ave., SW
Washington, DC 20202-4605
(202) 260-3887

GENERAL POLICIES

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

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with according to employee and student grievance and disciplinary procedures.

NONDISCRIMINATION POLICY

Goodwin College 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, disability, or any other consideration not directly and substantively related to effective performance. This policy implements Federal and State laws, regulations, and executive orders.

To file a discrimination complaint, or for inquiries concerning Goodwin College's Nondiscrimination Policy, Title IX and the Rehabilitation Act of 1973, and the Americans with Disabilities Act, contact Ann Clark, Vice President of Administration and Academic Affairs, (860) 528-4111.

INTOLERANCE POLICY

The staff, faculty, student body and administration of Goodwin College form a multicultural community of individuals from diverse race, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, and sexual orientations. The College maintains that activities, programs, and everyday interactions are enriched by acceptance of one another in an environment of positive engagement and mutual respect.

AIDS AND OTHER COMMUNICABLE DISEASE POLICY

Any person who has been identified as having HIV or AIDS is treated in the same manner as any other student or employee. Goodwin College does not recognize HIV or AIDS status as a criterion for denial of admission or employment.

DRUG AND ALCOHOL POLICY

Goodwin College is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Goodwin College maintains a campus free from drug and alcohol abuse. The manufacture, possession, distribution or use of illegal drugs or alcohol is prohibited on campus. Any violation of this policy will warrant disciplinary actions up to and including dismissal 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. Goodwin College's program is as follows:

A. Standards of Conduct: all students, faculty and staff members are prohibited from the unlawful possession, manufacture of, use or distribution of illicit drugs and alcohol on Goodwin College's campus, parking lots, or as part of any of the school's activities.
B. Legal Sanctions: all drugs are controlled by Federal Law. (Most drug offenses are prosecuted under state law, which may be more severe.)
   (1) Unlawful possession of all controlled drugs: First offense: Up to one-year imprisonment and/or fines up to $5,000. Second offense: Twice the imprisonment and fines for first offense.
   (2) Unlawful distribution or possession with intent to distribute:
      a. Narcotics (i.e. cocaine and the opiates). First offense: Up to 15 years imprisonment and/or fines up to $25,000, plus three-year mandatory special parole. Second offense: Up to twice that of first offense.

b. Amphetamines, Barbiturates, Hallucinogens (including marijuana). First offense: Up to five years imprisonment and/or fines up to $15,000 plus two-year mandatory special parole. Second offense: Up to twice that of first offense.

(3) Unlawful distribution of all controlled drugs by someone over 18 to someone under 21. First offense: Up to twice the fine and imprisonment otherwise authorized. Second offense: Up to three times the fine and imprisonment otherwise authorized.

Any questions concerning the legal sanctions under state law for unlawful use or distribution of illegal drugs or alcohol should be directed to U.S. Attorney, Kevin O'Connor, 450 Main Street, Hartford, CT, 860-947-1101.

A. Health Risks: Materials describing the health risks associated with the use of illicit drugs and the abuse of alcohol are kept in the library in separate special files marked Drugs/Alcohol/AIDS Information.

B. Counseling: Students, faculty or staff members seeking drug or alcohol counseling, treatment or rehabilitation should speak to either the Assistant Dean of Academic Support Services/Student Life or the Vice President, who will refer them to the proper agency. Each state has a single agency for the various drug abuse prevention, treatment and rehabilitation programs. In Connecticut this is the Connecticut Alcohol and Drug Council, Department of Mental Health and Addicted Services, 460 Capitol Avenue, Hartford, CT 06115.

C. Violation of the Standards of Conduct: Students and employees found using, possessing, manufacturing or distributing illicit drugs and/or alcohol will be given a written warning for a first offense. If a student or employee further abuses the standards of conduct, he/she can be terminated from Goodwin College for one year or permanently depending on that person's desire to obtain rehabilitation, etc.

If a student is convicted locally or within the state for the use, possession, manufacture, or distribution of illicit drugs or alcohol, he/she will be terminated from Goodwin College and will be held liable for his/her financial obligations to the school.

If an employee is found guilty by a local or state enforcement agency, employment will be terminated until such time the employee has completed the penalties and has indicated his/her commitment to be rehabilitated.

PERSONS WITH DISABILITIES POLICY

Goodwin College 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. Goodwin College is able to provide special facilities and services to students with disabilities through the Bureau of Rehabilitation Services. With appropriate documentation, these services are available upon request from the Assistant Dean/Registrar.

Goodwin College 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 to the Administration building. All classrooms, halls, and bathrooms on the first floor of the education building have been built to handicapped specifications.

SEXUAL HARRASSMENT POLICY

Students and employees have the right to study and work in an environment free of sexual harassment. Title VII of the 1964 Civil Rights Act as amended makes sexual harassment unlawful and further states that the employer is responsible for enforcing the law. Section 31-126 of the Connecticut State General Statutes characterizes sexual harassment as an unlawful labor practice.

Sexual harassment is defined as "any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature." This includes verbal or nonverbal sexual innuendos, suggestive comments, threats, insults, jokes about specific traits, sexual propositions, suggestive or insulting noises, obscene gestures, physical body contact, or coercing of any sexual activity.

Complaints of sexual harassment should be directed to Ann Clark, Vice President, Administration Building, (860) 528-4111.

WEAPONS POLICY

Any weapon, or anything that is determined to be a weapon by the Dean of Academic Affairs or the Director of IT/Physical Resources, is not allowed anywhere on campus. Any such weapon will be confiscated and the violator will be subject to reprimand, probation, suspension, or dismissal.

SUGGESTIONS 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 College 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. Ifa student is unable to satisfactorily address the problem, he/she should make an appointment with the appropriate Department Chair. After that, appeals may be made, in writing, to the Academic Review Committee (ARC). All appeals should be sent to Ann Clark, Chair of the ARC. Decisions will be rendered in writing within two (2) weeks. If still aggrieved, students may request to appear in person at an ARC meeting.

STUDENT'S RIGHT TO KNOW

Section 485 (a) of the Higher Education Act requires colleges that participate in any of the Title IV financial assistance programs to disclose information about completion rates to current and prospective students. Using the Fall 2004 cohort information, Goodwin College's completion rate is 53%.

PROGRAMS OF STUDY

The following section details the institution's academic programs of study that lead to an Associate in Science degree or Collegiate certificate. These programs of study are designed in a flexible manner to meet the needs of various prospective students. The accelerated format of three semesters within a calendar year allows students to achieve their goals of an expeditious entry into the workforce and the attainment of a degree or certificate.

GENERAL EDUCATION MISSION STATEMENT AND OBJECTIVES

The goal of general education at Goodwin College is to create competent, productive problem solvers who appreciate the vibrancy and diversity of our society, value personal mental and physical health, maintain inquiring minds, and embrace life-long learning. Cutting across all our programs and classes are writing requirements. These include research papers through which students become skilled, perceptive, analytical readers, and proficient writers adept at doing research and using inductive as well as deductive reasoning. Beyond the formal public speaking course required for degree students, all courses include goals to develop effective oral communicators and logical critical thinkers. Participation requirements include discussions, teamwork and communication experiences through which students gain respect for each other.

In courses in mathematics and the natural sciences, as well as in technical courses in certificate and professional degree programs, students are encouraged to develop inquiring minds by gaining facility in handling and appreciating basic principles and processes, logical thinking, and use of the scientific method. General education courses such as history, psychology or sociology, as well as courses in medical law and ethics and clinical procedures, as required in professional degree programs, prepare students to understand the relevance of the humanities and social sciences to contemporary local and world conditions. All courses at Goodwin College aim to encourage students to be dedicated to life-long learning and committed to making positive contributions to society by exploring their own talents, experiencing personal growth, and increasing their ability to be of value to their community.

Students in the associate degree programs must complete at least 21 credits in the following general education disciplines:

Mathematics – 3 credits
English – 6 credits
Humanities – 3 credits
Social Science – 3 credits
Physical or Natural Science – 3 credits
Public Speaking – 3 credits
Computer Literacy – 3 credits

To fulfill the "elective course" requirements, students may select from the following:

Social Science Elective - Economics, Geography, History, Political Science, Psychology, Sociology.
Physical or Natural Science Elective - Biology, Chemistry, Environmental Science, Geology, Physics.
Humanities elective - Art, Communication, Film, foreign languages, literature, music, philosophy, theater.

Certificate program students may be required to meet certain levels of competency in math and/or English in accordance with requirements of the particular program selected.

Computer Literacy Requirement

As a student at Goodwin College and as an employee after you have completed your education, you will continually face situations where you will be called upon to demonstrate your competency with an increasing variety of computers and computer software. Since computers and their applications are so diverse and change so rapidly, no one is completely computer literate. However, the term "computer literacy" usually refers to basic skills of use to students and graduates, no matter what their field of study. Goodwin College is committed to providing its students with these basic computer competency skills. Therefore, all students at Goodwin College must demonstrate basic computer competency prior to graduation.

Students may fulfill this requirement in one of two ways:

1. Successfully complete with a “C-“ or better, either CAP 100 Computer Literacy or CAP 110 Computer Applications. Nursing students must complete this requirement with a “C” or better.
2. Demonstrate existing computer competency through a skills certification credit by examination (CBE) test provided by the Department offering the approved course. Students fulfilling the requirement by exam will receive credit for CAP 110.

Regardless of the means used to satisfy the computer literacy requirement, all students must demonstrate:

1. Basic familiarity with computer hardware, operating systems, and file concepts;
2. Working knowledge of Microsoft Word and at least one other software application;
3. Working knowledge of the Internet and electronic mail.

Students are encouraged to complete the computer literacy requirement early, preferably in the first semester.

ACADEMIC PROGRAMS

ASSOCIATE IN SCIENCE IN GENERAL STUDIES

The Associate in Science in General Studies is intended to provide students the opportunity to gain broad, as well as deep, academic knowledge and the competencies expected of an educated person.

With Goodwin College's strong departments in psychology, English, sciences, and humanities, the General Studies student can experience a strong, in depth, academic education and develop the skills essential in today's educated individual: ability to communicate effectively, think critically, interact in a multicultural environment, and be adept in reading comprehension, reasoning and research. Our existing programs of study provide courses in health sciences, early education, homeland security, business and human services from which General Studies students can select electives. At the completion of the program students will be able to enter professional, academic or career paths with confidence in their knowledge and ability to pursue their personal goals.

In keeping with our Mission and core values, students in the General Studies program will experience an intimate environment, small classes, personal attention and interaction with faculty. The AS program will provide a secure atmosphere where students can develop their interests and feel confident of academic progress and increased readiness for the next step – a four year degree, a career path or a vocational path.

Today, many entry-level positions in business, industry, and health-related fields are looking for self-motivated individuals with excellent oral and written communication skills, critical thinking skills and analytical skills. This program will provide graduates with the skills needed for entry-level positions.

Because of the large amount of flexibility in course selection, students are advised to work closely with their academic advisor to assure that all the requirements of the curriculum 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; 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, qualitative as well as quantitative reasoning.

3. Read and comprehend information; analyze and synthesize ideas; apply critical thinking skills in professional and personal problem solving.

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

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

Academic Requirements

General Education Core Requirements – 25 credits		
ENG 101	English Composition	3
ENG 102	Composition & Literature	3
COM	Communications Elective	3
CAP	Computer Literacy Elective	3
MATH	Math 102 or higher	3
SCI	Science elective with lab	4
	Humanities Elective - Literature/Fine Arts	3
Programmatic General Education Requirements - 18 credits		
	Freshman Experience or Gen Ed Elective	3
	Social Cultural Perspective-Multicultural focus	3
	Advanced Writing course	3
	Humanties Perspective-Philosophy/ Ethics focus	3
	Global Perspective - US focus	3
	Global Perspective - World focus	3
General Education Electives - 6 credits		
	General Education Elective (200 level)	3
	General Education Elective (200 level)	3
Open Electives - 12 credits		
	Open Elective	3
	Open Elective	3
	Open Elective	3
	Open Elective (200 level)	3
Total Credits in Program		**61**

ACADEMIC DEPARTMENT

BUSINESS & TECHNOLOGY

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION AND RELATED COLLEGIATE CERTIFICATES ADVANCED SKILLS FOR BUSINESS MANAGEMENT AND CUSTOMER RELATIONS CERTIFICATE ASSOCIATE IN SCIENCE IN COMPUTER SYSTEMS TECHNOLOGY

Our Mission

To compete in a global economy, companies are redefining themselves as high-performance organizations. This type of organization demands exceptional quality, service, and innovation. To meet that demand, companies are hiring applicants who can successfully solve problems, make decisions, work with others, communicate clearly, use technology, manage themselves, and adapt to change. Our mission is to develop adults with the necessary knowledge, skills, and behaviors to enter the workforce, advance professionally, and further pursue their education.

Our Learning Environment

Our supportive, innovative, and interactive learning environment blends adult learning theory with hands-on practice in programs that encourage a mix of methods, including individualized learning plans, classroom, labs, peer-to-peer collaboration, independent study, one-on-one mentoring, personal coaching, portfolio reviews, real-world situations, externships, case studies, readings, and guest speakers. To promote accelerated program completion, you may receive college credit for prior experience. In addition, our faculty, each one a recognized professional, combine work experience and subject matter expertise to enable you to instantly place theory into practice, allowing you to see the results of your learning as you learn.

Learning Skills

Many companies view employees' learning skills as a key competency for maintaining a competitive edge. Being aware of this, our faculty, in each of their courses, encourage you to:

- assess your strengths and learning needs based on the above;
- set personal learning goals;
- access and use data from a variety of sources;
- connect new information to prior knowledge;
- transfer newly-acquired learning across various situations;
- monitor progress and, if necessary, modify your approach;
- judge the quality of your results; and,
- reflect on what you have learned and how you will apply it.

Our Programs

Our Associate in Science degrees, collegiate certificates, and continuing education programs serve as steppingstones for you to accept leadership positions in for-profit, non-profit, and entrepreneurial businesses. Although you must fulfill business administration core course and general education requirements for the program that you select, you may choose from a wide variety of options to focus your degree in a specific field within the broader field of business administration..

In the Associate in Business Administration you may choose to concentrate in one of seven highly marketable options. Each option gives you the competitive edge when applying for an entry-level position or when transferring credits for an advanced degree:

- Business Administration
- Entrepreneurship
- Human Resource Management
- International Business
- Medical Office Administration
- Office Administration
- Professional Sales & Service

In each course you have an opportunity to tailor objectives, content, and methods to fit your specific learning needs. If you are pursuing an advanced degree, you should be able to transfer your college credits to a number of local institutions

BUSINESS & TECHNOLOGY

BUSINESS ADMINISTRATION

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 an ability to analyze and solve problems faced by managers of all kinds – in corporations, small businesses, government agencies and nonprofit organizations.

The program provides an introduction to American and international business, and addresses business ethics and social responsibility, business planning and development, effective leadership, and the fundamentals of budgeting and accounting. Students learn the basics of business administration, from communicating in the corporate world to promoting products utilizing marketing principles, economic theories and effective forecasting.

The cornerstone of the program is a 180-hour internship, undertaken near 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.

Program Outcomes

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

1. Demonstrate basic business knowledge and technical skills such as management, budgeting and planning, accounting, marketing, human resource management and computer business applications;
2. Describe basic contemporary business organization and structures;
3. Identify key factors for success and failure in a given business situation;
4. Generate solutions to common business problems;
5. Discuss ethical and legal aspects of business administration;
6. Provide examples of human processes that affect individual and group behavior at work;
7. Demonstrate leadership while working effectively in a team environment to accomplish a common goal;
8. Explain the key considerations in decision making.
9. Practice general management and administrative principles necessary for excellent customer service;
10. Identify the contribution of social, economic, and other forces that shape the business environment and provide goods and services based on an understanding of these trends;
11. Interact effectively with others in business organizations, using appropriate behavior within the context of a business organization;
12. Use computer applications including basic word processing, spreadsheets, internet and e-mail, and other software related to the field;
13. Communicate effectively using oral, written and electronic documentation skills that represent competence and professionalism in the field of business;
14. Perform mathematics related to the field of business, including applied math, budgeting, and other related tasks;
15. Use a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

BUSINESS & TECHNOLOGY

BUSINESS ADMINISTRATION

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
BUS 101	Introduction to Management	3
ACC 101	Introduction to Accounting	3
CAP 100	Computer Literacy	3
ENG 101	English Composition	3
MATH	Math 101 or higher	3
		15
Second semester		
BUS 110	Business Law	3
CAP 110	Computer Applications	3
PSY 120	Organizational Behavior	3
BUS 135	Customer Relations in a Multicultural World	3
ACC 121	Budgeting & Planning	3
		15
Third semester		
ENG 102	Composition & Literature OR	
ENG 225	Writing for the Business Professional	3
COM 101	Public Speaking	3
Open	Elective	3
ECN 101	Macroeconomics	3
BUS	Elective	3
		15
Fourth semester		
ACC 220	Managerial Accounting	3
	Physical or Natural Science Elective	3
	Humanities Elective	3
BUS 2__	Elective	3
BUS 299	Internship	4
		16
Total Credits in Program		**61**

Collegiate Certificate

Course No.	Title	Credits
First semester		
BUS	Elective	3
ACC 101	Introduction to Accounting	3
CAP	Computer Literacy Elective	3
BUS 101	Introduction to Management	3
BUS 110	Business Law	3
		15
Second semester		
ECN 101	Microeconomics	3
BUS 135	Customer Relations in a Multicultural World	3
ACC 121	Budgeting & Planning	3
	Open Elective	3
ACC 220	Managerial Accounting	3
		15
Total credits in program		**30**

BUSINESS ADMINISTRATION

ENTREPRENEURSHIP OPTION

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

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/Small Business Program is to provide students with the general knowledge to launch, operate, and grow their own business or operate and grow an existing business. This program 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.

The cornerstone of the program is the Portfolio, an organized folder that contains all of the documentation you need to start your own business. The Portfolio's primary document is your business plan, which you develop in class. As you progress, you gradually add to the Portfolio your marketing plan, funding proposals, financial projections, loan applications, and employer identification number; and, if applicable, your patent, trademark, and copyright filings. By graduation, the Portfolio has become your bridge to success.

Program Outcomes

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

1. Define business terminology;
2. Write a business plan;
3. Explain how to raise venture capital;
4. Choose the proper legal organization form for a particular business;
5. Identify the accounting and legal services that will be needed by a small business;
6. Articulate a profit-based perspective in working with businesses, customers, organizations, and communities;
7. Practice general management and administrative principles necessary for excellent service;
8. Identify the contribution of social, economic, and other forces that shape the business environment and provide goods and services based on an understanding of these trends;
9. Interact effectively with others in business organizations, using appropriate behavior within the context of a business organization;
10. Use computer applications including basic word processing, spreadsheets, internet and e-mail, and other software related to the field;
11. Use effective written and verbal communication skills that represent competence and professionalism in the field of business;
12. Perform mathematics related to the field of business, including applied math, budgeting, and other related tasks;
13. Use a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

BUSINESS ADMINISTRATION

ENTREPRENEURSHIP OPTION

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
BUS 101	Introduction to Management	3
ACC 101	Introduction to Accounting	3
CAP 100	Computer Literacy	3
ENG 101	English Composition	3
MATH	Math 101 or higher	3
		15
Second semester		
BUS 130	Principles of Entrepreneurship	3
BUS 110	Business Law	3
ENG 102	Composition & Literature OR	
ENG 225	Writing for the Business Professional	3
BUS 135	Customer Relations in a Multicultural World	3
ACC 121	Budgeting & Planning	3
		15
Third semester		
CAP 110	Computer Applications	3
COM 101	Public Speaking	3
ECN 101	Macroeconomics	3
PSY 120	Organizational Behavior	3
BUS 102	Principles of Marketing, Advertising & Public Relations	3
		15
Fourth semester		
ACC 220	Managerial Accounting	3
BUS 210	Business Planning & Development	3
	Physical or Natural Science Elective	3
	Humanities Elective	3
BUS 299	Internship	4
		16
Total Credits in Program		**61**

Collegiate Certificate

Course No.	Title	Credits
First semester		
BUS 130	Principles of Entrepreneurship	3
ACC 101	Introduction to Accounting	3
CAP	Computer Literacy Elective	3
BUS 101	Introduction to Management	3
BUS 110	Business Law	3
		15
Second semester		
BUS 102	Principles of Marketing, Advertising, & Public Relations	3
BUS 135	Customer Relations in a Multicultural World	3
ACC 121	Budgeting & Planning	3
BUS 210	Business Planning & Development	3
	Open Elective	3
		15
Total credits in program		**30**

Students must complete ENG 099 with a “C” or better or place into ENG 101 by the time they have completed 12 credits.

BUSINESS ADMINISTRATION

HUMAN RESOURCE MANAGEMENT OPTION

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

The management of human resources is a rapidly growing field. With increasing legal issues pertaining to employment and the need for businesses 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 (HRM) program 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 able to obtain human resource positions in business, industry, government and nonprofit organizations and institutions. Students will learn to identify staffing needs and develop skills for recruiting, interviewing, hiring, and developing employees. They will also learn the policies, procedures, legal and regulatory aspects of human resource management, and will round out their program with studies in business management, ethics, and cultural diversity.

Students who complete this program will possess the skills necessary for a large number of career options and will be able to obtain entry- and mid-level positions in a wide variety of organizations.

Program Outcomes

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

1. Understand the role of human resources in businesses and organizations;
2. Discuss how legal issues impact employee, management and labor relations;
3. Maintain personnel records and essential documentation;
4. Conduct effective recruitment, interviewing and selection of employees;
5. Discuss the role and importance of employee training and development;
6. Discuss the implications of basic employment laws and regulations;
7. Identify skills and knowledge necessary for working with people in various work situations including conducting performance reviews, handling disputes and grievances and disciplining and dismissing employees;
8. Practice general management and administrative principles necessary for excellent customer service;
9. Interact effectively with others in business organizations, using appropriate behavior within the context of a business organization;
10. Use computer applications including basic word processing, spreadsheets, internet and e-mail, and other software related to the field;
11. Communicate effectively using oral, written and electronic documentation skills that represent competence and professionalism in the field of business;
12. Perform mathematics related to the field of business, including applied math, budgeting, and other related tasks;
13. Use a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

BUSINESS ADMINISTRATION

HUMAN RESOURCE MANAGEMENT OPTION

Placement evaluations will determine the sequencing of courses. Additional courses may be required. Day courses are offered in 8-week modules. There are 2 8-week modules per semester. The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
BUS 101	Introduction to Management	3
BUS 115	Human Resource Management	3
CAP 100	Computer Literacy	3
ENG 101	English Composition	3
MATH	Math 101 or higher	3
		15
Second semester		
BUS 120	Administrative Office Procedures	3
BUS 110	Business Law	3
CAP 110	Computer Applications	3
BUS 135	Customer Relations in a Multicultural World	3
ACC 121	Budgeting & Planning	3
		15
Third semester		
ENG 102	Composition & Literature OR	
BUS 103	Writing for the Business Professional	3
COM 101	Public Speaking	3
ECN 101	Macroeconomics	3
PSY 120	Organizational Behavior	3
	Elective	3
		15
Fourth semester		
BUS	Elective	3
BUS 230	Workforce Planning & Staffing	3
	Physical or Natural Science Elective	3
	Humanities Elective	3
BUS 299	Internship	4
		16
Total Credits in Program		**61**

Collegiate Certificate

Course No.	Title	Credits
First semester		
BUS 115	Human Resource Management	3
CAP	Computer Literacy Elective	3
BUS 101	Introduction to Management	3
BUS 120	Administrative Office Procedures	3
	Elective	3
		15
Second semester		
BUS 110	Business Law	3
BUS 135	Customer Relations in a Multicultural World	3
BUS	Elective	3
BUS 230	Workforce Planning & Development	3
PSY 120	Organizational Behavior	3
		15
Total credits in program		**30**

Students must complete ENG 099 with a “C” or better or place into ENG 101 by the time they have completed 12 credits.

