CATALOG

2007-2008

COMMUNITY COLLEGE OF VERMONT

www.ccv.edu

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TABLE OF CONTENTS

About CCV

Mission 1
Vision 1
Values 1
Focus on Student Learning....2
Admissions 3
Registration 3

Student Services

Advising 4
CCV Portal & Web Services 4
Developmental Skills Courses & Workshops....5
Dimensions Classes....6
Learning Labs/Learning Centers 6
Students with Disabilities 6
Financial Aid, Veterans' Benefits & Scholarships 6
Federal/State Programs....7
Career Development....7
Student Advisory Board 7
Transfer to Other Programs 7
CCV Community 7
Library & Information Resources....7

Academic Programs

CCV Degree Programs 8
General Requirements for the Associate Degree ..9 - 10
CCV Graduation Standards 11
Online Learning 12
Field Experiences 13
Certificate Programs 13
Ways to Learn & Earn Credit....13

Associate Degrees

Planning Your Associate Degree ....14 - 21
Degree Audit Instructions....22 - 23
Associate of Arts Degree in Liberal Studies 24
Other Associate Degree Programs 25
Accounting 26
Administrative Management 27
Business....28
Communication Studies 29
Computer Assisted Drafting & Design 30
Computer Systems Management 31
Criminal Justice 32
Early Childhood Education 33
Education 34
Graphic Design 35
Human Services 36
Visual Arts 37

Degree Planning Worksheet (Liberal Studies A.A.) 38
Degree Planning Worksheet (A.A. & A.S.)....39
Degree Planning Worksheet (A.A.S.) 40

Associate of Applied Science Degree

Massage Therapy & Bodywork....41
Network Administration 42
Vision Care Technology 43
Web Site Design & Administration 44

Certificate Programs

Allied Health Preparation 45
Childcare....45
Clinical Laboratory Assistant 46
Computer Business Applications 45
Computer Systems Management 46
Essential Workplace Skills 46
Health Care Office Assistant 47
Medical Assistant 47
Massage Therapy & Bodywork....47
Paraeducator 48
Substance Abuse Services 48
Web Site Design 48

Second Degree Planning Worksheet 49

Courses....50 - 81
Tuition & Fees 83
Course Index....90 - 91

The CCV *Catalog* is for informational purposes only and does not constitute a contract. While every effort is made to ensure the accuracy of the information provided, CCV reserves the right to make changes at any time without prior notice. Changes may occur in all areas, including course offerings, instructors, schedules, degree requirements, policies, fees, and related matters. It is the student's responsibility to determine if any changes have been made in the Catalog. The *Schedule*, which describes course offerings, locations and schedules for all sites, is published each semester and is available in all CCV offices.

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ABOUT CCV

The Community College of Vermont was founded in 1970 to bring higher education to the people of Vermont in their local communities. Since 1975, CCV has been accredited by the New England Association of Schools and Colleges. Through its 12 learning centers, CCV serves over 5,600 students each semester, making its enrollment the second largest of any college in Vermont.

CCV is a public, two-year, open admissions institution providing degree, transfer, occupational and continuing education opportunities. CCV is a member of the Vermont State Colleges, established as a public corporation in 1961 by an act of the Vermont General Assembly. The other members of the VSC are Castleton State College, Johnson State College, Lyndon State College and Vermont Technical College. In 1972 CCV joined the Vermont State Colleges system. Today the five institutions work together toward a common mission: for the benefit of Vermont, the Vermont State Colleges provide affordable, high quality, student-centered and accessible education, fully integrating professional, liberal and career study.

Mission

The Community College of Vermont is committed to serving and working with people to realize their learning, life, and career goals through access, excellent academic programs, and support. We are guided by respect for and active engagement with our diverse communities and the broad spectrum of learning needs in and beyond Vermont. As a member of the Vermont State Colleges, we occupy a vital, unique, and essential role in ensuring lifelong higher education to Vermonters.

Vision

We strive to be a college that acknowledges and responds to change, assisted by an organizational structure that encourages us to bring our full resources and integrity to identified needs and goals. We seek to model what we want to be: a respectful, welcoming community that challenges economic and social barriers and excludes no one who has an ability to benefit. We recognize that the need for knowledge and information is ongoing, sometimes very specific and focused, and at other times requiring a more continuing engagement. We are a responsive and flexible college, committed to learning as a lifelong practice.