BUSINESS ADMINISTRATION

INTERNATIONAL BUSINESS OPTION

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

As global commerce continues to expand, businesses are acutely aware that they must employ people who have the skills and competencies that will enable their business to compete on an international scale. The international business program provides students with competencies and knowledge for careers with companies who conduct global commerce.

This program is designed to prepare people for positions that are located in the United States or in other countries. It is intended for students who are aware of the increasing probability that they will be employed by companies engaged in international business activities and who seek knowledge of the problem-solving techniques unique to international business.

Students in the program take a blend of basic business courses in addition to specific courses pertaining to conducting business with international corporations. Students will also develop an awareness of multiculturalism and are strongly encouraged to study a foreign language.

Program Outcomes

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

1. Practice general management and administrative principles necessary for excellent service;
2. Identify the contribution of social, economic, and other forces that shape the business environment and provide goods and services based on an understanding of these trends;
3. Communicate effectively using oral, written and electronic documentation skills that represent competence and professionalism in the field of business;
4. Use computer applications including basic word processing, spreadsheets, internet and e-mail, and other software related to the field;
5. Perform mathematics related to the field of business, including applied math, budgeting, and other related tasks;
6. Discuss ethical and legal aspects of business administration
7. Use a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

Course No.	Title	Credits
First semester		
BUS 101	Introduction to Management	3
ACC 101	Introduction to Accounting	3
CAP 100	Computer Literacy	3
ENG 101	English Composition	3
MATH	Math 101 or higher	3
		15
Second semester		
BUS 140	International Business	3
BUS 110	Business Law	3
CAP 110	Computer Applications	3
BUS 135	Customer Relations in a Multicultural World	3
ACC 121	Budgeting & Planning	3
		15
Third semester		
ENG 102	Composition & Literature OR ENG 225 Writing for the Business Professional	3
COM 101	Public Speaking	3
ECN 101	Macroeconomics	3
PSY 120	Organizational Behavior	3
BUS 102	Principles of Marketing, Advertising & Public Relations	3
		15
Fourth semester		
BUS 235	Global Perspectives	3
ECN 110	Microeconomics	3
	Physical or Natural Science Elective	3
	Humanities Elective	3
BUS 299	Internship	4
		16
Total Credits in Program		**61**

BUSINESS ADMINISTRATION

MEDICAL OFFICE MANAGEMENT OPTION

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

As one of the fastest growing occupations in the United States, the medical office management profession offers excellent economic opportunities and personal satisfaction. As our population rises and technology advances, the need for high quality healthcare services becomes increasingly great. The medical office administration field is an instrumental part of this expansion.

Medical Office Management is a multi-skilled allied health profession. Managers work primarily in doctors' offices, hospitals, clinics, and government health organizations. Duties may include word processing, data entry, reception, database management, billing and coding, as well as interaction with vendors and patients.

This associate and related certificate option provides the student with a unique blend of courses needed to obtain the skills and knowledge necessary to gain entry-level positions in medical office management. Students will learn Microsoft Office, as well as medical office management software. In addition to the computer skills, students will develop a solid medical background that includes medical terminology, anatomy and physiology, medial billing and coding, and medical insurance. The program includes classroom instruction, lab, and an optional internship, giving students both a traditional academic education and "real world" hands-on experience.

Program Outcomes

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

1. Understand medical terminology;
2. Appreciate and embrace diversity, differing belief and value systems, as well as appreciate individual opinions;
3. Understand the ethical, legal and regulatory frameworks within which a healthcare professional must function;
4. Apply knowledge of computer applications, including word processing, spreadsheets, presentation software, Internet and e-mail;
5. Utilize computer literacy skills in order to update medical information;
6. Effectively engage in written and oral communication between patients and other health professionals;
7. Utilize computer applications for correspondence and managing patient accounts;
8. Perform basic coding and submitting insurance forms;
9. Organize a physician's office, including patient appointments, billing and bookkeeping.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

BUSINESS ADMINISTRATION

MEDICAL OFFICE MANAGEMENT OPTION

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
CAP 110	Computer Applications	3
MED 101	Medical Terminology	3
BIO 101	Human Biology	3
ACC 101	Introduction to Accounting	3
MED 115	Introduction to Insurance and Coding	3
		15
Second semester		
CAP 102	Microsoft Word	3
MED 250	Medical Office Management	3
BUS 110	Business Law	3
MED 151	Medical Assisting: Patient Care	3
MED 111	Medical Law & Ethics	3
		15
Third semester		
ENG 101	English Composition	3
COM 101	Public Speaking	3
ENG 102	Composition and Literature or higher	3
BUS 135	Customer Relations in a Multicultural World	3
	Math 101 or higher	3
		15
Fourth semester		
PSY 120	Organizational Behavior	3
BUS 101	Introduction to Management	3
BUS 132	Budgeting and Planning	3
BUS 299***	Internship	4
	Open Elective	3
		16
Total Credits in the Program		**61**

Students have the option of completing a 3-credit elective internship (BUS 299) as part of their program.

*** Students may substitute the Internship for a Business course elective with departmental permission

Collegiate Certificate

Course No.	Title	Credits
First semester		
CAP	Computer Literacy Elective	3
MED 101	Medical Terminology	3
CAP 102	Microsoft Word	3
MED 151	Medical Assisting: Patient Care	3
MED 115	Introduction to Insurance and Coding	3
		15
Second semester		
MED 111	Medical Law & Ethics	3
ACC 101	Introduction to Accounting	3
CAP 110	Computer Applications	3
MED 250	Medical Office Management	3
	Open Elective	3
		15
Total Credits in the Program		**30**

Students must complete ENG 099 with a “C” or better or place into ENG 101 by the time they have completed 12 credits.

BUSINESS ADMINISTRATION

NONPROFIT MANAGEMENT OPTION

Students pursuing an Associate in Science in Business Administration may choose to concentrate their studies in the field of Nonprofit Management. The range of nonprofit organizations includes those which provide basic human needs such as food and shelter and medical care; as well as treatment, educational and arts settings. Nonprofit organizations account for approximately 10% of employment in the United States and are the primary mechanism by which the basic human needs of traditionally underserved and disempowered populations such as the poor, immigrants, and those with mental and physical disabilities are met. Nonprofit managers must be well-versed in a range of areas, including financial and human resources management, grantwriting, working effectively with client populations, working with nonprofit boards, and maintaining standards of ethical practice. The nonprofit manager must also be able to work on the individual, group, and community level in order to be effective. This option prepares students to oversee the many aspects of responsibility of a nonprofit manager.

Some examples of nonprofit organizations include:

- Women's shelters
- Homeless shelters
- Emergency response organizations
- Afterschool programs
- Community mental health agencies
- Community arts organizations
- Community health care providers
- Advocacy organizations

Students who are completing the Associate in Science in Business Administration with an Option in Nonprofit Management may choose to continue their studies in a range of baccalaureate programs including Human Services, Social Work, Psychology, and Management.

Placement evaluations will determine the sequencing of courses. Additional courses may be required.
The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
BUS 101	Introduction to Management	3
BUS 102	Principles of Marketing, Advertising, & Public Relations	3
CAP 100	Computer Literacy	3
ENG 101	English Composition	3
MATH	Math 101 or higher	3
		15
Second semester		
BUS 110	Business Law	3
ENG 102	Composition & Literature OR	
BUS 103	Writing for the Business Professional	3
CAP 110	Computer Applications	3
PSY 120	Organizational Behavior	3
BUS 115	Human Resource Management	3
		15

Course No.	Title	Credits
Third semester		
BUS 135	Customer Relations in a Multicultural World	3
ACC 121	Budgeting and Planning	3
COM 101	Public Speaking	3
ENG 210	Grant Writing & Business Communication	3
ECN 101	Macroeconomics	3
		15
Fourth semester		
ACC 220	Managerial Accounting	3
	Physical or Natural Science Elective	3
	Humanities Electives	3
HSR 121	Topics in Non-Profit Management	3
HSR 299	Internship	4
		16
Total Credits in Program		**61**

Collegiate Certificate

Course No.	Title	Credits
First semester		
HSR 101	Introduction to Human Services	3
HSR 121	Topics in Non Profit Management	3
ENG 101	English Composition	3
CAP	Computer Literacy Elective	3
SOC 201	Multicultural Issues	3
		15

Course No.	Title	Credits
Second semester		
PSY 120	Organizational Behavior	3
PSY 122	Group Dynamics	3
ACC 121	Budgeting and Planning	3
ENG 210	Grant Writing and Business Communication	3
	Elective*	3
		15
Total Credits in Program		**30**

BUSINESS ADMINISTRATION

OFFICE MANAGEMENT OPTION

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

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 program, with a dual focus in business management and computer applications, is based on job qualifications identified by local area employers.

The program 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 program emphasizes the development of the students' problem solving, decision making and project management skills. Students who graduate from this program will be qualified to work in companies across all industry sectors.

Program Outcomes

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

1. Define business terminology;
2. Apply knowledge of computer applications, including word processing, spreadsheets, presentation software, Internet and e-mail, and other software related to the field;
3. Apply basic management tasks, administrative procedures, and bookkeeping and organizational skills;
4. Perform mathematics consistent with education level and related to the field of business, including applied business math;
5. Interact effectively with others in business organizations, using appropriate behavior within the context of a business organization;
6. Demonstrate reading comprehension and library literacy;
7. Use effective written and verbal communication skills that represent competence and professionalism in the field of business;
8. Operate office equipment, properly handle office mail, manage records properly, research with and without technology and provide excellent customer service;
9. Use critical thinking to solve problems;
10. Use a process of self-evaluation that fosters personal and professional growth and contributes to life long learning

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

BUSINESS ADMINISTRATION

OFFICE MANAGEMENT OPTION

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
CAP 100	Computer Literacy	3
ENG 101	English Composition	3
MATH	MATH 101 or Higher	3
BUS 101	Introduction to Management	3
ACC 101	Introduction to Accounting	3
		15
Second semester		
BUS 135	Customer Relations in a Multicultural World	3
COM 101	Public Speaking	3
BUS 110	Business Law	3
BUS 132	Budgeting & Planning	3
BUS 120	Administrative Office Procedures	3
		15
Third semester		
ENG 102	Composition & Literature OR	
Eng 225	Writing for the Business Professional	3
CAP 110	Computer Applications	3
PSY 120	Organizational Behavior	3
CAP 102	Microsoft Word	3
	Physical or Natural Science Elective	3
		15
Fourth semester		
BUS 230	Workforce Planning & Staffing	3
BUS	Elective	3
	Humanities Elective	3
ECN 101	Macroeconomics	3
BUS 299	Internship	4
		16
Total Credits in Program		**61**

Collegiate Certificate

Course No.	Title	Credits
First semester		
CAP 100	Computer Literacy	3
ACC 101	Introduction to Accounting	3
CAP 102	Microsoft Word	3
BUS 120	Administrative Office Procedures	3
ENG 101	English Composition	3
		15
Second semester		
CAP 110	Computer Applications	3
MATH	MATH 101 or higher	3
BUS 132	Budgeting & Planning	3
BUS 135	Customer Relations in a Multicultural World	3
PSY 120	Organizational Behavior	3
		15
Total Credits in Program		**30**

Students must complete ENG 099 with a “C” or better or place into ENG 101 by the time they have completed 12 credits.

BUSINESS ADMINISTRATION

ADVANCED SKILLS FOR BUSINESS MANAGEMENT AND CUSTOMER RELATIONS

COLLEGIATE CERTIFICATE

This certificate provides introductory courses to enable students to acquire the necessary skills to successfully enter the fields of management, customer service, communications, and/or to attain leadership roles within organizations in context with their professional and academic objectives. The certificate program will provide the knowledge, skill, and attitudes necessary for entry-level positions in these fields or to complement experience already acquired on the job.

Program Outcomes

Upon successful completion of all program requirements, graduates will:

1. Understand the organizational environment in context and its relationship to the role leadership plays at varying levels within organizations;
2. Understand the principles of professional communications including creative and critical thinking, and apply these to organizations and personal situations so as to be effective communicators, individually and in groups;
3. Obtain basic skills related to the creation and distribution of professional documents and publications such as memos, letters, manuals, and electronic communications;
4. Understand the importance of synergy in all functions of organizations, leadership, and communications;
5. Know the importance of satisfying consumer and customer needs and the central role of marketing in the process;
6. Acquire entry level skills in the area of computer based technology and information literacy.

Collegiate Certificate

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
ENG 089	English Fundamentals ***OR***	
ENG 099	Reading/Writing Connection ***OR***	
BUS 103	Writing for the Business Professional	3
BUS 101	Introduction to Management	3
BUS 290	Seminar in Professional Application I	1
BUS 294	Cooperative Work Experience I	2
		9
Second semester		
ENG 099	Reading/Writing Connection ***OR***	
BUS 103	Writing for the Business Professional ***OR***	
SOC 201	Multicultural Issues	3
BUS 102	Principles of Marketing, Advertising, & Public Relations	3
BUS 291	Seminar in Professional Application II	1
BUS 295	Cooperative Work Experience II	2
		9

Course No.	Title	Credits
Third semester		
BUS 103	Writing for the Business Professional ***OR***	
PSY 120	Organizational Behavior	3
CAP	Computer Literacy Elective	3
BUS 292	Seminar in Professional Application III	1
BUS 296	Cooperative Work Experience III	2
		9
Total Credits		**27**

COMPUTER SYSTEMS TECHNOLOGY

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

The Computer Systems Technology program is derived from the mission of Goodwin College. It has as its focus the education of students in the fields of computer systems technology and the general education core, as found in the College's definition of an educated person. It provides an atmosphere whereby its diverse student population can grow intellectually by promoting critical thinking, personal development, and community involvement. The Computer Systems Technology program provides a technical education foundation upon which students may continue to build their professional careers.

The degree program and corresponding collegiate certificate are designed to provide students with a wide selection in technical education courses and the skills associated with computer systems technology. The degree program incorporates a general education core found throughout the College's associate degree programs. Graduates will be able to assemble, install, support, maintain, and manage network client and server computers. The program develops the students' ability to effectively use intrusion detection software to prevent cyber crime and cyber attacks. Students will also learn how to protect sensitive data from unauthorized access; configure firewall devices and software to audit server penetration from various attack techniques. Computer systems technology is a dynamic and fluid industry. In keeping with the integration of academics and industry employment needs, students are taught the most current technologies in the areas of robotics, web design, and command line.

The technical courses give plenty of hands-on experience to develop the skills and self confidence needed to begin a career as a technology professional. The general education courses provide the opportunity to develop the ability to think critically, examine values, embrace diversity, expand cultural and intellectual interests, and communicate effectively.

Program Outcomes

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

1. Identify all components in the computer, motherboard, processors, and I/O devices;
2. Recognize and use error codes needed in troubleshooting;
3. Understand integration of hardware components with various operating systems;
4. Configure office application to meet needs and expectations of the clients;
5. Integrate the various applications with each other, with the Internet and optimize their use through the Scripting and Visual Basic programs;
6. Create a website utilizing student generated backgrounds, proper tags, and FrontPage;
7. Interface effectively in search engines and obtain domain names;
8. Respond to a Request for Proposal (RFP), and design a complete networking package;
9. Assist in the procurement of the materials required for a network;
10. Install a complete LAN or WAN, as described in the response to the RFP;
11. Program a robot to perform specific tasks through the basic2 stamp using Visual Basic;
12. Use the command line technology to both troubleshoot and automate the operating system and networks.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

COMPUTER SYSTEMS TECHNOLOGY

Placement evaluations will determine the sequencing of courses. Additional courses may be required.
The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
MATH	MATH 101 or Higher	3
CST 100	Digital Electronics	2
CST 101	Desktop Operating Systems	3
ENG 101	English Composition	3
CST 102	Computer Applications	3
CST 103	Computer Assembly and A+ Preparation	3
		17
Second semester		
ENG 102	Composition & Literature	3
CST 110	Command Line Technology	3
CST 120	Network Topology	2
CST 112	Website Design and Maintenance	3
CST 111	Visual Basic Programming	3
		14
Third semester		
	Social Science Elective	3
CST 115	Automation and Robotics	3
CST 121	Network Operating Systems	3
COM 101	Public Speaking	3
CST 201	Network Security & Administration	3
		15
Fourth semester		
	Physical or Natural Science Elective	3
CST 202	Network Defense, Monitoring, & Communications	3
CST 203	Network Information & Security	3
CST 204	Firewalls, Intrusions and VPNs	3
CST 210	Securing a Windows Network	3
	Humanities Elective	3
		18
Total Credits in Program		**64**

Collegiate Certificate

Course No.	Title	Credits
First semester		
CST 100	Digital Electronics	2
MATH	Math 101 or higher	3
CST 101	Desktop Operating Systems	3
CST 102	Computer Applications	3
		11
Second semester		
CST 103	Computer Assembly and A+ Preparation	3
CST 115	Automation & Robotics	3
CST 112	Website Design & Maintenance	3
CST 111	Visual Basic Programming	3
		12
Third semester		
CST 120	Network Topology	2
CST 121	Network Operating Systems	3
CST 201	Network Security & Administration	3
CST 110	Command Line Technology	3
		11
Total Credits in Program		**34**

ACADEMIC DEPARTMENT

HEALTH SCIENCES

ASSOCIATE IN SCIENCE IN HEALTH SCIENCE
ASSOCIATE IN SCIENCE IN MEDICAL ASSISTING
ASSOCIATE IN SCIENCE IN RESPIRATORY CARE
COLLEGIATE CERTIFICATE IN HISTOTECHNICIAN
COLLEGIATE CERTIFICATE IN MEDICAL ASSISTING
COLLEGIATE CERTIFICATE IN PARAMEDIC
COLLEGIATE CERTIFICATE IN PHLEBOTOMY
ADVANCED SKILLS FOR HEALTHCARE WORKERS CERTIFICATE

Mission
The mission of the Health Science department is to train compassionate health professionals in the fields of Respiratory Care, Medical Assisting, Medical Billing and Coding, Paramedic Studies, Histology, Phlebotomy, and Health Sciences. In addition, the department also assists in training students enrolled in the Business Studies programs with focuses in and Medical Office Management. Graduates will possess a unique set of skills and knowledge that will allow them to obtain entry-level positions in their chosen fields, advance in a current position and lay the foundation for advanced learning throughout their careers. Additionally, student completing certificate programs in Medical Billing and Coding, Paramedic, Phlebotomy, and Histotechnician may apply their certificates towards completion of this associate degree.

ASSOCIATE IN SCIENCE

HEALTH SCIENCE

Associate in Science in Health Science
Recognizing that common program objectives can be achieved in a variety of ways, 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: pre-professional, general interest, associate degree completion and transfer to a four-year institution to pursue 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 Histology, Medical Billing and Coding and Paramedic can simultaneously pursue a collegiate certificate in these areas, while earning an Associate in Science degree in Health Science. In addition, students who complete their collegiate certificate in Medical Assisting can also apply those credits toward the Associate in Science degree in Health Science. Students should see their academic advisor for more information.

General Interest Option - Students pursing a general degree in Health Sciences are provided with the opportunity to explore various careers and aspects of health care. This track in 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 Option - There are numerous careers in healthcare that allow individuals to earn a professional certificate or licensure but do not have a track for completion of a degree. Individuals who have already obtained a nationally recognized certification or license can be awarded collegiate credit and work towards the completion of an associate degree. Additionally students completing certificate program requirements in Medical Billing & Coding, Paramedic, and Histotechnician may apply them towards completion of this associate degree.

Transfer Option - This track allows students to complete the degree program with the intention of pursuing a bachelor's program in Health Sciences or a related field.

Pre-professional Option - This track allows students interested in pursuing professional careers, such as nursing or respiratory care, to complete all of their general education and science prerequisites before transferring to these programs.

HEALTH SCIENCE

The curriculum consists of the College's 18-credit general education core, a minimum 9 credit Health Science core, a minimum of 9 credits in the social and physical science, and completed with a minimum 21 elective concentration. Credit may be awarded for professional licensure, certification or registry. This credit will be applied toward credit needed in the area of emphasis. A minimum of 60 credits is needed for degree completion.

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. Practice within 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. Discuss the overall organization of the healthcare delivery system;
6. Demonstrate accurate problem-solving abilities when working as a health professional;
7. Appreciate and embrace diversity, differing belief and value systems, as well as appreciate individual opinions;
8. Develop self-directed and engaged learning skills needed for independent and life-long learning;
9. Successfully enter specific health care fields or areas of study;
10. Effectively use information technology to participate in learning activities.

Associate Degree

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

General Education Core

MATH	Math 101 or higher	3
PSY 112	Introduction to Psychology	3
COM 101	Public Speaking	3
CAP	Computer Literacy Elective	3
	Humanities Elective*	3
ENG 101	English Composition	3

Advanced English Core - Minimum of 3 credits

ENG 102	Composition and Literature	3
ENG 210	Grant Writing and Business Communication	3
ENG 220	Writing for Health Professionals	3

Health Sciences Core - Minimum of 9 credits

HCS 100	CPR for the Health Professional	1
HCS 101	Introduction to Healthcare	3
HCS 110	Medicine and Society	3
HCS 120	Health and Wellness	3
HCS 205	Plague, Epidemics, and Society	3
HCS 210	Ethical and Legal Issues in Healthcare*	3
HCS 240	Introduction to Alternative and Complimentary Medicine	3

Social Science Core – Minimum of 3 credits

PSY 115	Child Development	3
PSY 120	Organizational Behavior	3
PSY 121	Child and Adolescent Development	3
PSY 212	Lifespan Development	3
SOC 101	Introduction to Sociology	3
SOC 110	Contemporary Social Problems	3

Science Elective – Minimum of 6 credits

BIO 101	Concepts in Human Biology	3
BIO 108	Anatomy & Physiology for Paramedics I	3
BIO 109	Anatomy & Physiology for Paramedics II	3
BIO 120	Human Biology	4
BIO 121	General Biology	4
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
BIO 235	Microbiology	4
CHEM 100	Introduction to Chemistry	3
CHEM 101	Chemistry	4
RSP 110	Cardiopulmonary Anatomy & Physiology	3
PHY 110	Medical Physics	3
SCI 101	Introduction to Lab Sciences	3

Elective Courses – Minimum of 21 credits

21 credits from the courses offered by the Department of Health Sciences or from those listed above. The Department Chair may accept additional courses based upon review if the student can demonstrate the relevance of the coursework to the degree.

Students opting for the General Interest and Transfer emphasis choose electives based on individual goals and needs.

Students opting for the Associate Degree Completion emphasis may be awarded credit for licensure, certification, or registry in healthcare profession. This credit can be applied to the elective credit requirement.

Total Credits in Program (minimum) 60

*With permission of the Department Chair, HCS 210 – Ethical and Legal Issues in Healthcare may be used to fulfill the Humanities elective. 9 additional credits must still be taken from the health science core.

MEDICAL ASSISTING

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

The Medical Assistant is a respected multi-skilled allied health professional taking on 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 Associate in Science and related certificate program will prepare and assist students in acquiring the basic knowledge and skills necessary to be hired into an entry-level position as a Medical Assistant. 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, medical office simulations and assignments to provide students with the knowledge and skills needed to be an effective member of the health care team. Hands-on practice, along with clinical and work experience is gained during a supervised internship component.

Graduates of both the Associate and certificate programs are eligible to sit immediately upon graduation for the Certified Medical Assistant (CMA) examination given by the American Association of Medical Assistants (AAMA) and for the Registered Medical Assistant (RMA) examination administered by the American Medical Technologists (AMT). In addition, graduates are eligible to sit for the Registered Phlebotomy Technician (RPT) exam offered by the American Medical Technologists (AMT). Students interested in pursuing the Registered Phlebotomy Technician certification should notify the Program Director at the beginning of the program.

Medical Assisting students will be required to receive the Hepatitis B inoculation series or sign a waiver of inoculation during the program. Students will be required to have a Physical Exam on file before the start of their second semester.

Program Outcomes

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

1. Provide students with the clinical and administrative skills needed to function as a Medical Assistant;
2. Develop an understanding of medical terminology, anatomy and physiology of the human body, as well as the disease processes that can alter these functions;
3. Appreciate and embrace diversity, differing belief and value systems, as well as appreciate individual opinions;
4. Utilize the knowledge and skills needed to advance in the healthcare system;
5. Practice within the ethical, legal and regulatory frameworks of the Medical Assisting;
6. Utilize computer literacy skills in order to obtain medical information;
7. Effectively engage in written and oral communication between patients and other health professionals;
8. Obtain medical histories, explain medical procedures, prepare patients for examination or procedures, and assist the physician with the examination or procedure;
9. Collect and prepare laboratory specimens, as well as perform basic laboratory testing;
10. Perform phlebotomy and other invasive specimen collection techniques;
11. Perform electrocardiograms and respiratory testing;
12. Utilize computer applications for correspondence, managing patient accounts and billing procedures;
13. Organizing a physician's office, including patient appointments, billing and bookkeeping;
14. Perform basic coding and submitting insurance forms.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

MEDICAL ASSISTING

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
CAP	Computer Literacy Elective	3
MED 101	Medical Terminology*	3
MED 151	Medical Assisting: The Medical Office and Patient Care*	3
MED 115	Introduction to Insurance and Coding	3
BIO 101	Concepts in Human Biology*	3
		15
Second semester		
MED 152	Medical Assisting: Diagnostic Procedures *	3
MED 111	Medical Law & Ethics	3
MED 212	Pharmacology*	3
MED 153	Medical Assisting: Laboratory Procedures*	3
MED 250	Medical Office Management*	3
		15
Third semester		
PSY 112	Introduction to Psychology	3
MED 299	Medical Assisting Internship	3
MATH	Math 101 or higher	3
ENG 101	English Composition	3
COM 101	Public Speaking	3
		15
Fourth Semester		
	Humanities Elective	3
ENG	English 102 or higher	3
	Health Sciences Elective	3
	Open Elective	3
	Open Elective	3
		15
Total Credits in the Program		**60**

* These courses must be completed with a “C-“ or better to graduate from this program.

Collegiate Certificate

Course No.	Title	Credits
First semester		
CAP 100	Computer Literacy	3
MED 101	Medical Terminology*	3
MED 151	Medical Assisting: The Medical Office and Patient Care*	3
MED 115	Introduction to Insurance and Coding	3
BIO 101	Concepts in Human Biology*	3
		15
Second semester		
MED 152	Medical Assisting: Diagnostic Procedures *3	
MED 111	Medical Law & Ethics	3
MED 212	Pharmacology*	3
MED 153	Medical Assisting: Laboratory Procedures*3	
MED 250	Medical Office Management*	3
		15
Third semester		
PSY 112	Introduction to Psychology	3
MED 299	Medical Assisting Internship	3
		6
Total Credits in the Program		**36**

* These courses must be completed with a “C-“ or better to graduate from this program.

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. Graduates may choose to pursue a baccalaureate degree in respiratory care.

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 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.

1. **Complete the application for admission into Goodwin College.** Applicants to the respiratory care program must first meet the requirements for admission and be accepted into Goodwin College.
2. **Complete the Respiratory Care Program Application.** This application must include an official high school transcript or General Equivalency Diploma and official college transcripts. A signed attestation that applicant possesses the ability to perform the tasks as stated in the Essential Functions of a Respiratory Therapist must also be included.
3. **Earn a minimum GPA of 2.5 in the most recent course work (high school or college).** College GPA is based on a minimum of 12 completed credits.
4. **Complete the required College placement evaluations.** Applicants must qualify for ENG 101, English Composition, and MATH 102 or higher. All remedial courses must be completed before entering the program.
5. **Complete the following prerequisite courses:**
   a. Chemistry – CHEM 101(Goodwin College) or equivalent completed within the last 10 years.
   b. Biology – BIO 211 Anatomy & Physiology I and BIO 212 Anatomy & Physiology II (Goodwin College) or equivalent, completed within five (5) years prior to entering program. General Biology with laboratory component, BIO 120 (Goodwin College) or equivalent, completed within 10 years, is the prerequisite for BIO 211. (NOTE: Applicants meeting all other requirements can be admitted conditionally without completing BIO 212 Anatomy & Physiology II. However, this must be successfully completed prior to starting the first respiratory course).
6. **Interview with the Program Director.**

Biology, Chemistry, Anatomy & Physiology I & II, and Microbiology taken at Goodwin College must be completed with a “C-“or better.

Biology, Chemistry, Anatomy & Physiology I & II, and Microbiology courses taken at other accredited colleges must be equivalent to Goodwin College courses to meet these admission requirements. Courses must have been completed with a “C” or higher. Satisfactory scores on the CLEP are also acceptable in meeting these requirements with the exception of Anatomy & Physiology I & II.

Admitted students must submit a medical examination report by a physician which describes the student’s physical and emotional health, two weeks prior to starting program. All required immunizations, including the Hepatitis B vaccine series, must be completed before the start of the first clinical rotation.

Graduation requirements
All Respiratory Care courses and PHY 110 must be completed with a minimum grade of a “C”.

RESPIRATORY CARE

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 Committee 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;
6. Demonstrate basic competencies in alternate care sites (i.e., homecare, rehabilitation centers, and long-term mechanical ventilator centers).

Associate Degree

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below..

Course No.	Title	Credits
First semester		
ENG 101	English Composition	3
RSP 110	Cardiopulmonary Anatomy & Physiology	3
RSP 112	Principles of Respiratory Care	4
PHY 110	Medical Physics	3
		13
Second semester		
CAP	Computer Literacy Elective	3
MATH	MATH 102 or higher	3
RSP 120	Applied Pharmacology	3
RSP 121	Integration of Respiratory Care Skills	4
		13
Third semester		
COM 101	Public Speaking	3
PSY 112	Introduction to Psychology	3
RSP 131	Airway Management	6
HUM	Humanities Elective	3
		15

Course No.	Title	Credits
Fourth semester		
BIO 235	Microbiology	4
RSP 231	Cardio-Pulmonary Pathophysiology I	3
RSP 221	Principles of Critical Care	5
		12
Fifth semester		
RSP 232	Cardiopulmonary Pathophysiology II	2
RSP 261	Comprehensive Respiratory Care	7
		9

BIO 211 & 212 Anatomy & Physiology I & II (8 credits) must be completed before entering RSP 112. These 8 credits are included in the 70 credits needed to complete this program.

Total Credits in Program **70**

* Humanities elective chosen from Art, Humanities, Film, Foreign Language, Music, Philosophy, Theater

HISTOTECHNICIAN

COLLEGIATE CERTIFICATE

The primary objective of the Histotechnician 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 her/his 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. Graduates of this program will be eligible to take the national examination given by the American Society of 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. See program director or academic advisor for more information.

Admission Requirements

1. Complete the application for admission into Goodwin College. Applicants to the histotechnician program must first meet the requirements for admission and be accepted into Goodwin College.
2. Complete the Histotechnician Program Application. An official high school transcript or proof of GED and official college transcripts must accompany this application. A signed attestation that applicant possesses the ability to perform the tasks as stated in the Essential Functions of a Histotechnician must also be included.
3. Complete the required College Placement Evaluations. Applicants must qualify for ENG 099 Reading/Writing Connection or provide proof of completion of college-level ENG 099 equivalent or higher and for MATH 101, Algebra I in order to enter the histotechnician program.
4. Complete the following prerequisite courses with a "C-" or better:
    a. Chemistry – High School chemistry or college equivalent.
    b. Biology – High school biology or college equivalent.
    c. Math - High school or college equivalent.
5. Interview with the Program Director. Satisfactory scores on the CLEP examinations are also acceptable in meeting these requirements.

If necessary admission courses are in progress, acceptance will be conditional upon submission of an official transcript immediately upon completion.

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. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
9. Exercise principles of 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.

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
HLT 102	Introduction to Histology*	3
MED 101	Medical Terminology	3
BIO 101	Concepts in Human Biology	3
HLT 110	Histology Techniques*	3
MED 111	Medical Law & Ethics	3
		15
Second semester		
HLT 111	Basic Staining & Fixation*	4
HLT 112	Histology Laboratory I*	3
HLT 210	Staining II*	3
HLT 211	Histology Laboratory II*	2
		12
Third semester		
HLT 290	Histology Clinical Experience*	7
HLT 230	Histology Capstone & Seminar*	3
		10
Total Credits in Program		**37**

**These core histology courses require a "C+" or better to fulfill the program requirements and graduation requirements.*

MEDICAL BILLING AND CODING

COLLEGIATE CERTIFICATE

Medical Billing and Coding and its related occupations continue to be one of the fastest growing opportunities in health care. Positions are available in doctor's offices, insurance companies, multispecialty groups, physician billing services, consulting firms and other healthcare agencies. Many medical billers and coders are self-employed.

Medical Billing is the practice of submitting claims to insurance companies, state insurance agencies or the United States government, specifically Medicare and Medicaid, in order to receive payment for services provided to patients. In addition, medical billing involves resolving discrepancies when claims are denied.

A medical coder uses a classification system to assign code numbers and letters to each symptom, diagnosis, disease, procedure and operation that appears in the patient's chart. These codes are used for insurance reimbursement, research, and health planning analysis.

The objective of the degree and the related certificate in the Medical Billing and Coding option is provide students with a solid academic foundation and the critical skills necessary to pursue a career in physician-based billing and coding. Additionally, students develop administrative skills and computer literacy. Students have the opportunity to gain hands-on-training by completing an optional internship in a physician office setting.

Graduates of the program are eligible to sit for the Certified Professional Coder (CPC) exam given by the American Academy of Professional Coders (AAPC). Students who successfully complete the exam will be given the designation CPC-A (Certified Professional Coder – Apprentice). Their education at Goodwin College will count toward their first year of experience. The graduate will attain full CPC status after completion of their work experience and appropriate submission of documentation to AAPC.

Students may apply credit earned in the certificate program toward an Associate in Science in Health Science Degree at Goodwin College.

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. Apply knowledge of the medical insurance industry by accurately entering co-payments, deductibles, coinsurance, and risk withholds;
3. Apply knowledge of the CMS 1500 to accurately complete forms;
4. Apply knowledge of medical terminology and anatomy to code medical procedures;
5. Demonstrate the ability to utilize all coding resources such as, CPT-4, ICD-9-CM, and HCPCS with efficiency and accuracy;
6. Demonstrate the ability to analyze all medical reports to properly identify all procedures and diagnoses;
7. Demonstrate responsibility when working with patient confidentiality issues by adhering to HIPAA guidelines;
8. Understand and utilize insurance and medical terminology;
9. Demonstrate excellent coding skills by qualifying to take the certificated coding exam;
10. Effectively engage in written and oral communication between patients and other health professionals;
11. Appreciate and embrace diversity, differing beliefs, value systems, and individual opinions.

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Collegiate Certificate

Course No.	Title	Credits
First semester		
CAP	Computer Literacy Elective	3
MED 101	Medical Terminology*	3
BIO 101	Concepts in Human Biology*	3
MED 115	Introduction to Insurance and Coding*	3
MCD 213	CPT ®-4 Coding I*	3
		15
Second semester		
MCD 214	CPT ®-4 Coding II*	3
MCD 215	ICD-9-CM Coding*	3
MED 250	Medical Office Management	3
	Health Science Elective	3
MCD 220	Medical Coding Capstone*	3
		15
Total Credits in the Program		**30**

Students have the option of completing a 3-credit elective internship (MCD 299) as part of their program.

* These courses must be completed with "C-" or better in order to graduate from the program

Students must complete ENG 099 with a "C" or better or place into ENG 101 by the time they have completed 12 credits.

PARAMEDIC

COLLEGIATE CERTIFICATE

The primary objective of the Paramedic certificate program is to prepare students to sit for licensure as a paramedic in the state of Connecticut. Providers will learn to perform a comprehensive evaluation of that patient's condition and apply life-saving care, as necessary. The student will be exposed to a wide variety of victim situations, including direct patient care in local hospital and on emergency vehicles. This program follows the National Standard Paramedic Curriculum published by the Department of Transportation, National Highway Traffic Safety Administration. The program utilizes state of the art technology for a perfect blend of classroom, laboratory, clinical and field education. Upon successful completion, graduate will be eligible to take the state licensure exam as approved by the Department of Public Health, Office of Emergency Medical Services (OEMS). Graduates of this program provide the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments, aeromedical care, or hospitals.

Graduates of the Paramedic Program can apply credits earned towards an Associate Degree in either Health Sciences or Homeland Security.

Admission Requirements
The specific admission requirements are outlined below. It is important to note that not all qualified candidates can be offered admission to the Paramedic program due to the limited number of places available.

1. **Complete the application for admission into Goodwin College.** Applicants to the paramedic program must first meet the requirements for admission and be accepted into Goodwin College.
2. **Complete the Paramedic Program Application.** Application must include the following:
   a. Copy of high school transcript. Upon acceptance, student must submit an official transcript for their record.
   b. Copy of college transcript(s). Upon acceptance, student must submit an official transcript for their record within first 16 weeks.
   c. Proof of EMT-B Certification.
   d. Proof of certification in Cardio-Pulmonary Resuscitation (CPR), Healthcare Provider or Professional Rescuer, by the American Heart Association or the Red Cross. Applicants will be considered without CPR documentation, however students must complete CPR certification prior to starting program.
3. **Hold a current EMT-B or EMT-I certificate (State of Connecticut or National Registry of EMT [NREMT]).** This license must be maintained throughout the program.
4. **Complete the required College Placement Evaluations.** Applicants must qualify for ENG 099 and MATH 099.
5. **Interview with the Paramedic faculty.** Interview will be judged on applicant's academic experience, EMS experience, life experience, personal goals, and willingness to learn.

Graduation Requirements
To successfully graduate from this program, students must pass all courses with a "C" or better.

PARAMEDIC

COLLEGIATE CERTIFICATE

Program Outcomes

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

1. Sit for the state examination for licensure;
2. Perform all of the duties included in the Paramedic program, after successfully completing State of Connecticut/National certification exam;
3. Demonstrate knowledge of the legal aspects of emergency medical service;
4. Prepare for and deal with disasters, including those involving hazardous materials;
5. Demonstrate effective interpersonal skills with supervisors, peers and the public;
6. Explain the complexity of emergency medical service;
7. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence;
8. Safely and adequately perform all cognitive, affective, and psychomotor objectives outlined in the 1999 Paramedic National Standard Curriculum, as published by the National Highway Transportation Safety Administration;
9. Incorporate problem-solving, procedural and interpersonal skills with technical knowledge while rendering patient care.

Collegiate Certificate

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
EMT-P 101	Paramedic I*	4
EMT-P 110	Hospital Clinical I	2
BIO 108	Human Anatomy & Physiology I for Paramedics	3
		9
Second semester		
EMT-P 102	Paramedic II	4
EMT-P 120	Hospital Clinical II	2
BIO 109	Human Anatomy & Physiology II for Paramedics	3
		9

Course No.	Title	Credits
Third semester		
EMT-P 103	Paramedic III	4
EMT-P 130	Hospital Clinical III	2
		6
Fourth semester		
EMT-P 201	Paramedic IV	4
EMT-P 210	Field Internship	2
		6
Total Credits in Program		**30**

All courses must be passed with a "C" or better.

*Students must test into Math 099 or higher and English 099 or higher before enrolling into EMT-P 101.

PHLEBOTOMY

COLLEGIATE CERTIFICATE

Today's healthcare system relies heavily on the results of laboratory tests to direct patient care. In order for physicians and other health professionals to make accurate clinical decisions, they rely on accurate laboratory tests. Phlebotomists and other laboratory professionals play a key role in ensuring the quality and accuracy of those laboratory tests.

Phlebotomists are skilled health professionals who specialize in the collection of specimens, particularly venous blood specimens. Phlebotomists must be able to quickly establish trust with the patient, as many people find blood collection to be an unpleasant experience. Phlebotomists must possess good communication skills; have a working knowledge of medical terminology, anatomy and physiology; as well as good venipuncture techniques.

In addition to teaching all of the skills and knowledge needed to function as a phlebotomist, the program also includes instruction in specimen processing, orientation to the laboratory, quality control testing and introductory laboratory testing. The internship provides the student with the opportunity to apply knowledge and skills learned in the classroom to real-life experiences. Graduates of the program will have the knowledge and skills required to gain employment as phlebotomist or in the specimen processing department of a laboratory.

Graduates of the program are eligible to sit for the Registered Phlebotomy Technician (RPT) exam offered by the American Medical Technologists (AMT).

Program Outcomes

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

1. Demonstrate effective communication that represents competence and professionalism in the healthcare field;
2. Develop an understanding of medical terminology, anatomy and physiology;
3. Describe HIPAA and its implications in the laboratory setting;
4. Perform phlebotomy and capillary specimen collection;
5. Determine which collection is most appropriate based on the patient's condition and the specimen required.
6. Collect and prepare a variety of laboratory specimens;
7. Perform basic laboratory testing and associated quality control;
8. Demonstrate laboratory safety techniques when collecting specimens and performing laboratory testing;

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
MED 104	Medical Terminology/ Anatomy & Physiology	3
HCS 103	Introduction to Laboratory Services	3
MED 120	Principles & Practices of Phlebotomy	3
HCS 100	CPR for the Healthcare Professionals	1
MED 121	Advanced Phlebotomy Skills	3
PHB 299	Phlebotomy Internship/Seminar	3
Total Credits in Program		**16**

All courses must be completed with a grade of "C-" or better in order to qualify for PHB 299 and to graduate from the program.

HEALTH SCIENCE

ADVANCED SKILLS FOR HEALTHCARE WORKERS

COLLEGIATE CERTIFICATE

This certificate provides introductory courses to enable students to acquire the necessary skills to advance in the field of management, customer service, communications, and/or to attain leadership roles within a healthcare organization in context with their professional and academic objectives. The certificate program will provide the knowledge, skills, and attitudes necessary for entry-level positions in these fields or to complement experience already acquired on the job.

Program Outcomes

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

1. Understand the organization of the healthcare industry;
2. Understand the principles of professional communication, including creative and critical thinking, and apply these to healthcare organizations and personal situations so as to be effective communicators, individually and in groups;
3. Understand ethical and legal requirements when dealing with patient communications;
4. Obtain basic skills related to the creation and distribution of professional documents and publications such as memos, letters, manuals, and electronic communications;
5. Know the importance of satisfying patients and their families needs;
6. Acquire entry-level skills in the area of computer-based technology and information literacy;
7. Understand basic medical terminology in order to understand written and oral communication between health professionals and patients;
8. Understand other outcomes depending on courses chosen as electives.

Collegiate Certificate

Placement evaluations will determine the sequencing of courses. Additional courses may be required.
The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
ENG 089	English Fundamentals OR	
ENG 099	Reading/Writing Connection OR	
ENG 220	Writing for Healthcare Professionals	3
HCS 101	Introduction to Healthcare	3
HCS 290	Seminar in Professional Application I	1
HCS 296	Cooperative Work Experience I	2
		9
Second semester		
ENG 099	Reading/Writing Connection OR	
ENG 220	Writing for Healthcare Professionals	
MED 104	Medical Terminology / Anatomy & Physiology OR	
MED 120	Basic Phlebotomy Skills	3
HCS 291	Seminar in Professional Applications II	1
HCS 297	Cooperative Work Experience	2
		9

Course No.	*Title*	*Credits*
Third semester		
ENG 220	Writing for Healthcare Proefssionals OR	
CAP	Computer Literacy elective	3
HCS 140	Alzheimer's, Dimentia, & Mental Health	
Issues	3	
HCS 292	Seminar in Professional Application III1	
HCS 298	Cooperative Work Experience III	2
		9
Total Credits in program		**27**

ACADEMIC DEPARTMENT

SOCIAL SCIENCE & EDUCATION

ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION AND RELATED CERTIFICATES
ASSOCIATE IN SCIENCE IN HOMELAND SECURITY
ASSOCIATE IN SCIENCE IN HUMAN SERVICES AND RELATED CERTIFICATES

Mission

The mission of the Social Sciences and Education Department is to educate dedicated and caring individuals looking to make a significant difference within their communities through a career in the service professions. Each program within the Department strives to build challenging curriculum that will prepare students to assume the job responsibilities specific to their chosen profession. Each program has a primary focus of helping students develop the core skills and knowledge within their area of focus as well as critical thinking skills and personal development that will enable them to make an impact in the lives of individuals throughout their communities. A culminating experience in all programs is designed such that students can apply the skills learned throughout their academic course work in real work environments. Successful graduates will be prepared for entry-level positions in their chosen field or for transfer to a 4-year college in order to pursue baccalaureate degrees.

EARLY CHILDHOOD EDUCATION

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

The objective of the Associate of Science in Early Childhood Education is to provide students with a solid academic foundation and hands on experience in the field of early childhood education. Professional and general education courses provide the necessary training and skill development to utilize principles of child development, curriculum planning, observation and assessment in the classroom, and theory of early childhood education. The general education courses provide the opportunity to develop the ability to think critically, embrace diversity, expand cultural and intellectual interests, and communicate effectively. Following completion, 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 and/or to transfer to a baccalaureate program.

The objective of the Associate in Science in Early Childhood Education, Paraprofessional option, is to prepare students with a solid academic foundation and hands on experience in the field of education. Paraprofessionals fill a variety of roles within the public school system. They work individually or with small groups of students in order to support ongoing instruction in the classroom. The students with whom they work may have a range of special needs including physical impairments, learning disabilities, or difficulty with informational processing or behavioral issues. Paraprofessionals may also work as parent liaisons and as translators for students and their families. In order to work effectively, paraprofessionals must be trained in a range of areas including behavior management, instructional strategies, techniques for working with special education students, and educational strategies for teaching math and reading. This program is designed to meet the training requirements of paraprofessionals which are now required due to the federal legislation of “No Child Left Behind”.

The Associate degree and related option are geared towards students seeking entry- to mid-level opportunities in childcare and early learning settings including childcare centers, School Readiness programs, public school pre-Kindergarten, nursery school, and other various private/public not-for-profit organizations. Professional and foundation courses provide necessary training and skills development to utilize principles of child development, curriculum planning, observation and assessment in the classroom, and theory of early childhood education. Students who complete this degree may choose to continue their studies in a range of baccalaureate programs including Education, Special Education, Social Work, and Psychology.

The two certificate programs are options for students who are looking to meet the educational requirements of state and federal regulations. The Child Study 18-credit certificate program is a two-semester program designed to meet the current state requirements of early childhood staff working in state funded preschool programs. Additionally, upon completion of this program, students will qualify to apply for the Child Development Associate (CDA) credential. The candidate that receives a CDA, is able to demonstrate competence in areas such as children’s social, emotional, and intellectual growth and the ability to work well with parents and co-workers in an effort to deliver high quality childcare to young children. Students can transfer 12 credits (ECE 101, ECE 102 and one Practicum) into either the Early Childhood Education certificate or associate program. The Early Childhood Education certificate program is designed for students who are currently working in the field and are in need of obtaining formalized education. The Early Childhood Education certificate is a 30-credit program consisting of a combination of early childhood education courses and general education courses. Upon completion of this certificate, students will have completed half of the Associate Degree.