Values

We believe that in order to carry out our mission and reach our vision, we need to be guided by shared values which will help us stay committed to our students, our constituents, and ourselves as we reach for excellence in teaching, learning, and community:

- *We recognize education as a positive social change agent in the attainment of equity; we commit to striving for excellence in our classrooms and all learning settings.*
- *We recognize the diverse starting points of our students, the rich life experiences they bring, and the varied ways in which they learn and grow. We strive to hold the student at the center of our planning and decision-making and to make organizational choices that will foster excellence in teaching and learning.*
- *We value all who teach, administer, provide technical, academic, and administrative support, and commit to their contributions and professional development.*
- *We recognize that a positive, healthy, and respectful environment characterized by trust is the responsibility of all who inhabit it.*
- *We value CCV itself as a citizen in Vermont communities and workplaces, the region and the world, and the role that we fill as individual citizens as well. We take seriously the responsibility we hold in fostering the growth of our student citizens.*
- *We strive for a learning and working environment that fosters the growth of each individual; we encourage ourselves to set goals and take risks.*
- *We seek to create a community where staff and students speak and act truthfully and equitably, and where policies and practices align with our vision and values.*

A Focus on Student Learning

While much has changed about the College since our beginnings, our commitment to student learning is still at the core of our mission and our daily work.

CCV has an outstanding reputation for serving a diverse student body. We know what it takes to provide quality higher education to students with pressing educational and professional goals and busy lives. CCV schedules classes at convenient times and locations, provides academic advising and support services that give students the individual attention they deserve, and offers degree programs that allow flexibility and choice.

CCV provides classes and programs to students who are seeking a two-year college degree or a certificate in a specialized area of learning, or who just want to take a course or two in support of life-long learning. We operate out of 12 learning centers located throughout Vermont, with additional administrative offices in Waterbury. Our largest learning center is located in Burlington, where we serve approximately 1,850 students in the fall and spring semesters. Every year, over 9,500 students enroll in CCV courses throughout Vermont, from Bennington and Brattleboro to the Northeast Kingdom, and online. CCV offers about 1,000 courses each fall and spring, and we have a busy summer semester as well. The College publishes a *Schedule* each semester that gives descriptions, times and locations for all courses, and an online version is available at www.ccv.edu.

Small Classes & Experienced Faculty

One thing students will be sure to find at CCV is small classes, with an average class size of 12 to 13 students. It is very rare that students will ever find themselves in a class of more than 20 students. This guarantees a lot of student participation, discussion, and personal interaction with CCV instructors. Over and over again, when we ask students to recall the most memorable thing about their CCV education, they reply with the name of a particular instructor who made a difference in their lives.

CCV courses are taught by community professionals who bring practical experience as well as traditional academic credentials to the classroom. It is common to find a local lawyer teaching Business Law, a professional accountant teaching Federal Taxes, or an early childhood education director teaching Child Development. All CCV faculty are hired on a part-time basis to teach courses for a particular semester. What keeps our part-time faculty coming back to teach at CCV year after year is a strong commitment to student learning and a desire to give something back to the communities where they live and work.

A Diversity of Learning Experiences: Classrooms, Online & Field Experiences

Most CCV classes meet just once a week for three hours, over a 15-week semester—fall, spring, and summer. Classes are scheduled during the day, evening, and weekend to meet a variety of student needs.

Each semester, a growing number of CCV students also choose to take courses that CCV offers online via the internet. CCV students can now choose from nearly 200 online and hybrid courses each semester in all areas of the curriculum. Online learning is "anywhere, anytime" learning. Typically, students in CCV's online classes work from a computer at home and participate in discussions in a variety of online formats. Hybrid classes also have one or more face-to-face meetings. These classes are highly desirable and are often the first to fill up at the start of each semester. See page 12 for more information.

Beyond regular classroom and online courses, many CCV degree programs require students to complete a field experience in a professional setting. A field experience is a supervised internship that helps students gain confidence and skills as they prepare for jobs in a particular career. CCV students involved in internships usually enroll in a course called Community & Work Experience, where they meet with other students to discuss their on-the-job experiences and reflect upon their learning.

The Value of Self-Reliant Learning

The Community College of Vermont promotes an educational philosophy fostering self-reliant learning; that is, the College believes in helping students learn how to learn. Self-reliant learners are able to guide the direction of their lives, live and work productively, think critically, and act creatively. Self-reliant learning takes place in the context of a student's own goals and interests, the College's standards for learning outcomes, and the expectations of the workplace that students expect to enter. CCV encourages students to define their own needs and to find ways in which those needs can be met by college course work and learning experiences. The College also encourages self-reliant learning by providing students with regular feedback. At mid-term

and at the end of each semester, students receive an evaluation that reflects how well they met course objectives and demonstrated academic skills. End-of-semester evaluations also include a narrative section that describes a student's particular strengths and challenges.