Early Childhood Education courses being transferred into the program must have been taken within 5 years of the transfer date and completed with a “C” or better. Students entering with a valid CDA credential from a non-credit based CDA training program will be awarded 9 credits (ECE 102 and one Practicum) towards the certificate or associate degree. **In order to take the Student Teaching and Practicum courses, students are required to complete a background check and medical wellness exam prior to registering for these courses.**

An exception to this is for students currently in the workforce taking practicum courses. They may use their current worksites if they’re working with young children in an approved setting. They would not need to go thorugh the background check or medical wellness exam.

Graduation requirements

All Early Childhood specific coursework (including ECE 101, ECE 102, ECE 110, ECE 120,ECE 150, ,ECE 210, ECE 220, ECE 221, ECE 231, ECE 250, PSY 115,) must be completed with a grade of a “C” or better to fulfill program requirements. Students will be allowed to repeat any course once. If a students needs to repeat a course a third time permission from the department chair/program director and Academic Dean must be obtained.

ECE 250 Student Teaching is the capstone experience for graduation and is not transferable into the program from another institution. Students in the Child Study track must complete both semesters of the program at Goodwin College.

Program Outcomes

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

1. Show an understanding of and commitment to the values of early childhood education professionals;

2. Demonstrate a commitment to life-long learning for themselves and those whom they serve;

3. Exemplify competence as skilled providers in the field of early childhood education;

4. Utilize critical thinking skills to assess children's needs, possible interventions, and community resources in a comprehensive fashion while taking into consideration individual, family, and/or community values, practices, and beliefs;

5. Demonstrate knowledge of curriculum planning and evaluation necessary to be effective with young children;

6. Utilize the process of observation and assessment techniques and strategies as applied to teacher and classroom practices;

7. Serve as a positive role model within early childhood education settings and the community;

8. Utilize a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning;

9. Demonstrate effective written and verbal communication skills that represent competence and professionalism in the field of early childhood education;

10. Apply knowledge of computer applications including basic word processing, spreadsheets, internet and e-mail, and other software related to the field;

11. Perform mathematics related to the field of study including applied business mathematics, budgeting, and other related skills.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

EARLY CHILDHOOD EDUCATION

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
ENG 101	English Composition	3
ECE 101	Introduction to Early Childhood Education	3
PSY 112	Introduction to Psychology	3
CAP	Computer Literacy Elective	3
ECE 102	Health, Safety, and Nutrition for Early Childhood Programs	3
		15
Second semester		
COM 101	Public Speaking	3
ECE 231	Early Language & Literacy Development	3
ECE 110	Creativity and Young Children	3
PSY 115	Child Development	3
	Elective	3-6
		15-18
Third semester		
ENG 102	Composition & Literature	3
ECE 120	Math & Science for Children	3
ECE 210	Observation and Assessment in Early Childhood Classroom	3
ECE 150	The Exceptional Child and Learner	3
SCI	Physical or Natural Science Elective	3-4
		15-16
Fourth semester		
MATH	Math 101 or higher	3
ECE 250	Student Teaching*	6
ECE 221	Social Emotional Development	3
ECE 220	Multicultural Aspects of Early Childhood OR Humanities Elective	3
		15
Total Credits in Program		**60-64**

* Student teaching and practicum students are required to complete a background check and medical wellness exam.

Collegiate Certificate

Course No.	Title	Credits
First Semester		
ECE 101	Introduction to Early Childhood Education	3
ENG 101	English Composition	3
PSY 112	Introduction to Psychology	3
CAP	Computer Literacy Elective	3
ECE 102	Health, Safety, and Nutrition for Early Childhood Programs	3
		15
Second semester		
ECE 110	Creativity and Young Children OR	
ECE 120	Math and Science for Young Children	3
PSY 115	Child Development	3
ECE 150	The Exceptional Child and Learner	3
Practicum or Electives		6
		15
Total Credit in Program		**30**

Successful completion of this certificate program requires either placement in Math 099 or higher OR a completed grade of a "C" or better in Math 089.

Child Study Certificate Program

This 2-semester introductory certificate program is for working professionals and those new to the field of early childhood who need to meet federal and state educational requirements in a short amount of time. The practicum classes give students a unique opportunity to work directly with young children under the guidance of their professor. The two 3-credit courses give the student an introductory foundation to early childhood education and equip students with knowledge in child development, educational theory, curriculum planning, state and federal guidelines, and involvement of families in an early learning setting. Additionally, this program meets all the requirements to allow graduates to apply to the Council For Professional Recognition for the Child Development Associate (CDA).

Course No.	Title	Credits
First semester		
ECE 101	Introduction to Early Childhood	3
ECE 140	Practicum I*	6
		9
Second semester		
ECE 102	Health, Safety, and Nutrition for Early Childhood Programs	3
ECE 141	Practicum II*	6
		9
Total Credits in Program		**18**

Students can transfer 12 credits (ECE 101, ECE 102 and one Practicum) into either the 30-credit Early Childhood Education certificate or Associate degree program.

EARLY CHILDHOOD EDUCATION

PARAPROFESSIONAL OPTION

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

Paraprofessionals fill a variety of roles within the public school system. They work individually or with small groups of students in order to support ongoing instruction in the classroom. The students with whom they work may have a range of special needs including physical impairments, learning disabilities, or difficulty with informational processing or behavioral issues. Paraprofessionals may also work as parent liaisons and as translators for students and their families. In order to work effectively, paraprofessionals must be trained in a range of areas including behavior management, instructional strategies, techniques for working with special education students, and educational strategies for teaching math and reading. This program is designed to meet the training requirements of paraprofessionals which are now required due to the federal legislation of "No Child Left Behind". Students who are completing the Associate in Science in Early Childhood Education with an Option in Paraprofessional may choose to continue their studies in a range of baccalaureate programs including Education, Special Education, Social Work, and Psychology.

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
ENG 101	English Composition	3
ECE 101	Introduction to Early Childhood Education	3
PAR 110	Becoming a Paraprofessional	3
CAP	Computer Literacy Elective	3
PSY 112	Introduction to Psychology	3
		15
Second semester		
OPEN ELECTIVE		3-6
COM 101	Public Speaking	3
PSY 115	Child Development OR	
PSY 212	Lifespan Development	3
EDU 240	Language and Literacy for School-age Children	3
PSY 210	The Psychology of Learning	3
		15-18
Third semester		
ECE 140	The Exceptional Child and Learner	3
ECE 221	Creating a positive climate for classroom settings	3
ENG 102	Composition and Literature	3
	Math 101 or higher	3
SCI	Elective	3-4
		15-16
Fourth semester		
ECE 210	Observation & Assessment	3
	Directed Elective	3
ECE 220	Multicultural Aspects of Early Childhood OR Humanities elective	3
ECE 250	Student Teaching	6
		15
Total Credits in Program		**60-64**

Collegiate Certificate

Course No.	Title	Credits
First semester		
ECE 101	Introduction to Early Childhood Education	3
CAP	Computer Literacy Elective	3
PAR 110	Becoming a Paraprofessional	3
ENG 101	English Composition	3
PSY 112	Introduction to Psychology	3
		15
Second semester		
EDU 240	Language and Literacy for School-age Children	3
PSY 115	Child Development OR	
PSY 212	Lifespan Development	3
ECE 201	Exceptional Child and Learner	3
ECE 221	Creating a Positive Climate for classroom settings	3
	DIRECTED ELECTIVE	3
		15
Total Credits in Program		**30**

HOMELAND SECURITY

ASSOCIATE IN SCIENCE

Before the terrorist attacks of September 11, 2001, there was no career field called "homeland security" and no need for a collegiate-level program. Our safety and security were entrusted to the well-recognized public safety agencies such as law enforcement, fire service and the myriad of local, state and federal criminal justice agencies.

Today, homeland security is a composite of many different fields that individually have some bearing on the natural disaster and terrorist threat to modern society. We must also keep in mind what have become the more-or-less routine duties of response to natural disasters, such as floods, hurricanes, tornadoes, and so on, all of which require due diligence, training, and expertise in order to ensure the safety and security of our communities.

The Associate Degree in Homeland Security program provides an understanding of a wide range of topics including aspects of emergency planning and security, fire service, corrections, emergency management/first responders, private and personal security, computer security, and cyber crime investigation and prevention. The program may provide students with the necessary skills and academic knowledge to gain advancement or entry-level positions in various homeland security career fields such as federal, state or municipal law enforcement agencies, the fire service, diplomatic security, computer/data security, emergency preparedness, or customs and border protection to name a few.

Program Outcomes

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

1. Provide the students with knowledge and skills of the Homeland Security fields of concentration, including impact upon local communities and society, and organizational structure and operations;
2. Display an understanding of contemporary issues affecting national, state, and local community security;
3. Present a basic understanding of operational requirements, social and economic impact, and legislative consequences of Homeland Security;
4. Emphasize the processes necessary for successful implementation of Homeland Security programs;
5. Examine the ethics and responsibilities of professionals in the Homeland Security management related fields;
6. Prepare for further academic pursuits and careers in public and private sectors.

Additionally, graduates will complete the comprehensive learning outcomes of the General Education components.

Associate Degree

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
ENG 101	English Composition	3
HSM 101	Introduction to Homeland Security	3
CAP	Computer Literacy Elective	3
HSM 105	Contemporary Ethical Perspectives	3
SCI	Physical or Natural Science Elective	3-4
		15-16
Second semester		
SOC	Social Science Elective	3
MATH	MATH 101 or higher	3
HSM 104	Domestic and International Terrorism	3
HSM 106	Investigative Report Writing	3
HSM	Restricted Elective	3
		15

Course No.	Title	Credits
Third semester		
COM 101	Public Speaking	3
HSM 102	Introduction to Weapons of Mass Destruction	3
HSM	Restricted Electives	9
		15
Fourth semester		
HSM 220	National Incident Management System (NIMS)	3
HSM 103	Emergency Planning: Preparedness and Response to Critical Incidents	3
	Open Elective	3
HSM 290	Internship	3
HSM	Restricted Elective	3
		15
Total Credits in Program		**60-61**

**Restricted elective chosen from the following: Any HSM designated course, BUS 101, and PSY 120.

HOMELAND SECURITY

CRIMINAL JUSTICE OPTION

Law Enforcement and the Criminal Justice system are often the first-line of defense against natural disasters or an intentional attack on our communities. "Old-fashioned" reactive policing methodologies are no longer capable of addressing the high-tech threats that we are exposed to in this modern age. Police Officers must be better trained, better educated, and more capable of responding and conducting proactive patrols and investigations in order to hopefully detect and prevent threats before they occur or at least to minimize the effects afterwards.

As such, modern police officers must be educated in a vast array of subject matter that reaches far beyond what is learned in the academy. That is why Goodwin College has developed the Homeland Security Program, and specifically the Criminal Justice Option. It is our intent that students in this program will develop a deeper understanding of the natural disaster and terrorist threats and the basics of emergency response to these incidents and to challenge them to hone their critical thinking skills, skills that will be beneficial to them as they enter a criminal justice career or seek advancement in agencies where they are employed.

Unlike a traditional Criminal Justice curriculum, students will be exposed to the basics of homeland security as well as specific job-related courses. It is our belief that this will make them more well-rounded, more capable of addressing the threats in today's society, and more valued as a result of their receiving a background in these as well as contemporary policing subjects. Upon successful completion of the program students should be prepared for entry-level positions or advancement in the Criminal Justice profession.

There are numerous opportunities in Homeland Security-related Criminal Justice career fields that respond to and deal with terrorist incidents as well as natural disasters such as Hurricane Katrina. For example, the events of September 11, 2001 changed America's outlook on law enforcement, and as a result has provided more opportunities for employment in the criminal justice field. The Criminal Justice Option focuses on preparing students for entry-level positions or advancement in police and security agencies or departments. These career opportunities may also be in areas such as federal, state or municipal law enforcement and include jobs such as Customs and Border Protection (CBP), U.S. Secret Service Police, Central Intelligence Agency (CIA), Federal Bureau of Investigation (FBI) Defense Intelligence Agency (DIA), Drug Enforcement Agency (DEA), Immigration and Customs Enforcement (ICE), Transportation Security Administration (TSA) as well as state and local police departments.

A degree in Homeland Security with the Criminal Justice Option sets students apart from other people who have studied only criminal justice and could be beneficial in allowing you to stand out from other applicants.

Associate Degree

Placement evaluations will determine the sequencing of courses. Additional courses may be required.
The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
ENG 101	English Composition	3
HSM 101	Introduction to Homeland Security	3
CAP	Computer Literacy Elective	3
HSM 105	Contemporary Ethical Perspectives	3
SCI	Physical or Natural Science Elective	3-4
		15-16
Second semester		
	Social Science Elective	3
MATH	MATH 101 or higher	3
HSM 110	Introduction to Criminal Justice and the Law	3
HSM 104	Domestic & International Terrorism	3
HSM 106	Investigative Report Writing	3
		15

Course No.	Title	Credits
Third semester		
COM 101	Public Speaking	3
HSM 102	Introduction to Weapons of Mass Destruction	3
HSM 112	Criminal Procedures	3
HSM 115	Principles of Criminal Investigation	3
HSM 111	Contemporary Issues in Crime and Prevention	3
		15
Fourth semester		
HSM 220	National Incident Management System (NIMS)	3
HSM 103	Emergency Planning: Response and Planning for Critical Incidents	3
HSM 225	Basics of Interview and Interrogation Techniques	3
	Elective	3
HSM 290	Internship	3
		15
Total Credits in Program		**60-61**

HUMAN SERVICES

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

The field of human services offers a wide variety of career opportunities for people who have a strong desire to help others. Professionals provide a broad range of services that assist people to meet basic human needs, enhance their quality of life and address issues pertaining to human growth and development. Human service professionals promote positive change in individuals, families and communities and, by providing services and enhancing opportunities, assist them in overcoming challenges and barriers that they face in their daily lives.

All students in the Human Services program take courses that build core competencies utilized in the vast majority of human service occupations, among them: performing intakes and assessments; conducting interviewing and counseling; providing case management; practicing with professionally recognized ethics, values and cultural competence; understanding the psychology of individuals and groups; and, performing effective advocacy.

As students progress through their program they are exposed to a wide array of populations typically served by human service professionals. Through coursework, interactions with professors who are also practitioners, guest lecturers and field trips to local human service organizations, students will begin to focus their degree on the specific population(s) they choose to work with when they begin their career. This could include children; youth; older adults; families; people with mental illness, developmental, intellectual or physical disabilities; individuals abusing drugs or alcohol and families of those individuals; people with learning disabilities; individuals in the criminal justice system; persons with hearing or visual disorders; disabled veterans; at risk populations such as those who are homeless, abused and neglected children, and women in abusive relationships. Students may also choose to focus their degree on assisting people to meet basic human needs such as securing food, housing and employment; or, by performing advocacy work on behalf of the people they serve. New careers in human services are emerging every day and successful graduates of the program will be prepared to meet the challenges and experience the rewards that they offer.

The culminating course for human service students is a 180-hour internship where they will apply their learning at a local human service organization. This is a comprehensive yet focused experience that is 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 match students with organizations that offer the services that students 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.

HUMAN SERVICES

Program Outcomes

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

1. Exemplify competence as skilled entry-level providers in the field of human services;
2. Perform professional responsibilities in accordance with the ethical and legal standards of the human services profession;
3. Articulate the values commonly associated with the delivery of human services;
4. Discuss and apply the principles of cultural competence;
5. Discuss the historical development of human services;
6. Identify the contribution of social, political, economic, and other forces that shape the human services field and provide comprehensive services based on an understanding of these forces;
7. Understand various human systems, including individual, interpersonal, group, family, organizational, community and societal and apply appropriate skills when working with those systems;
8. Understand and discuss the scope of human services including the various populations typically served by human service professionals;
9. Understand and articulate an asset-based perspective in working with individuals, families, organizations and communities;
10. Perform effective intakes and assessments for persons seeking services;
11. Utilize critical thinking skills to identify, select and utilize appropriate interventions;
12. Demonstrate effective entry-level interviewing and counseling skills;
13. Perform basic case management with people receiving services;
14. Perform effective advocacy;
15. Maintain appropriate and professional case records and prepare and disseminate well-written reports;
16. Apply knowledge of computer applications including basic word processing, spreadsheets, internet and e-mail, and other software related to the field;
17. Serve as a positive role model within human services settings and in the community;
18. Utilize a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning.

Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

Associate Degree

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
HSR 101	Introduction to Human Services	3
ENG 101	English Composition	3
COM 101	Public Speaking	3
CAP	Computer Literacy Elective	3
PSY 112	Introduction to Psychology	3
		15
Second semester		
PHIL 105	Ethics, Values& Cultural Competence in Human Services	3
HSR 140	Intake, Assessment and Intervention	3
ENG 102	Composition & Literature OR	
ENG 222	Writing for the Human Service Profession OR	
ENG 210	Grant Writing and Business Communication	3
PSY 212	Lifespan Development	3
MATH	Math 101 or higher	3
		15

Course No.	Title	Credits
Third semester		
HSR 106	Interviewing & Counseling	3
PSY 201	Group Dynamics	3
SOC 101	Introduction to Sociology	3
HSR 210	Introduction to Research in Human Services	3
	Elective *	3
		15
Fourth semester		
HSR 202	Case Management	3
	Physical or Natural Science	3
	Elective *	3
	Elective *	3
HSR 299	Human Service Internship	4
		16
Total Credits in Program		**61**

*Electives chosen from among HSR 105, HSR 110, HSR 111, HSR 120, HSR 121, HSR 220, HSR 108, PSY 210, PSY 220, PSY 115, PSY 2XX (Abnormal), SOC 130, SOC XXX (Death and Dying), SOC 201, HSM XXX (Introduction to Probation and Parole), Open Elective

HUMAN SERVICES

GERONTOLOGY OPTION

As the population of the United States and other countries age, there will be an increased need for professionals to provide a wide variety of services for elderly individuals. The curriculum for the Gerontology Option is designed to provide students with a broad human service foundation in areas such as psychology, sociology, case management and ethics and values. In addition, the geriatrics option will provide students with an understanding of gerontological issues and concerns that impact on the physical, social, psychological and economic well being of aging individuals and their families. This course is designed to prepare students for entry level direct care positions in a wide array of human service organizations that serve an elderly population. Those students who complete an Associate degree will also be prepared to transfer into a four-year degree program.

Associate Degree

Placement evaluations will determine the sequencing of courses. Additional courses may be required.
The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
ENG 101	English Composition	3
HSR 101	Introduction to Human Services	3
COM 101	Public Speaking	3
CAP	Computer Literacy Elective	3
PSY 112	Introduction to Psychology	3
		15
Second semester		
PSY 212	Lifespan Development	3
SOC 101	Introduction to Sociology	3
ENG 102	Composition & Literature ***OR***	
ENG 222	Writing for the Human Service Professional	3
HSR 141	Physiology of Aging	3
MATH	Math 101 or higher	3
		15

Course No.	Title	Credits
Third semester		
SOC 130	Sociology of Aging	3
SOC 201	Multicultural Issues	3
PHIL 105	Ethics & Values in Human Services	3
HSR 220	Issues in Gerontology	3
	Elective	3
		15
Fourth semester		
HSR 210	Topics & Research in Human Services	3
	Elective	3
	Elective	3
	Physical or Natural Science Elective	3
HSR 299	Human Service Internship	4
		16
Total Credits in Program		**61**

HUMAN SERVICES

PROFESSIONAL SALES & SERVICE OPTION

Sales and customer service are among the fastest growing fields in the business world. With the advent of the internet and e-business, consumers have become far more sophisticated shoppers, requiring sales and service professionals to develop more advanced skills in selling and customer service. Customers demand knowledgeable, skilled sales people who can answer their questions and resolve their problems.

Students will develop a solid foundation in business management with a specific concentration in effective sales strategies, principles of marketing, and business ethics. Creative approaches to providing customer service will be explored and students will learn to identify and practice exceptional customer service

Program Outcomes

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

1. Discuss the basics of successful selling;
2. Discuss a variety of effective selling techniques;
3. Understand how to listen and ask questions to discover and meet customer needs;
4. Build sales by asking the right questions, overcoming objections and gaining commitment;
5. Practice negotiation skills;
6. Understand how to deal with challenging customers, handling their complaints resistance and objections effectively;
7. Practice exceptional customer service skills;
8. Practice general management and administrative principles necessary for excellent customer service;
9. Identify the contribution of social, economic, and other forces that shape the business environment and provide goods and services based on an understanding of these trends;
10. Communicate effectively using oral, written and electronic documentation skills that represent competence and professionalism in the field of business;
11. Use computer applications including basic word processing, spreadsheets, internet and e-mail, and other software related to the field;
12. Perform mathematics related to the field of business, including applied math, budgeting, and other related tasks;
13. Use a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning; Additionally, graduates of the Associate in Science will complete the comprehensive learning outcomes of the General Education components.

Placement evaluations will determine the sequencing of courses. Additional courses may be required.
The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
BUS 101	Introduction to Management	3
BUS 125	Sales & Service I: The Fundamentals	3
CAP 100	Computer Literacy	3
ENG 101	English Composition	3
MATH	Math 101 or higher	3
		15
Second semester		
BUS 102	Principles of Marketing, Advertising & Public Relations	3
BUS 110	Business Law	3
BUS 126	Sales & Service II: Customer Focus	3
ACC 121	Budgeting & Planning	3
BUS 135	Customer Relations in a Multicultural World	3
		15
Third semester		
ENG 102	Composition & Literature OR	
ENG 225	Writing for the Business Professional	3
CAP 110	Computer Applications	3
BUS 226	Sales & Service III: Advanced Strategies	3
COM 101	Public Speaking	3
ECN 101	Macroeconomics	3
		15
Fourth semester		
BUS 215	Marketing	3
	Physical or Natural Science Elective	3
	Humanities Elective	3
PSY 120	Organizational Behavior	3
BUS 299	Internship	4
		16
Total Credits in Program		**61**

HUMAN SERVICES

YOUTH DEVELOPMENT OPTION

ASSOCIATE IN SCIENCE AND COLLEGIATE CERTIFICATE

The option in Youth Development prepares students to work with youth in after-school programs, recreation centers, counseling, and treatment settings. Youth Development entails a wide range of activities including guiding youth to develop their individual strengths and talents, build social skills, set educational and career goals, make positive, healthy choices, as well as making appropriate referrals as necessary. A Youth Development approach is a holistic one that looks at the physical, mental, social, educational, and spiritual needs of youth. It also looks at youth within the context of their families, schools, communities, and society in order to determine how to best assist youth in achieving positive outcomes. Youth Development utilizes an empowerment model, meaning that youth are encouraged to develop their own solutions and build on their own strengths in order to accomplish their life objectives.

In addition to the general course of study in Human Services, students choosing to concentrate their studies in the Youth Development Option will learn skills and strategies for working with youth effectively. They will also learn the history and relevant theories in the field of Youth Development. Students who are completing the Associate in Science in Human Services with an Option in Youth Development may choose to continue their studies in a range of baccalaureate programs including Human Services, Social Work, Criminal Justice, Recreation Therapy, Psychology, and Education.

Placement evaluations will determine the sequencing of courses. Additional courses may be required.
The suggested sequencing for full-time students is shown below.

Associate Degree

Course No.	Title	Credits
First semester		
ENG 101	English Composition	3
HSR 101	Introduction to Human Services	3
HSR 110	Youth Development Practice	3
CAP	Computer Literacy Elective	3
PSY 112	Introduction to Psychology	3
		15
Second semester		
HSR 111	Youth Development Connections	3
SOC 101	Introduction to Sociology	3
PSY 201	Cultural Diversity & Competency	3
ENG 222	Writing for the Human Service Profession ***OR***	
ENG 210	Grant Writing and Business Communication	3
MATH	Math 101 or higher	3
		15
Third semester		
SOC 201	Multicultural Issues	3
HSR 202	Case Management	3
COM 101	Public Speaking	3
	Elective	3
	Elective	3
		15
Fourth semester		
HSR 210	Topics & Research in Human Services	3
PSY 212	Lifespan Development	3
PHIL 105	Ethics & Values in Human Services	3
	Physical or Natural Science Elective	3
HSR 299	Human Service Internship	4
		16
Total Credits in Program		**61**

Collegiate Certificate

Course No.	Title	Credits
First semester		
CAP	Computer Literacy Elective	3
HSR 101	Introduction to Human Services	3
HSR 110	Youth Development Practice	3
PSY 201	Cultural Diversity & Competency	3
HSR 111	Youth Development Connections	3
		15
Second semester		
HSR 202	Case Management	3
HSR 210	Topics & Research in Human Services	3
	Elective	3
	Elective	3
HSR 299	Human Services Internship	4
		16
Total Credits in Program		**31**

Students must place into ENG 101 or complete ENG 099 to qualify for graduation from the Certificate program.

ACADEMIC DEPARTMENT

NURSING

ASSOCIATE IN SCIENCE

Mission

The Mission of the Nursing Program is derived from the mission of Goodwin College. It has as its focus the educational preparation of students to become Nurses. It provides an atmosphere whereby its diverse student population can grow intellectually by promoting critical thinking, personal development, and community involvement, as well as competencies in clinical skills. The Nursing program provides a technical educational foundation upon which students of nursing may continue to build their professional careers.

Program Description

The Goodwin College 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 studies 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 should be taken in the prescribed sequence. A minimum grade of "C" is required in all courses. If a student fails a nursing course (s)he may repeat it one time. However, only one course may be taken twice. The only exception to this policy is if the student fails the final course (NUR 220) at which time they may repeat NUR 220 even if they failed another course` in the program. Students whose clinical attendance and/or performance are deemed unsatisfactory by the faculty may be subject to withdrawal from any nursing course. Seventy-one (71) semester credit hours are required for graduation from the nursing program.

Admission Requirements

These admission requirements are in effect for students applying to the nursing program for the January 2007 cohort and later.

Only students admitted to the program may enroll in nursing courses. 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 college. Please call the Admissions Department for dates and times of upcoming sessions. Students may enter the College at any time to complete the prerequisites required for admission.

Admission is based upon completion of nursing prerequisites and other requirements. All requirements must be completed before enrolling in Nursing 100. Final selection is based on a Selection Point System as presented at the end of this section. Students may apply to the nursing program three (3) times.

1. **Complete the application for admission into Goodwin College.** Applicants to the nursing program must first meet the requirements for admission and be accepted into Goodwin College.
2. **Complete the Nursing Program Application.** An official High school transcript or proof of GED and official college transcripts must accompany this application.
3. **Take the National League of Nursing RN Pre-admission test.** This examination is administered at Goodwin College three times a year. The cost of the test is the responsibility of the applicant. Students must register on-line and follow the deadlines and instructions posted on the application. All questions regarding registration must be directed to the NLN. Students may retake the Pre-Admission test twice. A minimum of three (3) months must separate the two testing dates. (Refer to Goodwin College web site [www.goodwin.edu] for test dates and deadlines.)

   Students must score at the 50th percentile or higher on the AD Composite portion of the National League for Nursing RN Pre-Admission test to be considered for admission.

4. **Earn a minimum GPA of 2.7 in the most recent course work (college).** College GPA is based on a minimum of 12 com-

pleted credits.

5. **Complete the required College Placement Evaluations.** Applicants must qualify for ENG 101 in order to enter the nursing program. Any remedial courses required as indicated by the placement evaluation results must be completed before entering the nursing program.
6. **Complete the following prerequisite courses with a minimum grade of "C"**
   a. Intermediate Algebra – High school intermediate algebra and score above MATH 102 (Goodwin College) on College Placement Test or MATH 102 (Goodwin College) or higher.
   b. Chemistry – CHEM 101 (Goodwin College) or equivalent completed within the last five years.
   c. Biology – BIO 211, Anatomy & Physiology I, and BIO 212 Anatomy & Physiology II (Goodwin College) or equivalent completed within the last five years. General Biology (BIO 120 (Goodwin College) with a laboratory component, completed within the last 10 years, 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 nursing program).
7. **Interview with the Director of Nursing or member of the Nursing faculty.**

Algebra, biology and chemistry courses taken at other accredited colleges must be equivalent to Goodwin College courses to meet these admission requirements. Courses must have been completed with a grade of "C" or better.

Applicants will be notified of acceptance approximately two (2) months prior to the start of the semester.

Nursing applicants who have satisfied all of the admission criteria will be selected according to the point system as specified below:

	Score
Previous College Education	
Associate Degree (60 Credits)	2
Bachelor's Degree	3
Master's Degree	4
Completion of Nursing Curriculum Requirements at Goodwin College or courses relevant to Nursing or transferable for a BSN	
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 College courses only, based on a minimum of 1`2 credits)	
2.7 - 3.0	1
3.1 - 3.4	2
3.5 - 3.8	3
3.9 - 4.0 (Rounded up)	4

	Score
Composite Score on NLN Pre-Admission Test (Must have a composite score of ≥50% to qualify)	
50 - 55%	1
56 - 59%	2
60 - 65%	3
66 - 70%	4
71 - 75%	5
76 - 80%	6
81 - 85%	7
86 - 90%	8
91 - 95%	9
96 - 99%	10
Community Service	
15 - 29 hours	1
30+ hours	2
Interview	
Presentation	4
Spontaneity	4
Content	4
Total possible points	**38**

NURSING

Accepted Students
Once accepted, students are required to submit a $500 non-refundable tuition deposit to hold their place in the class.

Admitted students must submit a medical examination report by a physician which describes the student's physical and emotional health, two weeks 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 their file.

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.

Progression Exam

The final exam for NUR 200 is a comprehensive progression exam. The final exam for this course includes key concepts from the first three nursing courses. Students must achieve a score of "73%" or better in order to advance to NUR 210. Anyone failing the exam must repeat NUR 200. Any student who fails the exam after repeating NUR 200, will have failed out of the program.

The Connecticut Articulation Model

The Connecticut Articulation Model, developed by the Connecticut League for Nursing (CNL), provides the mechanism for licensed practical nurses (LPNs) and registered nurses (RNs) to continue their education.

LPNs who currently hold a CT license and are accepted into the Goodwin College 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 College 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. These courses are only available in the spring semester.

For more information on the Connecticut Articulation Program and how it is implemented at Goodwin College, please contact the Nursing Department.

Requirements for Graduation

A student needs to complete all required courses with a "C" or better. A student is not considered a graduate until (s)he scores at least "103" on the National League for Nursing Exit Exam. The exam may be attempted twice. If the student is not successful (s)he must work with faculty and achieve an 80 percent on three (3) practice National Council Licensure Examination (NCLEX) exams. These students may then re-attempt the exam twice. If they still do not achieve the desired score, they will have failed out of the program.

NURSING

Program Outcomes

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

1. Practice within the ethical, legal and regulatory frameworks of nursing and the professional standards of nursing practice;

2. Demonstrate accountability for nursing care given by self and/or delegated to others;

3. Utilize critical thinking to assess client status, needs, responses and resources in a comprehensive fashion while considering the client's values, customs and culture;

4. Utilize therapeutic and professional communication skills and channels when interacting with clients and families to achieve positive client outcomes and communicate essential information throughout the nursing process;

5. Plan and implement client care that is accurate and safe in diverse healthcare settings and utilize information technology to support the planning and provision of client care;

6. Perform nursing skills competently and in ways that protect and promote the dignity of the client and maintain client physical and psychological safety;

7. Identify the contribution of social, political, economic, and other forces on the healthcare environment and client care, and provide comprehensive care based on an understanding of these forces;

8. Serve as a positive role model for the nursing profession within healthcare settings and the community at large;

9. Collaborate with clients and families and other members of the healthcare team and work cooperatively with others to achieve client and institutional goals;

10. Effectively and efficiently manage client care by coordinating the implementation of individualized client care plans, facilitating the continuity of client care across various healthcare settings, delegating and supervising aspects of client care provided by assistive personnel, and adapting client care to changing settings and systems;

11. Utilize a process of self-evaluation that fosters personal and professional growth and contributes to life-long learning.

Additionally, graduates will complete the comprehensive learning outcomes of the General Education components.

Associate Degree

Placement evaluations will determine the sequencing of courses. Additional courses may be required. The suggested sequencing for full-time students is shown below.

Course No.	Title	Credits
First semester		
CAP	Computer Literacy Elective	3
ENG 101	English Composition	3
NUR 100	Nursing Skill Development	6
		12
Second semester		
PSY 112	Introduction to Psychology	3
BIO 235	Microbiology	4
NUR 110	Adults & Wellness Continuum I	6
		13
Third semester		
SOC 101	Introduction to Sociology	3
PSY 212	Lifespan Development	3
NUR 200	Adults & Wellness Continuum II	7
		13

Course No.	Title	Credits
Fourth semester		
COM 101	Public Speaking	3
ENG 102	Composition & Literature	3
NUR 210	Families & Wellness Continuum Across the Lifespan	7
		13
Fifth semester		
	Humanities Elective*	3
NUR 220	Integration of Nursing Skills: Adults with Complex Health Problems	9
		12

BIO 211 & 212 Anatomy & Physiology I & II (8 credits) must be completed before entering Nursing 100. These 8 credits are included in the 71 credits needed to complete this program.

Total Credits in Program **71**

CONTINUING EDUCATION PROGRAMS

ENGLISH AS A SECOND LANGUAGE

CERTIFICATE

The objective of the stand-alone ESL program is to enhance the English-language proficiency of individuals who have pre-existing vocational knowledge, training, or skill, but cannot use that knowledge, training, or skill because of their English speaking deficiency.

All ESL students will take the CASAS appraisal test during orientation to determine the entry level of ESL instruction. ESL courses are sequenced and delivered in four levels consisting of four courses each. The four courses of each level are taken concurrently. Students are placed in levels according to their scores on the CASAS Survey Achievement Pre-test.

If a student enters the program at Level 2, 3, or 4, he/she will receive Advanced Placement credit for the lower level courses.

Students completing Level 2, 3, or 4 are administered the CASAS Survey Achievement Post-test as an exit examination to measure competency.

The 48 credits received for the ESL program cannot be applied or transferred to any degree program at Goodwin College.

Program Sequence of Courses

Course No.	Title	Credits	Course No.	Title	Credits
Level 1			***Level 3***		
ESL 110	Beginning English I	3	ESL 130	Intermediate English I	3
ESL 111	English Vocabulary Studies I	3	ESL 131	Reading Skills and Strategies I	3
ESL 112	English Conversation Practice I	3	ESL 132	Oral Communication Techniques I	3
ESL 113	ESL Survival Skills I	3	ESL 133	English Writing I	3
Level 2			***Level 4***		
ESL 120	Beginning English II	3	ESL 140	Intermediate English II	3
ESL 121	English Vocabulary Studies II	3	ESL 141	Reading Skills and Strategies II	3
ESL 122	English Conversation Practice II	3	ESL 142	Oral Communication Techniques II	3
ESL 123	ESL Survival Skills II	3	ESL 143	English Writing II	3

Total: 48 credits; 16 courses; 32 Weeks – Day Classes; 52 Weeks – Evening Classes

Day Schedule:
Monday through Thursday between the hours of 8:00 a.m. – 2:30 p.m.

Evening Schedule:
Monday, Wednesday and Thursday, between 5:30 p.m. – 10:00 p.m.

CUSTOMER SERVICE/HOSPITALITY & RETAIL

CERTIFICATE

The objective of the Certificate program in Customer Service is to provide students a solid academic foundation and hands on experience in the field of customer service related to the hospitality and retail fields. The program focuses on the development of critical skills needed to work in the hotel and lodging industry, retail establishments and other customer service industries. The program is geared towards students seeking entry level opportunities in a variety of settings both within the hotel and lodging industry as well as retail establishments and other customer service oriented businesses.

Program Outcomes

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

1. Demonstrate an ability to perform basic math skills including: add and subtract whole numbers, perform multiplication and division, and use a calculator.
2. Understand and apply the specific skills in math applied in hospitality and customer service careers.
3. Understand the specific skills in reading and writing as applied in hospitality careers: construct grammatically correct sentences, write strong paragraphs, edit written work, accurately interpret written material and write a short business letter.
4. Understand the importance of guest service to the hospitality and other customer service focused industries. Identify procedures and techniques to use when providing guest service. Demonstrate exemplary guest service skills.
5. Demonstrate basic computer skills including: using a mouse, using a keyboard, preparing a short note and conducting an internet search.
6. Understand the importance of managing personal responsibilities outside of work time.
7. Demonstrate planning skills to minimize events that interfere with classroom and work responsibilities.
8. Describe strengths and abilities and effectively communicate them to prospective employers; demonstrate an awareness of employer expectations.
9. Effectively complete a job application, prepare a professional resume, cover letter and thank you note.
10. Demonstrate appropriate dress for an interview and effective interviewing skills.
11. Understand and explain the functions of the basic divisions within a hotel including guest services, housekeeping and food and beverage.
12. Understand and apply basic safety, health and security procedures as they relate to the hospitality and customer service industries.
13. Demonstrate practical skills associated with a specific position within the hotel and lodging and/or customer service field.
14. Understand how to perform basic retail sales transactions
15. Discuss how to manage and control inventory
16. Demonstrate basic sales techniques

Program Sequence of Courses

Course No.	Title	Credits
Preprogram		
CAS 099	Basic Skills Enrichment	6
First Semester		
CAS 110	Introduction to Customer Service	3
CAS 115	Computer Literacy for Customer Service	3
CAS 120	Survival Skills	2
CAS 130	World of Work	2
CAS 200	Customer Service: Hospitality & Retail	6
		16

Course No.	Title	Credits
Second Semester		
CAS 298	Cooperative Work Experience and professional seminar I	4
CAS 299	Cooperative Work Experience and professional seminar II	4
		8
Total Credits in Program		**24**

COURSE DESCRIPTIONS

The course numbering system has two parts that identify both the program area 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, CST for computer systems, etc.
000 are the numbers of the course -- courses beginning with the digit "0" are developmental courses. These are for institutional credit only 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" are advanced level courses.

ACC 101 - Introduction to Accounting
3 credits (PREREQUISITE: NONE)
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.

ACC 102 - Payroll Accounting Procedures
3 credits (PREREQUISITE: ACC 101)
This course is a study of payroll accounting procedures. Students will learn to account for payroll by preparing payroll registers, employee's earnings records, identifying mandatory and voluntary payroll deductions and employer payroll taxes, and preparing appropriate journal entries.

ACC 103 - Merchandise Accounting
3 credits (PREREQUISITE: ACC 102)
This course is an in-depth study of merchandise accounting. Students will learn to cost inventory using FIFO, LIFO, and Average Costs methods. Students will learn to calculate cost of goods sold, ending inventory, and gross margin and be able to prepare appropriate journal entries and financial statements.

ACC 120 - Practicum in Accounting
3 credits (PREREQUISITE: ACC 103)
This course uses a generic practice set after instruction on the accounting cycle is completed. Students are required to complete two months of transactions and the year-end work for Northern Micro, a merchandising business organized as a sole proprietorship.

ACC 121 - Budgeting and Planning
3 credits (PREREQUISITE: CAP 100)
Budgeting, a major part of the business planning, is the primary accounting management practice for monitoring current and projected costs, revenues, and expenses. Given the budgetary data, management produces and analyzes vital information on running a successful business and uses the information to make further decisions. This course describes the various types of budgets you'll encounter; overviews the steps of the budget process; introduces you to Quickbooks, the most commonly used automated budgeting tool; and gives you an opportunity to practice using the tool in support of company goals.

ACC 201 - Accounting Software II
3 credits (PREREQUISITE: ACC 103-COMPUTERIZED ACCOUNTING MAJORS MUST HAVE A C- OR BETTER IN ACC 103)
Students will use the Peachtree Accounting for Windows software to establish accounts for service businesses, merchandising businesses, nonprofit businesses, and manufacturing businesses. Software applications include cash receipts, cash disbursements, job costing, payroll setup, budgets, reports, and business analysis.

ACC 210 - Financial Accounting Principles
3 credits (PREREQUISITE: PERMISSION OF INSTRUCTOR)
This course is designed to further the study of accounting principles. Accounting for accounts receivable, long-term assets, partnerships, and corporations will be covered. Students will be assigned a project involving analysis of an annual report of a corporation.

ACC 220 – Managerial Accounting
3 credits (PREREQUISITE: ACC 101)
This course provides a basic understanding of the role of accounting information in the business decision-making process. This course is designed to provide students with the big picture of accounting, to help them build their decision-making skills, and to assist them in understanding how to use accounting information to make quality business decisions.

ASD 095 - Essential College Preparation
3 credits
This course is designed to assist students master the basic skills in English and mathematics necessary to progress to college level courses in these disciplines. English skills cover basic reading comprehension and vocabulary building; writing proficiencies begin with simple sentence structure and proceed to paragraph development and preparation of the five paragraph expository essay. Mathematics skills begin with basic operations, fractions, decimals, ratio, and percents, and proceed to practicing and understanding pre-algebraic concepts. This course does not count towards associate degree requirements.

ASD 100 - Study Skills for College Success
1 credit (REQUIRED FOR ALL STUDENTS IN DEVELOPMENTAL ENGLISH AND MATH COURSES)
This course is designed to extend and intensify the math and English skill building practices of students in any foundational course. It is an accompaniment to the student's classes and provides greater opportunities for individual attention and tutorial experiences. The objective of this course is to promote competence in areas critical to student success in collegiate level courses. This course does not count towards associate degree requirements.

ASD 120 – The College Experience
3 credits (REQUIRED FOR ALL ENTERING FIRST YEAR STUDENTS)
Student success in navigating through the college world is the goal of this course. For students new to college life, it provides an extensive orientation in the culture of higher education. Students will develop skills needed for success in academics as well as in handling personal issues which may have an impact on their chance of college success. Focus includes issues of finances, time management, family and job responsibilities, health and crisis management, note-taking, test-taking strategies, and prioritization of academic tasks. This course does not count towards associate degree requirements.

BIO 101 - Human Biology
3 credits (PREREQUISITE: NONE)
This 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 and Respiratory Care programs.

BIO 108 - Anatomy & Physiology I for Paramedics
3 credits (PREREQUISITE: NONE)
This course is a study of the human body and its biological organization specifically designed for students entering the emergency medicine service fields. Students will learn the basic function of living organisms; identify the cellular levels of organization and the organ systems of the human body. Emphasis will be placed on homeostasis as well as disease process.

BIO 109 - Anatomy & Physiology II for Paramedics
3 credits (PREREQUISITE: BIO 108)
This course expands upon the knowledge acquired in Human Anatomy and Physiology I for Paramedics, BIO 108. Students will concentrate on a systematic approach to the human organism, including the body as a whole, its major organ systems, their inter-elations and how they change throughout a person's life. Additional emphasis will be placed on clinical and health related topic as they apply to the care of the patient in the emergency medical services field.

BIO 120 – Human Biology
4 credits (PREREQUISITE: SCI 101 or DEPARTMENTAL PERMISSION)
This course introduces the basic principles of human biology. Lectures topics include: chemical basis of life, cellular organization and function, physiological regulations, genes and the basis of heredity and evolution. In addition, various organ systems and their interrelationships will be explored. The laboratory portions of the course are coordinated with lecture content and involving some dissection. Formerly listed as BIO 100.

BIO 121 - General Biology
4 credits (PREREQUISITE: SCI 101 or DEPARTMENTAL PERMISSION)
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.

BIO 211 - Anatomy & Physiology I
4 credits (PREREQUISITES: DEPARTMENTAL PERMISSION)
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 and review of anatomical models. Formerly listed as BIO 110.

BIO 212 - Anatomy & Physiology II
4 credits (PREREQUISITES: BIO 211)
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 and review of anatomical models. Formerly listed as BIO 110.

BIO 235 - Microbiology
4 credits (PREREQUISITE: BIO 212)
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. Formerly listed as BIO 210.

BUS 101 - Introduction to Management
3 credits (PREREQUISITE: NONE)
This course provides an introduction to the basic principles of management and its 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.

BUS 102 - Principles of Marketing, Advertising, and Public Relations
3 credits (PREREQUISITE: NONE)
This course provides a basic understanding of marketing concepts, strategies, applications, and methods with emphasis on advertising and sales promotion in the domestic markets. Attention is given to promotional areas such as direct marketing, publicity, public relations, and personal selling. This course focuses on the application of management principles and practices to the effective development of public relations and advertising plans, programs, and campaigns.

BUS 103 - Writing for the Business Professional
3 credits (PREREQUISITE: NONE)
This course introduces students to the tools and techniques for writing and presenting professional and technical information. The emphasis is on how to apply these tools and techniques to on-the-job communications. The course also covers

conventional courtesies in the workplace, diversity awareness, and the importance of adapting communication mediums and messages to differing audience needs.

BUS 110 - Business Law
3 credits (PREREQUISITE: NONE)
This course is designed to introduce the legal and regulatory environment in which businesses must operate. 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.

BUS 115 – Human Resource Management
3 credits (PREREQUISITE: NONE)
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.

BUS 120 - Administrative Office Procedures
3 credits (PREREQUISITE: CAP 100)
This course prepares students to perform various technological, administrative, and problem solving tasks required to succeed in today's ever-changing workplace. Students learn critical thinking, problem solving, office procedures, appropriate business communication, information processing technologies, and self-management.

BUS 121 - Personal Finance
3 credits (PREREQUISITE: NONE)
This course presents an analysis of the many financial situations and decisions confronting an individual. Topics include cost of credit, budgeting, individual tax preparation, financial planning, and checking account maintenance.

BUS 125 – Sales and Service I: The Fundamentals
3 credits (PREREQUISITE: NONE)
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 and personal selling philosophy, understanding their product and developing a basic presentation strategy. Students will also learn the importance of ethics in selling.

BUS 126 – Sales and Service II: Customer Focus
3 credits (PREREQUISITE: BUS 125)
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 return 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.

BUS 130 - Principles of Entrepreneurship
3 credits (PREREQUISITE: NONE)
This course provides a practical approach to the entrepreneurial process and the skills for starting a small business. The course will include a discussion of the entrepreneur's acquisition of capital and management, marketing and financial decisions. The course will also include discussion of family and personal issues, support systems and time management.

BUS 132 - QuickBooks: Applications in Budgeting and Planning
3 credits (PREREQUISITE: C- OR BETTER IN ACC 101)
This course provides an overview of QuickBooks accounting software. The course will cover the major points of using the software. The focus of the course will be to use the planning and budgeting tools QuickBooks has to offer. This course will include budget set-up and forecasting, and using budgeted financial statements to plan for analysis. Comparing budgeted vs. actual using QuickBooks reporting mechanisms will also be covered. Use of these tools in analysis and planning will be stressed.

BUS 135 - Customer Relations in a Multicultural World
3 credits (PREREQUISITE: NONE)
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.

BUS 140 – International Business
3 credits (PREREQUISITE: NONE)
This course provides an introduction to the theory and practice of international business including such topics as the global market place, the role of culture, ethics and social responsibility in international business, national trade policies, international monetary systems, managing international business and international marketing and operations management.

BUS 210 - Business Planning & Development
3 credits (PREREQUISITE: PERMISSION OF INSTRUCTOR)
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.

BUS 215 – Marketing
3 credits (PREREQUSITE: BUS 102)
This course examines the basic marketing principles practiced by modern businesses including product development, 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 roles of ethics, corporate social responsibility, and public policy that are intrinsic to marketing efforts will also be explored.

BUS 226 – Sales and Service III: Advanced Strategies
3 credits (PREREQUISITE: BUS 125 & BUS 126)
This advanced course will build on the fundamental 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 to recognize different market segments and how to customize their sales approach to meet the needs and expectations of those various segments.

BUS 230 – Workforce Planning and Staffing
3 credits (PREREQUISITE: BUS 115)
This advanced course will examine strategies for staffing the workplace. Students will study human resources processes used to recruit and sustain a workforce that will enable an organization to meet its business objectives. Students will develop an understanding of the basic principles and techniques for the planning, recruitment, selection and retention of personnel.

BUS 235 – Global Perspectives
3 credits (PREREQUISITE: ECN 101)
This course introduces students to knowledge about the world and international issues. It explores general issues and trends facing the contemporary world involving ethnicity and global diversity, politics, economics, population, human development, environment, human ecology, human rights, technology, and peace and war. Students will explore significant issues that are shaped by global forces and international institutions and how the United States is impacted by and connected to those issues.

BUS 289 - Independent Study
2-3 credits (PREREQUISITE: DEPARTMENTAL PERMISSION) This course enables students to conduct an in-depth study/project within their major field of study.

BUS 290 - Seminar in Professional Application
1 credit (PREREQUISITE: NONE)
This one credit course is designed to incorporate site visits, group discussion, and/or individual consultation between the faculty members and the student(s). The goal of the Seminar in Professional Application is to provide students with the forum to discuss and to reflect upon topics within the program of study and the application in the workplace.

BUS 291 - Seminar in Professional Application II
1 credit (PREREQUISITE: BUS 291)
This one credit course is designed to incorporate site visits, group discussion, and/or individual consultation between the faculty members and the student(s). The goal of the Seminar in Professional Application is to provide students with the forum to discuss and to reflect upon topics within the program of study and the application in the workplace.

BUS 292 - Seminar in Professional Application III
1 credit (PREREQUISITE: BUS 291 and BUS 292)
This one credit course is designed to incorporate site visits, group discussion, and/or individual consultation between the faculty members and the student(s). The goal of the Seminar in Professional Application is to provide students with the forum to discuss and to reflect upon topics within the program of study and the application in the workplace.

BUS 294 Cooperative Work Experience I
2 credits
The Cooperative Work Experience course is designed for students already employed in their field of interest, or who are actively engaged in regular employment. The Cooperative Work Assignment course follows over three semesters of classroom instruction. Students apply the accumulating knowledge and skills acquired in their field of study to career related experience. It gives the student the opportunity to put his/her class knowledge to practical use and to practice and enhance acquired skills. It enhances the students' valuable employment experience, increasing their marketability.

BUS 295 - Cooperative Work Experience II
2 credits
This one credit course is designed to incorporate site visits, group discussion, and/or individual consultation between the faculty members and the student(s). The goal of the Seminar in Professional Application is to provide students with the forum to discuss and to reflect upon topics within the program of study and the application in the workplace.

BUS 296 - Cooperative Work Experience III
2 credits
This one credit course is designed to incorporate site visits, group discussion, and/or individual consultation between the faculty members and the student(s). The goal of the Seminar in Professional Application is to provide students with the forum to discuss and to reflect upon topics within the program of study and the application in the workplace.

BUS 299 - Cooperative Work Assignment
4 credits (PREREQUISITE: COMPLETION OF ALL REQUIRED COURSES)
During a 180-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 the student with valuable employment experience, increasing their marketability.

CAP 100 - Computer Literacy
3 credits (PREREQUISITE: NONE)
This course is designed to introduce students to the basics of the computer and the Microsoft Office software program, completing projects in Word, Excel and PowerPoint. Students will learn about the world-wide web and how to search the Internet. The course will also introduce the correct "touch" keyboarding techniques using the alphabetic keys.

CAP 102 - Microsoft Word
3 credits (PREREQUISITE: CAP 100)
This course continues and builds upon the concepts learned in CAP 100. Topics covered include using proofing tools; working with tabs, envelopes, labels and tables; and keyboarding. This course will also include using the mail merge process to create form letters, envelopes, labels and catalogs. A discussion of using Outline view and how to create an outline will also be an important part of this course.

CAP 105 - Internet Applications
2 credits (PREREQUISITE: NONE)
This course will present the various features of Internet access and use of the World Wide Web. Topics include: connecting to the Internet, accessing the Internet, using e-mail, browsing the Internet and the dynamics of using search engines. Students will learn how to use the WEB for research of computer related topics and topics of individual academic preferences.

CAP 110 - Computer Applications
3 credits (PREREQUISITE: CAP 100 OR DEPARTMENTAL PERMISSION)
This course is a continuation of CAP 100. Students will continue their study of Excel and PowerPoint. A review of formulas, charting and formatting will be done. Organization of worksheets, copying and moving, renaming, inserting and deleting worksheets, using absolute, relative and mixed cell references, creating and using named ranges, freezing and unfreezing rows and columns and working with charts will be covered. Microsoft Access will also be introduced into this course. Students will learn to create and edit a database table in both the design window and the Table Wizard and to design and create basic forms and reports and create and run Queries through the Select Query Window. Students will also have the opportunity to learn advanced Microsoft Word skills.

CAP 220 - Presentation Software
2 credits (PREREQUISITE: CAP 112)
This course teaches the concepts of desktop publishing utilizing the Microsoft Publisher 3.0 program. The student will be able to integrate text with graphics, and will use text and pictures as building blocks to create any page design in any configuration desired.

CAP 289 - Independent Study
2 credits (PREREQUISITE: DEPARTMENTAL PERMISSION)

CHEM 100 – Introduction to Chemistry
3 credits (PREREQUISITE: NONE)
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.

CHEM 101 - Chemistry
4 credits (MATH 101 AND ENG 099 WITH A "C" OR BETTER OR DEPARTMENTAL PERMISSION)
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.

COM 101 - Public Speaking
3 credits (PREREQUISITE: NONE)
This course is designed to develop students' speaking and listening skills so that they may become more effective communicators. Emphasis is on public speaking skills and use of research techniques; focus will include organization, delivery, and adaptation to the audience. Students will prepare and deliver several major speeches; they will employ interviewing and group discussion techniques.

CST 100 - Digital Electronics
2 credits (PREREQUISITE: NONE)
The student is introduced to Boolean algebra, Binary math, Logic Circuits, and their basic concepts as they apply to computer systems. Students will learn component identification, Digital integrated circuits, the use of a Digital Multi-Meter, Binary math, TTL Logic, Gates, and basics of Digital circuit analysis and troubleshooting. The knowledge gained from this course will be applicable to programming, Networking, and hardware troubleshooting and design.

CST 101 - Desktop Operating Systems
3 credits (PREREQUISITE: NONE)
The student will learn how to use the various computer operating systems in use today. This course presents detailed information about each of the Windows operation systems. At the completion of this course the student will be able to both install and troubleshoot Windows 98, Windows NT, Windows 2000 and Windows XP.

CST 102 - Computer Applications
3 credits (PREREQUISITE: CST 101)
The student will acquire the knowledge required to effectively utilize the complex computer applications widely used in business today. Students will learn Microsoft Office Suite XP, including Word, Excel, Access, and PowerPoint. This course is designed to prepare the student to take the core MOS certification examinations.

CST 103 - Computer Assembly and A+ Preparation
3 credits (PREREQUISITE: CST 100 & CST 102)
This A+ preparation class will prepare the student in the studies and skills necessary to pass the A+ certification test. Areas of study include how to assemble a computer system from start to finish including CMOS set up and installation of an operating system. The course was designed specifically to teach the student about the various kinds of hardware devices that make up a typical desktop computer. The material will include discussions about IDE/SCSI Hard drives, Floppy drives, CGA, VGA Video cards, Motherboards, Processors, Memory, Cache, IO Slots, IO Controller cards, Sound cards, Tape drive, CD ROM drives and other type adapters.

CST 110 - Command Line Technology
3 credits (PREREQUISITE: NONE)
This course introduces the use of the "Command Line" to facilitate troubleshooting, maintenance, and control of the Windows Networking Environment. Students will create batch files and generate script files used for installation and backups in the network environment.

CST 111 - Visual Basic Programming
3 credits (PREREQUISITE: CST 101)
This course will teach students the fundamentals of Visual Basic programming. Student will learn how the Visual Basic interface works, the structure of programs, naming conventions, forms, text boxes, image boxes, controls, and common dialog boxes. The students will utilize their skills in programming to create various applications and database interfaces.

Students will create Server/Client programs to enable communication over the Internet that can be expanded to control any type of electronic device across the World Wide Web. Student will write programs that will interface with motorized assemblies capable of controlling such things as video cameras and remote devices over the Internet.

CST 112 - Website Design and Maintenance

3 credits (PREREQUISITE: CST 101)

Student will learn the concepts of Web Browsers and hypertext used to display information on the Internet. Students will learn how to create web pages that contain backgrounds, pictures, tables, frames, hyperlinks, sounds and video objects by utilizing the proper tags that makeup the Hypertext Markup Language (HTML). Through hands-on projects, students will learn the process of acquiring a Domain Name, Registering with Search Engines and Search Engine Optimization.

CST 115 - Automation and Robotics

3 credits (PREREQUISITE: CST 101, CST 111)

Students will be introduced to Ohm's Law, and the basic principles of electronic components used in Automation and Robotics. Specialized electronic components; photo sensors, servos and motors are presented to the student in a hands-on format to complete the understanding of Automation and Robotics as used in industry today. Students will acquire knowledge of the "Basic 2 stamp" and writing routines to accomplish simple Robotic tasks.

CST 120 - Network Topology

2 credits (PREREQUISITE CST 104)

This course will teach students about the hardware used in the cabling of Network computers. It will include discussions of Ethernet, Star and Wireless (WIFI) networks as well as the various types of cables, connectors, hubs, concentrators and interface cards. Students will acquire a working knowledge of the common network Protocols. Students will install and configure the hardware to successfully build a peer-to-peer network in both the Command Line and Windows environment.

CST 121 - Network Operating Systems

3 credits (PREREQUISITE: CST 120)

This course is specifically designed to teach students all aspects of the Windows Networking environment including versions of Windows 2000 Server/Professional, Windows XP, and Windows 2003 Server. The material covers both peer-to-peer, server/client and Web Services. This course also covers the operation and installation of applications over the network. The student will learn about Windows Networking environment, the Windows.Net framework and how it is used to develop Web Services.

CST 201 - Network Security and Administration

3 credits (PREREQUISITE: CST 121)

This course will teach students how to manage a network and perform all of the administration duties. The material presented in this course covers Windows 2000 server/professional, Window XP, and Windows 2003 server. Students will learn how manage both current and new users on the network, map drives and directories, setup sharing access levels and manage the security functions for these operating systems. Firewalls and Enhanced Security software will be presented to instruct the student in how to protect businesses from information thieves, Hackers, and Crackers.

CST 202 - Network Defense, Monitoring & Communication

3 credits (PREREQUISITE: CST 110, CST 111, CST 201)

This course will teach students about Network defense and security. Included are: Anti-Virus tools, security policies, password management, risk analysis, network communication vulnerabilities, enhancing security with cabling and network hardware, understanding different types of firewalls, packet filtering and NAT, setting up and securing a virtual private network, and understanding hacker exploits.

CST 203 - Network Information and Security

3 credits (PREREQUISITE: CST 110, CST 111, CST 201)

The main goal of this course is to provide students with a fundamental understanding of network security principles and implementation. The technologies used and principles involved in creating a secure computer networking environment will be covered. Students will learn about the authentication of, the types of attacks, and malicious code that may be used against a network as well as the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies will be discussed as well as technologies and concepts used for providing secure communications channels, secure internet working devices, and network medium. Further, students will learn about intrusion detection systems, firewalls, and physical security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, students will be introduced to the daily tasks involved with managing and troubleshooting those technologies. A variety of hands-on and case project assignments will reinforce the concepts read in each chapter.

CST 204 - Firewalls, Intrusions & VPNS

3 credits (PREREQUISITE: CST 110, CST 111, CST 201)

This course provides a comprehensive overview of building and maintaining firewalls in a business environment. It is designed for the student and network administrator who will need to learn the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Specific topics covered include: planning/design, security, configuration, packet filtering, proxy servers, authentication, encryption, and VPNs.

CST 210 - Securing a Windows Network

3 credits (PREREQUISITE: CST 110, CST 111, CST 201)

This course details the security aspect of Windows 2000 communications both internally and externally. Students will learn to use integrated Windows security features such as IP Security, Security Templates, and Certified Services as well as how to create a Virtual Private Network connection through Routing and Remote Access Services and other secure connections with a Windows 2000 Server over the Internet. After working through the curriculum, students will be able to design and implement secure Windows 2000 communications throughout the enterprise and protect the network effectively from hackers and viruses. Specific

topic coverage includes: Windows 2000 Security, Windows Updates; Certificate Services; Encrypting File System; IP Security; Wireless Networks; Internet Authentication; Remote Access and VPNs; Auditing and the Event Logs; and Incident Response techniques.

CST 289 - Independent Study
2-4 credits (PREREQUISITE: DEPARTMENTAL PERMISSION)
This course enables students to conduct an in-depth study/project within their major field of study.

CST 299 - Cooperative Work Experience
4 credits (PREREQUISITE: COMPLETION OF REQUIRED COURSES)
During a 180 hour cooperative assignment, students are provided with hands-on training and career-related experience. This course provides an 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, thus increasing their marketability.

ECE 101 - Introduction to Early Childhood Education
3 credits (PREREQUISITE: NONE)
This course is designed to acquaint students with the field of early childhood education. Students will be introduced to the history and philosophy of early childhood educators and programs that have laid the foundation of early childhood education and curriculum development. Students will have an understanding of social and psychological factors that influence a child overall. This course will provide students with an introductory understanding of how to develop a daily schedule in order to run an effective classroom. It emphasizes practical information that can be used in working with young children. It will help the student become aware of teacher's responsibilities and the importance of accountability. Students will learn how to observe children and write goals and objectives. They will also learn ways that are effective in working with other early childhood professionals in the day to day running of an effective program. Students will study the family and understand the importance of making connections to family members. Modern development, research, administration, curriculum, and trends in early childhood education will be covered.

ECE 102 - Health, Safety and Nutrition for Early Childhood Programs
3 credits (PREREQUISITE: NONE)
This course introduces students to the licensing and NAEYC requirements for creating healthy and safe environments. This course provides guidelines for establishing safe environments, room arrangement, accident prevention procedures, and sanitation guidelines. Students will examine the liability issues in childcare. his 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.

ECE 110 - Creativity and the Young Child
3 credits (PREREQUISITE: ECE 101 or Departmental Permission)
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 creativity development. Students will explore music and movement, art, sand and water, blocks, dramatic play, and more as they plan developmentally appropriate activities for young children.

ECE 120 - Math and Science for Young Children
3 credits (PREREQUISITE: ECE 101 or Departmental Permission)
This course is designed for students to develop an understanding of early math and science concepts. Students will explore and develop materials that can be used throughout the early childhood environment. Students will become familiar with the CT. Framework 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.

ECE 140 - Early Childhood Practicum I
6 credits (PREREQUISITE or COREQUISITE: ECE 101 or ECE 102)
This course serves as a practical 240 hours of field experience that is based on the theories and learning outcomes associated with the overall Early Childhood curricula. Students will engage in project-based learning within an actual early childhood classroom that allows further exploration of professional work associated in early childhood. The course will integrate experiential learning, supervision, and reflection as students engage in defined projects within the work setting. This course will provide opportunities to practice early childhood theories, strategies, and techniques under the supervision of early childhood teachers, directors, and the instructor. It will also provide students the opportunity to return to the classroom in a seminar to discuss and evaluate their experiences. This class will enable students to learn effective methods of working in an early childhood setting. In this course, students will begin coursework towards their CDA resource file. Formerly listed as ECE 210. Not open to students who have complete ECE 210.

ECE 141 - Early Childhood Practicum II
6 credits (PREREQUISITE: ECE 140)
This course serves as a continuation of the practical 240 hours of field experience learned in Early Childhood Practicum I. Students will continue to engage in project-based learning within an actual early childhood classroom that allows further exploration of professional work associated with early childhood. The course will again integrate experiential learning, supervision, and reflection as students engage in defined projects within the work setting. This course will provide opportunities to practice early childhood theories, strategies, and techniques under the supervision of early childhood teachers, directors, and the instructor. It will enable students to learn effective methods of working in an early childhood setting. Students will be required to attend three

seminars to discuss and evaluate their experiences. Students will complete their resource file for CDA at the culmination of this course.

ECE 140 - The Exceptional Child and Learner
3 credits (PREREQUISITE: ECE 101 or Departmental Permission)
This course focuses on working with exceptional students, including children who are gifted and talented and those who require special education. Students will learn methods for identifying, planning for and working effectively with such children in a regular classroom. Students will become familiar with various materials and how to adapt materials so that they are effective with working with the exceptional learner. Formerly listed as EDU 121 and ECE 201. Not open to students who have completed EDU 121 or ECE 201.

ECE 210 - Observation and Assessment in the Early Childhood Classroom
3 credits (PREREQUISITE: ECE 101 or Departmental Permission)
This course is designed for students to develop an understanding of the process and importance of observation and assessment of classroom environments, young children, and of teacher performance. 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. Four 4-hour visits are required.

ECE 220 - Multicultural Aspects of Early Childhood
3 credits (PREREQUISITE: ECE 101 or Departmental Permission)
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 activities that encourage acceptance and promote an anti-bias climate in the classroom. Students will explore programs that have implemented various anti-bias approaches in their classrooms.

ECE 221 - Creating a positive climate for classroom settings
3 credits (PREREQUISITE: Departmental Permission)
This course is designed for students to gain knowledge and understanding of social-emotional development in young children, ages birth-age 8. Students will explore attachment theory as it relates to children's development and examine how children develop socially throughout early childhood. Creating supportive environments, building relationships, facilitating transitions, and identifying children's feelings will be examined during this course.

ECE 231 - Early Language and Literacy Development
3 credits (PREREQUISITE: ECE 101 or Department Permission)
This course introduces students to the language and literacy development of children from birth-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 also explore the various components of language: oral, written, and nonverbal. Students will learn how to plan purposeful literacy activities in the classroom where children are active participants in their learning.

ECE 250 - Student Teaching
6 credits (PREREQUISITE: Departmental Permission)
Students will participate in 225 hours of training at an approved NAEYC accredited site. Students will work closely with the mentoring teacher and assume appropriate responsibilities. In addition to the 225-hour training, students are required to attend a 3-hour per week seminar. The 225 hours and attendance at the seminars are required in order for completion of this course.

EDU 240 - Building Language Arts for elementary classrooms
This course is designed to introduce students to topics and areas of instruction of a Language Arts curriculum for elementary-age children. Students will explore language acquisition theory and will gain experience in planning for children's development of such language skills as comprehension, vocabulary, and beginning reading and writing. Students will learn about the process of language acquisition for English Language Learners and how to plan appropriately for their learning.

ECN 101 - Macroeconomics
3 credits (PREREQUISITE: NONE)
This course covers a broad range of macroeconomics 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.

ECN 102 – Microeconomics
3 Credits (PREREQUISITES NONE)
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.

EDU 122 - Instructional Skills and Strategies
3 credits (PREREQUISITE: NONE)
This course will demonstrate to students how the art and science of teaching come together in an effective classroom. Students will learn the methodology of instructional techniques, including observation, evaluation, and reporting skills. Students will be introduced to the elements of teaching, including educational goals and objectives, the components of an effective lesson plan, how to manage small and large group instruction and the techniques for observing and recording students' performance. This course provides guidelines for establishing safe environments, room arrangement, accident prevention procedures, and sanitation guidelines. Students will examine the liability issues associated with childcare. This course will provide objectives for developing health policies, controlling disease, establishing proper nutrition, and

responding to children's special health concerns. Emphasis is placed on writing objectives, activities goals, program goals, lesson plans, and creating thematic ideas. This class will provide an up-to-date review of teacher planning, teaching methods, and assessments.

EMT-P 101 - Paramedic I
4 credits (PREREQUISITE: NONE, COREQUISITE: BIO 108)
This course introduces students to the world of advanced life support (ALS) emergency medical services (EMS), as well as provides the students with a more comprehensive view of EMS systems and careers. This course covers most of the national standard curriculum's "Preparatory" module and some of the "Operations" module. Additionally, this course introduces students to some advanced life support skills and seeks to lay the foundations required for students to develop advanced operational and clinical decision-making skills. A laboratory component provides students with an opportunity to practice and develop required competencies.

EMT-P 102 - Paramedic II
4 credits (PREREQUISITE: EMT-P 101, COREQUISITE: BIO 109)
This course instructs students in the proper techniques for advanced patient assessment. After completing the assessment portion, students are introduced to advanced trauma care, reviewing concepts related to traumatic injury patterns, and paramedic trauma procedures. The course challenges students to refine their operational and clinical decision-making skills with an emphasis on clinical decision-making in trauma settings. The course covers the "Patient Assessment" and "Trauma" modules of the paramedic national curriculum, as well as one component of the "Special Considerations" module. A laboratory component provides students with an opportunity to practice and develop required competencies.

EMT-P 103 - Paramedic III
4 credits (PREREQUISITE: EMT-P 102)
This course teaches students advanced pre-hospital care for medical emergencies. With a particular emphasis on assessments, recognition, and life-saving interventions for acute medical disorders, students will apply learned concepts and be challenged to refine their operational and clinical decision-making skills, with an emphasis on clinical decision-making in medical settings. This course covers the "Medical" module of the national standard curriculum. A laboratory component provides students with an opportunity to practice and develop required competencies. EMT-P 110, 120, 130- Clinical I, II, III 2 credits each (COREQUISITES: EMT-P 101, EMT-P 102, EMT-P 103) The hospital "clinicals" provide opportunities for students to apply what they are learning in their classroom and laboratory in a controlled clinical environment. The clinical courses provide a vital link between the classroom and real-world patients. Students work under the direct supervision of assigned clinical preceptors in a variety of settings, but primarily in the emergency department. Clinical experiences are taken concurrently with paramedic classroom work during respective semesters of the program. Students are required to spend 8 hours per week in the clinical setting.

EMT-P 201 - Paramedic IV
4 credits (PREREQUISITE: EMT-P 103, COREQUISITE: EMT-P 210)
This course is designed to refine the skills and knowledge of the advanced paramedic student. The course covers special situations and special populations the paramedic faces in the field. The course is designed to run concurrently with EMT-P 210-Field Internship, allowing students to take advantage of the opportunity to integrate their field experience with the classroom. This course covers the "Special Considerations" and portions of the "Operations" modules of the paramedic national standard curriculum. A laboratory component provides students with an opportunity to practice and develop required competencies.

EMT-P 210 - Field Internship
2 credits (COEREQUISITE: EMT-P 201)
This field internship provides students an opportunity to practice as entry-level paramedics under the direct supervision of approved field mentors. This course provides the opportunity for students to practice their skills and application of learned knowledge, while allowing for twice-weekly opportunities to share their experience with course faculty and peers, allowing for guided reflection, modification during practice and vicarious learning from peers.

ENG 088 - Reading Dynamics
3 credits (PREREQUISITE: PLACEMENT EVALUATION SCORE)
This course is designed to enhance students' competence in reading, writing and speaking and to prepare them for various types of college assignments. Emphasis is on developing reading skills and building vocabulary. Students analyze a variety of readings through class discussions and written responses. The goal of this course is to provide enriched opportunities to improve reading comprehension, vocabulary, and sentence building skills. This course does not count towards credit requirements for associate degree programs.

ENG 089 - Fundamentals of Reading and Writing
3 Credits (PREREQUISITE: PLACEMENT EVALUATION OR "C" OR BETTER IN ENG 088)
This course introduces and reviews basic grammar rules and promotes sentence-building skills. This course focuses on developing reading comprehension and vocabulary building, and emphasizes the development of sentence structure and style. The goal of this course is to engage students in mastering grammar concepts and developing interpretive reading and writing skills. This course does not count towards credit requirements for associate degree programs.

ENG 099 - Reading/Writing Connection
3 credits (PREREQUISITE: PLACEMENT EVALUATION OR "C" OR BETTER IN ENG 089)
This course reviews and extends grammar concepts and sentence-building skills and is designed to develop students' language skills used in reading, writing, and interpretation. The course focuses on the writing and editing process needed for creating strong paragraphs. Varied reading samples are used for class discussion and written response. The goal of this course is to prepare students for college level composition courses and beyond. This course does not count towards credit requirements for associate degree programs.

ENG 101 - English Composition
3 credits (PREREQUISITE: PLACEMENT EVALUATION OR "C" OR BETTER IN ENG 099)
This course is designed to develop clear

and effective college-level writing. Emphasis is on the composing process including topic selection, drafting, editing and proofreading of final drafts. Organization of ideas, effective sentence and paragraph structure, grammar and usage will be the focus of this course. Several major papers as well as a research paper are required in this course.

ENG 102 - Composition & Literature
3 credits (PREREQUISITE: ENG 101)
This course provides additional composition skill-building. Students will be required to write extensively on topics related to various genres of serious literature. This course will focus on learning how to read, interpret and critically analyze literary selections. Students are expected to explain and support their ideas in writing. A research paper is required in this course.

ENG 201 - Introduction to Literature
3 credits (PREREQUISITE: ENG 101)
This course focuses on four main genres of literature — fiction, poetry, drama, and essay. Selections for reading and analysis will highlight major literary archetypes and universal themes; included are works of the Greeks, Shakespeare and contemporary authors. Students are expected to articulate their responses in class discussions as well as written assignments. A research paper is required in this course.

ENG 210 - Grant Writing and Business Communication
3 credits (PREREQUISITE: ENG 101)
This course is designed to provide students with a general introduction to the field of grant writing. Instruction will provide 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. Examples of common grant applications and letters of inquiry are studied to examine best practices. Other topics will include aspects of business communication including introductory letters, written contracts, formal reports and common correspondences.

ENG 220 - Writing for Health Professionals
3 credits (PREREQUISITE: ENG 101)
This course examines basic writing skills and focuses on descriptive writing and writing as a communication skill necessary in the health professions Students will learn how to compile, organize and logically present scientific and health information using citation and references. Training in the use of computer searches (use of search engines, the web, and college library resources) for locating data and content to develop a paper will also be discussed in this course.

ENG 222 – Writing for the Human Services Professional
3 credits (PREREQUISITE: ENG 101)
This course will review the writing, documentation and recordkeeping skills required in human service professions. The course will prepare students to accurately and effectively document service delivery in a variety of organizational settings. Students will learn to create and maintain case records and progress notes as well as prepare professional reports and discharge summaries. In addition, the course will examine legal and ethical issues pertaining to documentation and recordkeeping.

HCS 100 - CPR for the Health Professional
1 credit (PREREQUISITE: NONE)
The BLS Healthcare Provider Course teaches CPR skills for helping victims of all ages including doing ventilation with a barrier device, a bag-mask device, and oxygen. Students also learn how to use an automated external defibrillator (AED). Finally, students will learn how to provide relief of foreign-body airway obstruction (FBAO). It's intended for participants who provide heath care to patients in a wide variety of settings, including in-hospital and out-of-hospital. This course is appropriate for certified or non-certified, licensed or non-licensed healthcare professionals.

HCS 101 - Introduction to Healthcare
3 credits (PREREQUISITE: NONE)
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.

HCS 103 - Introduction to Laboratory Services
3 credits (PREREQUISITE: NONE)
This introductory course will present the student to the various areas of the laboratory. Topics will include specimen processing, specimen handling, laboratory divisions, quality control, HIPAA, and legal issues. Finally, students will learn about CLIA regulations and practice performing CLIA waived tests.

HCS 110 - Medicine and Society
3 credits (PREREQUISITE: NONE)
This course focuses on individual, community and institutional health care needs and issues from both the bio-medical and socio-cultural points of view. It explores issues regarding health care 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.

HCS 120 - Health and Wellness
3 credits (PREREQUISITE: NONE)
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.

HCS 205 - Plague, Epidemics and Society
3 credits (PREREQUISITE: NONE)
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.

HCS 210 - Ethical and Legal Issues in Healthcare
3 credits (PREREQUISITE: NONE)
The course explores various ethical and legal issues faced by healthcare practitioners. The course provides the student with the framework for identifying ethical dilemmas in the professional setting, as well as the skills and resources for addressing them. Topics include basic principles of health care ethics, confidentiality, management of health care information, allocation of scarce resources, and autonomy versus paternalism.

HCS 240 - Introduction to Alternative and Complementary Medicine
3 credits (PREREQUISITE: NONE)
This course will examine the theory, philosophy and applications of complementary and alternative medicine within today's health care 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 health care in the United States. Students will become aware of the vast array of resources available and the type of training involved in license/certification.

HCS 290-292: Seminar in Professional Application
This one credit course is designed to incorporate site visits, group discussion, and/or individual consultation between the faculty members and the student(s). The goal of the Seminar in Professional Application is to provide students with the forum to discuss and to reflect upon topics within the program of study and the application in the workplace.

HCS 297-299: Capstone/Cooperative Work Experience (Externship)
The Capstone/Cooperative Work Experience course is designed for students already employed in their field of interest, or who are actively engaged in regular employment. The Capstone/ Cooperative Work Assignment course follows over three semesters of classroom instruction. Students apply the accumulating knowledge and skills acquired in their field of study to career related experience. It gives the student the opportunity to put his/her class knowledge to practical use and to practice and enhance acquired skills. It enhances the students' valuable employment experience, increasing their marketability. The Capstone component includes reflective essays, portfolio entries, and situational analysis as outlined in the individualized course outline.

HIS 101 - Contemporary Issues in American History
3 credits (PREREQUISITE: NONE)
This course provides a study of America's political, social, intellectual, and diplomatic history from 1914 to the present. Topics cover WWI, the New Deal, WWII, Vietnam, race relations, social and political conflicts and economics of the 20th century. This course provides study of recent presidential administrations and 21st Century national and international issues, including the impact of a global economy on contemporary America.

HLT 102 - Introduction to Histology
3 credits (PREREQUISITE: NONE)
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, glassware, solution preparation, troubleshooting, quality control and safety procedures as well as precautions given in the laboratory setting. Care and use of a microscope, basic tissue identification to include sectioning artifacts. This laboratory experience demonstrates a working knowledge of instrumentation, supplies, and solutions.

HLT 110 - Histologic Techniques
3 credits (COREQUISITE: HLT 102)
This course introduces students to the various methods employed in sectioning of tissue, bone decalcification, mounting media, and embedding in the following media: paraffin, celloidin, and plastic. It runs concurrently with HLT 102.

HLT 111 - Basic Staining & Fixation
4 credits (PREREQUISITE: HLT 110)
This course describes theoretical and practical aspects of routine nuclear and cytoplasmic stains. Quality control of routine staining is also involved. Students are taught principles and concepts, which closely coincide with the laboratory content taught in the student lab. Detailed analysis of use and methods employed in fixation. Topics include primary fixatives, modifiers, mixtures, factors, artifacts, compatible staining procedures, methods and instruments employed in fixation of tissue specimens.

HLT 112 - Histology Laboratory I
3 credits (PREREQUISITE: HLT 102; COREQUISITE: HLT 111)
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, and troubleshooting.

HLT 210 - Staining II
3 credits (PREREQUISITE: HLT 111)
This staining course closely coincides with anatomy topics. Subject matter covers staining of: carbohydrates, microorganisms, nerve tissue, lipids, special cells, microincineration, eye techniques, hematopathogy as well as primary reagents or dyes, mechanisms of actions and source of error in staining and appropriate corrections.

HLT 211 - Histology Laboratory II
2 credits (PREREQUISITE: HLT 112, COREQUISITE HLT 210)
This course is offered concurrently with staining II lectures, hands on application of dyes, and microscopic evaluations.

HLT 230 - Histology Capstone & Seminar
3 credits (COREQUISITE: HLT 290)
Concurrent with HLT 290, principles and methodologies for all major areas commonly practiced in a modern histopathology laboratory are presented and performed. A seminar detailing the students progression at the clinical site and summation project and portfolio will be presented by the students.

HLT 290 - Histology Clinical Experience
7 credits (PREREQUISITE: HLT 211)
Students master the procedures and hone their technical skills at a clinical site under the supervision of an experienced technician. Clinical significance of laboratory procedures in diagnosis and treatment is applied. Students perform various routine duties (coverslipping, sectioning, staining, decalcification, and gross tissue handling, etc). This practical experience combined with techniques acquired in the student lab enables the student to become accus-

tomed to applying histologic procedures to a scheduled arrangement of duties with established deadlines.

HSM 101 - Introduction to Homeland Security

3 credits (PREREQUISITE: ENG 101)
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.

HSM 102 - Introduction to Weapons of Mass Destruction (WMD)

3 credits (PREREQUISITE: HSM 101 or PERMISSION)
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, feature 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.

HSM 103 - Emergency Planning: Response, Preparedness and Testing for Critical Incidents

3 credits (PREREQUISITE: HSM 101, ENG 101)
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.

HSM 104 - Domestic and International Terrorism

3 credits (PREREQUISITE: HSM 101)
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.

HSM 105 - Contemporary Ethical Perspectives

3 credits (PREREQUISITE: ENG 101)
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.

HSM 106 - Investigative Report Writing

3 credits (PREREQUISITE: ENG 101 OR DEPARTMENTAL PERMISSION)
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.

HSM 110 - Introduction to Criminal Justice and the Law

3 credits (PREREQUISITE: ENG 101)
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.

HSM 111 - Contemporary Issues in Crime and Prevention

3 credits (PREREQUISITE: ENG 101)
This course will examine the cause and effect relationship between contemporary problems in our society and how they relate to crime and prevention. Issue 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.

HSM 112 - Criminal Procedure

3 credits (PREREQUISITE: ENG 101)
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.

HSM 115 - Principles of Criminal Investigation

3 credits (PREREQUISITE: ENG 101)
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 pattern.

HSM 118 - Introduction to Fire Technology

3 credits (PREREQUISITE: ENG 101)
This course introduces students to the many areas of fire protection, using a systems approach. Overviews the system components of modern fire department responsibility and features the latest incident command system information. Introduction to Fire Technology 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.

HSM 120 - First Responder Training
3 credits (PREREQUISITE: ENG 101)
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 in the incident command system.

HSM 122 - Emergency Management
3 credits (PREREQUISITE: ENG 101)
This course is designed to help first responders as well as healthcare management professionals (including physicians and nurses with management responsibility) assess, mitigate and deal with the medical, physical and economic risks and challenges associate 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.

HSM 130 - Introduction to Computer Crimes and Security
3 credits (PREREQUISITE: ENG 101)
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.

HSM 131 - Data & Information System Security Protection
3 credits (PREREQUISITE: ENG 101)
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.

HSM 140 - Introduction to Corrections
3 credits (PREREQUISITE: ENG 101)
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.

HSM 141 - Criminology
3 credits (PREREQUISITE: HSM 140 OR DEPARTMENTAL PERMISSION, ENG 101)
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; hate crimes and terrorism in America. Society's response to crime is covered and addresses the question of how security & freedom interface in an age of increasing globalism

HSM 220 - National Incident Management System (NIMS)
3 credits (PREREQUISITE: HSM 101)
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 manages 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.

HSM 225 - Basics of Interview and Interrogation Techniques
3 credits (PREREQUISITE: ENG 101)
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.

HSM 230 - Cyber Crime: Identity Theft and Internet Vulnerabilities
3 credits (PREREQUISITE: HSM 130 OR DEPARTMENTAL PERMISSION)
This course will introduce and discuss the fastest growing crime - theft of a person's identity, 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.

HSM 231 - Information System Threats/Attacks/Defense
3 credits (PREREQUISITE: HSM 130)
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.

HSM 232 - Computer Crime Forensics and Investigative Procedures
3 credits (PREREQUISITE: HSM 130)
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.

HSM 235 - Principals of Personal and Physical Security
3 credits (PREREQUISITE: HSM 110)
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.

HSM 240 - Strategic and Tactical Considerations on the Fireground
3 credits (PREREQUISITE: HSM 118)
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 Health Care and High Risk Populations and Commercial, Technical Operations, and Industrial Occupancies as well as scenarios, case studies to enhance student learning.

HSM 241 - Principles of Fire Prevention
3 credits (PREREQUISITE: HSM 118)
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.

HSM 242 - Probation, Parole, and Community Corrections in the United States
3 credits (PREREQUISITE: HSM 140)
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..

HSM 243 - Juvenile Justice in America
3 credits (PREREQUISITE: HSM 140)
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.

HSM 275 - Research Project
3 credits (PREREQUISITE: ENG 101 AND DEPARTMENTAL PERMISSION)
This course will require the student to identity an acceptable topic in homeland security or a topic related to the chosen concentration, to conduct extensive research involving the identified thesis and result in a validated conclusion. With the instructor's approval, students may work individually or in small groups toward completion and presentation of the project.

HSM 290 - Internship
3 credits (PREREQUISITE: DEPARTMENTAL PERMISSION)
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.

HSR 101 – Introduction to Human Services
3 credits (PREREQUISITE: NONE)
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.

HSR 105 – Community Organization and Advocacy
3 credits (PREREQUISITE: NONE)
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 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.

HSR 106 – Interviewing & Counseling
3 credits (PREREQUISITE: HSR 101)
This course is a survey of interviewing and counseling techniques for paraprofessionals working in geriatrics, mental health, youth programs, rehabilitation, disability services, corrections, substance abuse and other human service settings. Students will learn effective interviewing techniques necessary for developing a plan of service and the techniques and application of counseling in human service work. Professional codes of ethics will also be reviewed.

HSR 108 – Introduction to Disability Studies
3 credits (PREREQUISITE: NONE)
This course provides an interdisciplinary approach to the study of disabilities and will examine the social, cultural, economic, environmental and political forces that for years have served to marginalize and oppress people with disabilities. Through readings, lectures, films, guest presentations, assignments and group discussions, students will learn about the history of disability studies, gain familiarity with disability organizations, services and policies, and analyze cultural attitudes and practices regarding people with disabilities. Topics include disability rights, relevant federal and state legislation and policies, legal and ethical issues, the delivery of services and support to people with disabilities, federal and state programs for persons with disabilities, disability culture and advocacy. Physical, emotional, mental and social dimensions throughout the lifespan will also be explored. Individuals with disabilities comprise approximately one-fifth of the total population of the Unites States and a greater understanding of disability is important professionally regardless of the field in which a professional plans to work.

HSR 110 – Youth Development Practice
3 credits (PREREQUISITE: NONE)
This course provides students with the framework and principles of youth development as well as a discussion of the history of the field of youth work and its status as a profession. Students will learn how to apply a holistic, assets-based approach to working with young people using a variety of models. Students will also examine the legal and ethical issues facing encountered by youth development professionals, including the importance of adhering to a code of professional ethics and establishing a balance between professional boundaries and personal rapport. Issues of confidentiality, agency protocol and mandated reporting laws will also be addressed.

HSR 111 – Youth Development Connections
3 credits (PREREQUISITE: NONE)
This course will teach methods of communication as a foundation for establishing a positive relationship with youth and families. Through self-exploration and class sharing, students will develop an awareness of the role of culture in working effectively with youth and will learn ways of integrating a cultural framework into youth programs. The course will also examine a comprehensive approach to case management that takes a holistic view of youth. Students will learn the fundamentals of assessment, referral and follow up and will explore a range of resources, services and systems that are available to help support the youth and families with whom they work.

HSR 120 – Studies in Alcohol and Drug Abuse
3 credits (PREREQUISITE: NONE)
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.

HSR 121 – Topics in Nonprofit Management
3 credits (PREREQUISITE: BUS 101)
This course explores management practices applied in nonprofit organizations. Topics will include short-term and strategic planning, decision making, fundamentals of organization, managing employees, board management, fundraising, legal and regulatory issues, program management and evaluation, ethics and leadership among other emerging management practices and issues.

HSR 140 – Intake, Assessment and Intervention
3 credits (PREREQUISITE: HSR 101)
This course introduces the basic concepts and methodologies of conducting intakes, assessments and evaluations. Students will learn to conduct an intake interview and to gather, review, record, organize and integrate referral information in order to assess the needs of the persons seeking services. Methods of determining the adequacy, appropriateness, accuracy and relevance of information obtained from other sources will be examined. The course will also focus on a variety of assessment procedures including both traditional tests and observational methods. The selection of appropriate services and interventions will be examined. Ethical behavior related to conducting intakes and assessments will also be addressed.
(Formerly Intake and Assessment)

HSR 202 – Case Management
3 credits (PREREQUISITE: HSR 106 and HSR 140)
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. Coordination with and referral to other service providers will be addressed and the role and importance of professional ethics will also be incorporated.

HSR 210 – Introduction to Research in Human Services
3 credits (PREREQUISITE: HSR 101, ENG 101)
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 lead to the formulation of a hypothesis will also be explored. This knowledge will be applied to a unique written research project that will be presented in class.

HSR 220 – Issues in Gerontology
3 credits (PREREQUISITE: HSR 101)
This course focuses on the needs of older adults, their families, partners and others in their support systems. Challenges related to retirement, health, financial security, transportation, housing and dying will be

studied from both a service delivery and community resource perspective.

HSR 299 – Human Services Internship
4 credits (PREREQUISITE: COMPLETION OF ALL REQUIRED COURSES OR DEPARTMENTAL PERMISSION)
This course is a 180-hour practical field experience that 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 work experience in a human services organization Students will be supervised in selected human service settings under the direction of the staff of the organization and college faculty. Specific learning objectives for the experience will be developed through a collaboration of the student, host organization representative and faculty member.

HUM 100 - Introduction to the Humanities
3 credits (PREREQUISITE: NONE)
This course provides a multi-disciplinary introduction to a global perspective on the arts and humanities. Emphasis is placed on the interaction of art, poetry, literature, philosophy, music, and dance with the social issues of all cultures.

HUM 101 - Music History and Appreciation
3 credits (PREREQUISITE: NONE)
This course exposes students to the development of classical orchestral music, vocal music, and ballet; it moves on to modern dance, musical theater, jazz, hip-hop, and performance art. Recordings, visual presentations, lectures and discussions are used as students, 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.

HUM 102 - Art History and Appreciation
3 credits (PREREQUISITE: NONE)
This course introduces students to the arts, especially painting, sculpture, and architecture, from antiquity to the present. It is designed to help students develop their own aesthetic and humanist values, understand the elements and principles of design, and appreciate the arts.

HUM 201 - Creative Thinking and Creative Behavior
3 credits (PREREQUISITE: NONE)
Students will learn skills for increasing their creative behavior, especially in problem solving. Emphasis is placed on past and current research in the field. Mini-lectures, discussions, exercises and activities are carried out in a variety of formats. Individual work, teamwork, and whole class involvement are used to present material and concepts.

MATH 088 - Essential Skills for Mathematics
3 credits (PREREQUISITE: PLACEMENT EVALUATION SCORE)
This course is designed to assist students in mastering the basic skills of arithmetic. Students will use practical problems to enrich their level of proficiency of basic mathematical operations with whole and decimal numbers. Topics will include: estimation, reasonableness, and an introduction to fractions. The goal of this course is to improve students' number sense and prepare them for success in MATH 089 and MATH 099. This course does not count towards credit requirements for associate degree programs.

MATH 089 - Concepts and Principles of Mathematics
3 credits (PREREQUISITE: PLACEMENT EVALUATION SCORE OR "C" OR BETTER IN MATH 088) This course provides a review of the fundamentals of mathematical operations and theorems. Topics include decimal numbers, fractions, percents, ratio, rates, proportions, and basic concepts of geometry. Course includes introduction to integers and the number line. The goal of this course is to provide students with the skills necessary to begin the study of algebra. This course does not count towards credit requirements for associate degree programs.

MATH 099 - Introduction to Algebra
3 credits (PREREQUISITE: PLACEMENT EVALUATION SCORE OR "C" OR BETTER IN MATH 089)
This course provides students with a foundation in pre-algebra concepts. Topics include signed numbers, algebraic expressions, first-degree equations (one variable), polynomials, and an introduction to solving and graphing linear equations. The interpretation, analysis, and creation of charts are included. Descriptive statistics including mean, median, and mode are introduced. Algebraic concepts in metric conversions will be introduced. This course does not count towards credit requirements for associate degree programs.

MATH 101 - Elementary Algebra
3 credits (PREREQUISITE: PLACEMENT EVALUATION SCORE OR COMPLETION OF MATH 090WITH "C" OR BETTER)
This course provides students with a comprehensive introduction to algebra. The course includes the solution of linear equations and inequalities, graphing of linear equations in two variables, properties of exponents, operations on polynomials, and factoring.

MATH 137 - Intermediate Algebra
3 credits (PREREQUISITE: PLACEMENT SCORE OR COMPLETION OF MATH 101 WITH "C" OR BETTER.)
This course extends the algebraic skills covered in Math 101 and provides mathematical skills needed for higher math and science courses. The course covers an introduction to functions, systems of linear equations and applications, factoring, rational expressions, radical expressions and equations, quadratic equations and graphs.

MATH 103 - Contemporary Mathematics
3 credits (PREREQUISITE: PLACEMENT EVALUATION OR COMPLETION OF MATH 099 WITH "C" OR BETTER)
This course stresses specific areas of mathematics that have application in real-world situations. Students learn to apply techniques from arithmetic, algebra, and geometry to solving problems in everyday situations. Topics include managing money, interest, installment buying, credit cards, inflation, buying a car or home, sets, probability, contests, statistics, surveys, and the influence of these topics in our lives.

MATH 123 - Mathematics for Science and Technology
3 credits (PREREQUISITE: PLACEMENT EVALUATION OR COMPLETION OF MATH 099 WITH "C" OR BETTER)
This course stresses the basic mathematical concepts required for a technological career. Topics include the solution of first-degree and second-degree equations,

systems of equations, logarithms, elementary geometry, statistics and trigonometry. A scientific calculator is required for this course.

MCD 213 - CPT ®-4 Coding I
3 credits (COREQUISITE: MED 115)
This courses teaches the student to translate medical and surgical services into a uniform numerical language identified by a five-digit CPT code and descriptor nomenclature. CPTI concentrates on all aspects of Evaluation and Management and Surgical Coding. Healthcare Common Procedural Coding (HCPC) and modifiers will also be emphasized.

MCD 214 - CPT ®-4 Coding II
3 credits (COREQUISITE: MED 115)
This course teaches the student Anesthesia, Radiology, Laboratory/ Pathology, and Medicine Coding. Emphasis will be on accuracy in coding diagnostic and therapeutic procedures.

MCD 215 - ICD-9- CM Coding
3 credits (COREQUISITE: MED 115)
This course concentrates on transforming verbal descriptions of diseases, injuries, and conditions into numerical designations, also known as Coding. Students will learn the complex activity of diagnostic coding and its relationship to facilitate payment of healthcare services.

MCD 299 - Medical Billing and Coding Internship
3 credits (PREREQUISITE: DEPARTMENTAL PERMISSION)
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.

MED 101 - Medical Terminology
3 credits (PREREQUISITE: NONE)
This 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.

MED 104 - Medical Terminology/A& P
3 credits (PREREQUISITE: NONE)
This course teaches medical terminology through a review of anatomy and physiology of the body. Students will gain a basic knowledge of word building, use, pronunciations, spelling of medical terms, applying terms to the function and structure of body systems. Emphasis is placed on medical terms in periodicals, textbooks, and medical care areas.

MED 111 - Medical Law & Ethics
3 credits (PREREQUISITE: NONE)
This 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.

MED 115 - Medical Insurance and Coding
3 credits (PREREQUISITE: NONE)
This 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, 9th Edition, Clinical Modification (ICD-9-CM) and Current Procedural Terminology 4th Revision, (CPT®-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.

MED 120 - Principles and Practice of Phlebotomy
3 credits (PREREQUISITE: NONE)
This course introduces students to basic venipuncture techniques. Students will learn infection control, needle safety and general safety techniques. In addition, student will acquire the theory and skill required to safely draw blood using routine venipuncture techniques.

MED 121 - Advanced Phlebotomy Skills
3 credits (PREREQUISITE: "C-" or better in MED 120)
The course builds upon the skills and knowledge acquired in MED 121. Students will reinforce their routine phlebotomy skills, while acquiring new skills. Students will learn how to collect blood utilizing syringe techniques, as well as perform capillary collection.

MED 151 – Medical Assisting: The Medical Office and Patient Care
3 credits (PREREQUISITE: NONE)
This course is designed to introduce the student to basic medical procedures. During this course the student gains an understanding of the cycle of infection, the principles of medical asepsis, and the importance of Universal Precautions. The student will 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.

MED 152 - Medical Assisting: Diagnostic Procedures
3 credits (PREREQUISITE: MED 141)
This course is designed to teach the student about various medical specialties and procedures. Students also learn various minor office procedure techniques. In addition, students will become familiar with Electrocardiography and Radiology. In addition, students are introduced to various first aid procedures. Finally, students learn about Obstetrics and Gynecology, Ophthalmology, and Otolaryngology.

MED 153 – Medical Assisting: Laboratory Procedures
3 credits (PREREQUISITE: MED 142)
This 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 CLIA Clinical Laboratory Improvement Amendments (CLIA) regulations will be introduced. Guidelines for handling, trans-

porting 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.

MED 212 - Pharmacology
3 credits (PREREQUISITE: NONE)
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.

MED 250 - Medical Office Management
3 credits (PREREQUISITE: NONE)
This course is a medical office simulation where students will be able to successfully manage a mock medical practice. Students will learn 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.

MED 289 - Independent Study
2-4 credits (PREREQUISITE: DEPARTMENTAL PERMISSION)
This course enables students to conduct an in-depth study/project within their major field of study.

MED 299 - Medical Assisting Internship
3 credits (PREREQUISITE: DEPARTMENTAL PERMISSION)
The Medical Assisting Internship course is the culminating course of the Medical Assisting Program. During a 180-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 health care 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.

NUR 100 - Nursing Skill Development
6 credits (PREREQUISITE: BIO 212)
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.

NUR 110 - Adults and the Wellness Continuum I
6 credits (PREREQUISITE: NUR 100 & BIO 235)
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.

NUR 200 - Adults and the Wellness Continuum II
7 credits (PREREQUISITES: NUR 110)
This course provides students with experiences in the care of adults with alterations in health status related to sensorimotor, musculo-skeletal, protective, endocrine, renal and reproductive function. Blood disorders, including human immunodeficiency disease, and burns 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, pharmacotherapy, client teaching and ethico-legal issues are integrated throughout the course. Clinical experiences are provided in the nursing skills laboratory and in acute and chronic care settings.

NUR 210 - Families and the Wellness Continuum Across the Lifespan
7 credits (PREREQUISITE: NUR 200)
This course introduces the student to the concept of family-centered care across the lifespan. It focuses on care of childbearing, childrearing and aging families. 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 health care 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 within acute, non-acute and long-term care settings.

NUR 220 - Integration of Nursing Practice: Adults with Complex Health Problems
9 credits (PREREQUISITE: NUR 210)
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 provide opportunity for establishing priorities, decision-making, achieving increasing independence and care management in the provision of client care and are provided in

acute, in-patient medical-surgical, psychiatric and rehabilitation settings.

PAR 110- Becoming a Paraprofessional
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.

PHB 299 - Phlebotomy Internship/ Seminar
3 credits (PREREQUISITE: "C-" in MED 120 and MED 121 or DEPARTMENTAL PERMISSION)
The Phlebotomy Internship/Seminar course is the culminating course of the Phlebotomy Certificate Program. Students gain practical experience in a clinical setting. This course provides extensive on-site experience in a laboratory setting that allows the student to utilize previously acquired skills. It provides the students with valuable employment experience, increasing the student's marketability.

PHIL 103 - Ethical & Legal Issues
3 credits (PREREQUISITE: NONE)
This course addresses both ethical theory and contemporary practical issues that confront students today. It is a comprehensive introduction to ethics that contains a balanced collection of readings and essays on contemporary issues such as euthanasia, abortion, sexual morality, equality, economic justice, environmental ethics, and ethical issues in science and technology.

PHIL 105 – Ethics, Values, and Cultural Competence in Human Services
3 credits (PREREQUISITE: NONE)
This course will acquaint students with the professional and ethical issues that affect human service practitioners. Students will learn the rights and responsibilities of both the client and the human services practitioner; they will develop an understanding of the importance of cultural competence when working with typical populations served by human service professionals. Codes of ethics from various human service professional organizations will be studied

PHY 110 - Medical Physics
3 credits (PREREQUISITE: MATH 101)
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.

PSC 101 - Introduction to Political Science
3 credits (PREREQUISITE: NONE)
This course is an introduction to political science; it is designed to acquaint students with a basic understanding of the principles and methods used in analyzing the social sciences with specific references to politics and government. This course includes the examination of fundamental concepts, governmental structures and institutions, and contemporary political issues.

PSY 112 - Introduction to Psychology
3 credits (PREREQUISITE: NONE)
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. The course focuses on promoting interest in, and understanding of, human behavior, including relating the diverse aspects of psychology to common experiences and to problem solving.

PSY 115 - Child Development
3 credits (PREREQUISITE: PSY 112 or DEPARTMENTAL PERMISSION)
This course examines the significant developmental issues occurring in children as they progress from infancy through eight years of age. The physical, cognitive, and socio-emotional processes are explored as they relate to human development of the child.

PSY 120 - Organizational Behavior
3 credits (PREREQUISITE: NONE)
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. Complexities of human interactions are examined, 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.

PSY 122 - Understanding and Influencing Group Dynamics
3 credits (PREREQUISITES: NONE)
This course will introduce students to the principles of group dynamics. Students will learn and practice techniques for setting group goals, creating safe environments, managing groups effectively and encouraging the formation of group identity. The application of social construction theory as a means of developing positive group norms will also be explored.

PSY 201 - Group Dynamics
3 credits (PREREQUISITE: PSY 112)
This course provides overview of current developments, research, and the theoretical basis of group behavior. Included are stages of group development; structure, power, and leadership roles and styles; group tasks and group maintenance; pressures for conformity and deviance; impact of individual member behavior on group dynamics; and roles, intra-group conflict, group problem solving and decision making. Expectations and assumptions about groups are examined. The course includes interpersonal and small group interactions where students may gain insight into themselves and their impact on others.

PSY 210 - Psychology of Learning
3 credits (PREREQUISITE: PSY 112)
This course is a study of human behavior in learning situations. Topics include theories of development and learning, individual differences, conditions for learning, and dynamics of achieving learning outcomes. Special emphasis is placed on working with individuals in a variety of educational and agency settings.

PSY 212 - Life-Span Development
3 credits (PREREQUISITE: PSY 112)
This course presents the basic theories and concepts used in the study of the human lifespan including physical, cogni-

tive, personality and social development from conception through death. The cultural nature of human development and relevant socio-emotional processes are examined. Emphasis is on understanding human development from personal, theoretical and professional perspectives.

PSY 215 - Abnormal Psychology
3 Credits (PREREQUISITE: PSY 112)
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. Students will become familiar with vocabulary and diagnostic categories currently in use including DSM-IV-TR. The course includes consideration of the mental health profession and relevant legal, social and ethical issues.

RSP 110 - Cardiopulmonary Anatomy & Physiology
3 credits (PREREQUISITE: BIO 111)
An in-depth study of the anatomy and physiology of the pulmonary and cardiac system. Topics include but are not limited to: the circulatory system, applied physiology and physical principles of the respiratory system and gas exchange.

RSP 112 - Principles of Respiratory Care
4 credits (PREREQUISITE: BIO 212)
This course introduces students to basic principles of clinical respiratory care. Topics include but are not limited to: 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.

RSP 120 - Pharmacology
3 credits (PREREQUISITE: BIO 212)
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.

RSP 121 - Integration of Respiratory Care Skills
4 credits (Prerequisites: RSP 110, RSP 112, PHY 110)
The theory and administration of respir tory care procedures, airway management, monitoring devices, and clinical assessment of the respiratory patient. The clinical component includes supervised clinical application of principles learned in the classroom. Students will be scheduled for clinical rotations at various health care facilities. Topics include: medical gas therapy, patient assessment, aerosolized medication delivery, documentation, and chart research.

RSP 131 - Airway Management
6 credits (Prerequisites: RSP 121, RSP 120)
A study of mechanical ventilators used in respiratory care with an in-depth explanation of function and application. Indications, hazards, and complications of mechanical ventilation, and weaning will be emphasized. The clinical component includes 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 techniques, bi-level positive pressure breathing and radiographic and laboratory assessment of the respiratory patient.

RSP 221 - Principles of Critical Care
5 credits (Prerequisites: RSP 131; Corequisite: RSP 231)
A study of pulmonary and cardiac assessment, critical care monitoring and fluid and electrolyte balance as it relates to cardiopulmonary medicine. Topics include: EKG rhythm interpretation, central venous pressure monitoring, pulmonary artery pressure monitoring, and intra-cranial pressure monitoring. The clinical component includes supervised clinical application of the principles of continuous mechanical ventilation in adult critical care. Students will be scheduled for clinical rotations at various health care facilities.

RSP 231 - Cardiopulmonary Pathophysiology I
3 credits (PREREQUISITE: RSP 131; COREQUISITE: RSP 221) This course focuses on the etiology, pathophysiology, clinical manifestations, diagnosis, and treatment of cardiopulmonary abnormalities and diseases of the adult patient.

RSP 232 - Cardiopulmonary Pathophysiology II
2 credits (PREREQUISITE: RSP 231; COREQUISITE: RSP 261)
This course focuses on the etiology, pathophysiology, clinical manifestations, diagnosis, and treatment of cardiopulmonary abnormalities and diseases of the adult, pediatric and newborn patient.

RSP 261 - Comprehensive Respiratory Care
7 credits (Prerequisites: RSP 221, RSP 231; Co requisite: RSP 232)
A comprehensive study of the respiratory care modalities used in the care of pediatric and neonatal patients. Topics include but are not limited to: diagnostic and therapeutic procedures, embryology, cardiopulmonary pathopysiology, ventilator management, and critical care techniques. The clinical component includes supervised clinical application of the principles of continuous mechanical ventilation as well as critical care monitoring in adult, pediatric, and neonatal critical care. Students will be scheduled for clinical rotations at various health care facilities.

SCI 101 - Introduction to Lab Sciences
3 credits (PREREQUISITE: NONE)
This course provides an introduction to the fundamental principles of biology and chemistry. It introduces the student to the cellular and chemical basis of life, including cell structure and function. The course will also introduce the student to important concepts, theories and laws of biochemistry as well as organic and inorganic chemistry. The course is designed to include the chemical concepts important to understanding biological and physical processes. This course is intended for students with little or no science background.

SCI 102 - Environmental Science
3 credits (PREREQUISITE: NONE)
This course provides students with knowledge of the earth's resources, including water, air, soil, minerals and energy. The focus is on exploration of renewable and non-renewable resources, human use and misuse of these resources, and the impact

of emerging global changes on environmental conditions. Principles of ecology, biodiversity, conservation, pollution, sustainability and human development are studied, and issues of environmental policy and planning are examined.

SOC 101 - Introduction to Sociology
3 credits (PREREQUISITE: NONE)
This course examines the theoretical perspectives of sociology. The focus is on sociological origins, history, research, and issues of culture and diversity in the US. Topics include socialization and human nature; macro-sociological and micro-sociological perspectives of social structure, class, status, stereotypes, groups, norms and deviance. The course also examines the impacts of: technology; mass media; social inequality; gender; marriage; family, and social change. Students are challenged to think critically in solving social problems.

SOC 110 - Contemporary Social Problems
3 credits (PREREQUISITE: NONE)
This course examines contemporary social problems and their implications for human services from an historical, sociological, political and economic perspective. The focus is on development of critical thinking skills; topics include poverty, educational underachievement, crime and violence, and emerging problems of under-resourced communities. Study includes the impact of race, ethnicity, and gender as variables in contemporary social problems.

SOC 130 - Sociology of Aging
3 credits (PREREQUISITE: NONE)
This course will review the historical, cultural, attitudinal, physical and demographic changes associated with aging and their impact on successful aging. Aging as it relates to race, gender, nationality, socioeconomic status and other factors will be studied to provide students with a multicultural understanding of the aging process. Students will learn to recognize myths and stereotypes about aging and the elderly. The course will also examine major theories of aging and human service practices with older adults.

SOC 201 - Multicultural Issues
3 credits (PREREQUISITE: SOC 101)
This course focuses on heightening awareness of and appreciation for diversity. It examines political, religious, sexual and cultural identities as well as life style differences, problems of race, nationality, regions and language patterns. Students will use open discussions, scholarly readings, and personal experience to consider dilemmas in inter-group relations. The course examines myths concerning group differences and assumptions regarding ethnicity and culture of the economically deprived, senior citizens and children, and examines political and social oppression of minorities and their status in the U.S. hierarchy.

SOC 210 – Death and Dying
3 credits (PREREQUISITE: SOC 101)
This is an intense course in both its emotional content and its learning activities. As Homo sapiens is the only species conscious of its own mortality, this course will provide students with understanding the human processes of dying, death and bereavement. Topics will include attitudes and practices in preparation for death: understanding of and care for the terminally ill, funeral rituals, burial, mourning and grief practices, grief counseling, suicide and euthanasia. Confronting death and dying as a part of life helps to reduce unnecessary suffering, loss of dignity, alienation, and diminished quality of life – understandings essential for individuals as well as professionals in the field.

SPAN 101 - Spanish I
3 credits (PREREQUISITE: NONE)
This course introduces students to spoken and written Spanish. Emphasis is placed on the practice of aural comprehension as well as oral communication in Spanish. In addition, much of the course focuses on gaining awareness and appreciation of Hispanic culture. THIS CLASS IS OPEN ONLY TO STUDENTS WITH NO KNOWLEDGE OF ELEMENTARY SPANISH.

SPAN 102 - Spanish II
3 credits (PREREQUISITE: C- OR BETTER IN SPAN 101 OR PROFICIENCY EXAM)
This course continues to expand students' understanding and practice of spoken and written Spanish. Emphasis is on building progressively complex grammar and conversational skills. Hispanic literature and culture are presented with increasingly advanced scope and depth.

SPAN 103 - Spanish for Health Care Professionals
3 credits (PREREQUISITE: NONE)
This course focuses on teaching Spanish to students entering or currently in the medical field. Emphasis is on terminology, phrases and information relevant to the medical work environment. The course includes intensive study and practice of communication skills required in "real world" medical work situations.

CONTINUING EDUCATION COURSE DESCRIPTIONS

CAS 101 - Practical Mathematics
3 credits (PREREQUISITES: NONE)

This course is designed to assist students in mastering the basic skills of arithmetic. Students will use practical problems to enrich their level of proficiency of basic mathematical operations with whole and decimal numbers, specifically as it relates to careers in the hospitality industry. Emphasis is on developing math skills based on how those skills are utilized in a variety of careers in the hospitality, lodging and retail industries. Students will be provided with resources and suggestions for continuing to build these skills after the formal classroom experience has ended. Throughout the course, students will be encouraged to develop their own plan to continue the development of their mathematical skills.

CAS 102 - Reading and Writing Skills and Strategies
3 credits (PREREQUISITES: NONE)

This course is designed to enhance students' competence in reading and writing specifically as it relates to careers in the hospitality and retail industries. Emphasis is on developing language skills and vocabulary used in reading and writing based on how those skills are utilized in a variety of careers. Students will be provided with resources and suggestions for continuing to build these skills after the formal classroom experience has ended.

CAS 110 - Introduction to Customer Service
3 credits (PREREQUISITES: NONE)

This course is designed to teach students skills necessary to provide exceptional customer service. Through classroom experience and presentations from professionals in the hospitality and retail fields, students will develop their personal and communication skills in order to project the best image of themselves and the business that they represent.

CAS 115 - Computer Literacy for Customer Service
1 credit (PREREQUISITES: NONE)

This course is designed to introduce students to the basics of the computer, including the correct "touch" keyboarding techniques. Using Microsoft Word students will learn how to prepare various business letters and memos. Additionally, students will learn about the World Wide Web and how to search the internet.

CAS 120 - Survival Skills
2 credits (PREREQUISITES: NONE)

This course is designed to teach students how to develop effective strategies to successfully manage their personal responsibilities such as childcare, appointments, budgeting, etc. in order to increase their chance of success in their chosen career.

CAS 130 - World of Work
2 credits (PREREQUISITES: NONE)

This course is designed to provide students with the knowledge and skills necessary to become a successful job applicant and in turn a successful employee. Students will learn how to prepare a resume and an effective cover letter; and how to effectively connect with potential employers. Proper interviewing skills will also be covered. Additionally, students will learn about self-awareness, employers' expectations for attendance and appearance, and communication skills needed to effectively deal with supervisors and co-workers.

CAS 201 - Hospitality Skills
6 credits (PREREQUISITES: CAS 110 INTRODUCTION TO CUSTOMER SERVICE)

This course uses the nationally-acclaimed curriculum of the American Hotel and Lodging Association's Education Institute to prepare students for careers in guest services, customer service and food and beverage services within the hospitality and service industries. Students will gain knowledge related to the various careers that are available within this industry. The class will provide an understanding of how the various departments within a hospitality setting should operate in accordance with the highest industry standards. As students progress through the course, they will identify their specific area of interest and will be provided opportunities to focus on that area.

CAS 298 - Cooperative Work Experience I
4 credits (PREREQUISITES: CAS 201 HOSPITALITY SKILLS)

During a 180-hour cooperative assignment students are provided with a hands-on training and career-related experience. Students will work at a paid job in the hospitality or retail industry, thus gaining practical experience based on their classroom learning, while at the same time gaining first-hand exposure to either the hospitality or retail field. Throughout the experience, students will be mentored and evaluated on their job performance.

CAS 299 - Cooperative Work Experience II
4 credits (PREREQUISITES: CAS 298 COOPERATIVE WORK EXPERIENCE I)

This course is a continuation of CAS 298. At the conclusion of this course, students working in the hospitality industry who earn a positive evaluation from their supervisor and faculty mentor will be eligible to receive the nationally-recognized certificate from the American Hotel and Lodging Association's Educational Institute.

ESL 110 - Beginning English I
3 credits (PREREQUISITE: NONE)

This course presents the basic grammar structures needed to help students understand, speak, read, and write basic English required for meaningful communication and interaction.

ESL 111 - English Vocabulary Studies I
3 credits (PREREQUISITE: NONE)

This course is designed to develop students' reading literacy by introducing readings of gradually increasing length and complexity while using a carefully controlled vocabulary and grammatical structure. The stories, which are written for and about adults, depict the lives, work, problems, and hopes of ordinary people.

ESL 112 - English Conversation Practice I
3 credits (PREREQUISITE: NONE)

This course creates situations that enable students to gain confidence in their oral development by sharing ideas while discussing stimulating topics. A variety of

conversation techniques such as: classroom discussion, individual response, large group and small group interaction will be used while discussing real life situations.

ESL 113 - ESL Survival Skills I
3 credits (PREREQUISITE: NONE)

This course emphasizes the vocabulary and survival skills needed for adult learners to aid in their acclimation to American culture. Vocabulary for adult life-skill competencies such as the calendar, body parts, clothing, weather, and health will be explored in every day situations.

ESL 120 - Beginning English II
3 credits (PREREQUISITE: ESL 110, ESL 111, ESL 112, AND ESL 113 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course will instruct students in the formal rules of basic English grammar, as well as give them opportunities to apply those formal rules to practical situations. The future and past progressive tenses will be studied. Students will be introduced to the comparative and superlative forms of adjectives. They will also become familiar with the uses of can, may, should, have to, and must.

ESL 121 - English Vocabulary Studies II
3 credits (PREREQUISITE: ESL 110, ESL 111, ESL 112, AND ESL 113 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course is designed to develop students' reading literacy by introducing readings of gradually increasing length and complexity while using a carefully controlled vocabulary and grammatical structure. The stories, which are written for and about adults, depict the lives, problems, and hopes of ordinary people.

ESL 122 - English Conversation Practice II
3 credits (PREREQUISITE: ESL 110, ESL 111, ESL 112, AND ESL 113 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course creates opportunities for students to continue the development of speaking and listening skills that will aid in social and academic success. Students will gain confidence in their oral development by sharing ideas while discussing stimulating topics. A variety of conversation techniques such as: classroom discussion, individual response, large group and small group interaction will be used while discussing real life situations.

ESL 123 - ESL Survival Skills II
3 credits (PREREQUISITE: ESL 110, ESL 111, ESL 112, AND ESL 113 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course emphasizes the vocabulary and survival skills needed for adult learners to aid in their acclimation to American culture. Adult life-skill competencies such as family, food, social services, and various occupations will be explored in everyday situations.

ESL 130 - Intermediate English I
3 credits (PREREQUISITE: ESL 120, ESL 121, ESL 122, AND ESL 123 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course is designed to develop the grammar structures needed in order to speak, read, and write English accurately, meaningfully, and appropriately at a high beginner level. Grammatical structures will be introduced and practiced through conversations, readings, role plays, listening exercises, and interaction activities as well as structured practice exercises.

ESL 131 - Reading Skills and Strategies I
3 credits (PREREQUISITE: ESL 120, ESL 121, ESL 122, AND ESL 123 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course is designed to introduce students to reading passages on stimulating topics in order to reinforce comprehension, expand vocabulary, and develop critical thinking skills. The stories include a variety of moods, settings, and characters that portray real people in typical situations.

ESL 132 - Oral Communication Techniques I
3 credits (PREREQUISITE: ESL 120, ESL 121, ESL 122, AND ESL 123 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course helps students build confidence by successfully communicating and participating in meaningful discussions, seminars, and presentations. Students will become familiar with work-related vocabulary as they participate in a variety of oral activities such as interviewing, following directions, and responding to comments and telephone situations.

ESL 133 - English Writing I
3 credits (PREREQUISITE: ESL 120, ESL 121, ESL 122, AND ESL 123 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course acquaints students with the process of writing basic sentences using proper spelling, grammar, punctuation, and structure. Students will be exposed to the beginning process of combining sentences into simple paragraphs.

ESL 140 - Intermediate English II
3 credits (PREREQUISITE: ESL 130, ESL 131, ESL 132, AND ESL 133 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course is designed to aid students in achieving grammatical correctness and building effective communication skills. Students will learn to refine and apply the mechanics of English grammar needed to succeed in American society.

ESL 141 - Reading Skills and Strategies II
3 credits (PREREQUISITE: ESL 130, ESL 131, ESL 132, AND ESL 133 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course introduces students to reading passages on stimulating topics in order to reinforce comprehension, expand vocabulary, and develop critical thinking skills as well as provide real life situations that aid in the acclimation to American culture.

ESL 142 - Oral Communication Techniques II
3 credits (PREREQUISITE: ESL 130, ESL 131, ESL 132, AND ESL 133 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course prepares students to build confidence in public speaking. By studying various forms of speech making, students will become familiar with writing and presenting talks in front of an audience.

ESL 143 - English Writing II
3 credits (PREREQUISITE: ESL 130, ESL 131, ESL 132, AND ESL 133 OR APPROPRIATE SCORE ON PLACEMENT EVALUATION)

This course further develops students' skills in paragraph writing.

Students will review paragraphs to identify spelling and punctuation errors. Students will progress to writing multi-paragraph essays with a clear introduction and development of ideas.

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