Admissions

The Community College of Vermont is an open admissions college, providing access to anyone who can contribute to and gain from post-secondary education. Students who are new to CCV may complete the College's admissions process at any time throughout the calendar year and are encouraged to meet all admissions requirements before the beginning of the registration period for the semester in which they plan to enroll.

The admissions process at CCV is a simple one. It does not require an essay, and there is no application fee. A student may seek admission as either a degree or non-degree student. Students who are pursuing educational goals at another college to which CCV coursework will be applied may elect to be either a non-degree student or a degree student at CCV.

Degree Students

If you intend to earn a degree at CCV or elsewhere you are considered a degree student. You must be a degree student to be eligible for most financial aid programs. To complete the admission process, you must:

- submit an admissions form online at www.ccv.edu/apply or at a CCV office;
- take skills assessments in reading, sentence skills, arithmetic and algebra at a CCV office;
- submit official transcripts of any previous college work to: Registrar's Office, CCV, P.O. Box 120, Waterbury, VT 05676;
- talk to an advisor at your local CCV site about your interests, course selection, and degree programs;
- apply early if you want to use financial aid. See www.ccv.edu/financial_aid for forms and information.

Non-Degree Students

If you are not currently working toward a college degree but are taking CCV courses for personal interest or professional advancement, you are considered a non-degree student. You are also considered a non-degree student if you will be enrolled in high school and CCV courses at the same time. To complete the admissions process, you must:

- submit an admissions form online at www.ccv.edu/apply or at a CCV office;
- take skills assessments or present a transcript of equivalent college-level work to an academic advisor.

Once all the above admissions requirements are met, students are admitted by the College and are eligible to enroll in courses for which they are academically qualified.

Registration

All CCV offices hold registration for several weeks prior to the start of the fall, spring, and summer semesters.

In order to register for courses, students who are new to CCV must first be admitted to the College. New students are encouraged to meet all of the College's admissions requirements before the registration period begins.

Students may register for courses online by logging into the College's portal at https://blackboard.vsc.edu and using VSC Web Services. Students may also register in person at any CCV office. Payment due dates are posted at www.ccv.edu/paying_for_college.

Non-degree and returning students may also register and pay for courses by phone, mail, or fax using the registration form in the semester *Schedule*. Visit www.ccv.edu for more information on CCV's registration dates and options.

Computer Access at CCV

CCV is commited to preparing students to function in an increasingly digital and electronic workplace and global community. Enrollment in CCV courses generally requires internet access for a variety of purposes, including use of Blackboard course websites, use of the VSC portal for access to course evaluations and grades, use of the Hartness Library Services (serving CCV students statewide), and, for degree students, use of specialized functions such as Program Evaluation. CCV can provide internet access and assistance to students in our 12 learning centers. If you have concerns about internet access, please consult with a CCV advisor.

STUDENT SERVICES

CCV's student development goals augment classroom learning by providing activities and resources that give students the opportunity to:

- set long- and short-term goals, celebrate success, assess challenges, and re-evaluate goals in light of new learning;
- demonstrate self-reliance, self-advocacy and active engagement in their learning;
- devote attention to the process of learning, as well as the mastery of content;
- demonstrate healthy decision-making skills by gathering information, weighing options, and making informed choices;
- transition smoothly into the next phase of their education and work life; and
- participate in an inclusive community where differences, safety, respect, and justice are valued.

CCV offers a variety of support services to help students survive and thrive in a college setting. Some services are actively used by virtually all students, and others may be appropriate for certain populations. Among the services CCV offers are:

Advising

Because of the broad range of course offerings and the individualized nature of the associate degree program, ongoing advising is essential to degree students. We strongly recommend that each student starting out at CCV learn as much as possible through New Student Appointments (group or individual) and New Student Orientations. Beyond that, students can meet with advisors to discuss long-range goals, immediate concerns, or anything related to CCV.

Advising may also result in referrals to a CCV financial aid counselor or to other community resources, agencies, or colleges for additional assistance. After the first semester, students are encouraged to meet regularly with an advisor to discuss course choices and any academic concerns or issues.

QUESTIONS?

CCV's Student Handbook has additional information about resources offered to students. It is available in all CCV offices and online at www.ccv.edu.

CCV Portal & Web Services

The portal, accessed at **https://blackboard.vsc.edu**, is the gateway to a full range of resources and student services at CCV. Applicants, current students, and former students can log in to obtain general services for students, such as Hartness Library, announcements, job/internship opportunities, online tutoring, classifieds, and "CCV 101," providing answers to frequently-asked questions about being a student at CCV. In addition, the portal is the entry point for personalized web services, where students can access courses in which they are currently enrolled, web register for additional courses, view and pay bills, read evaluations, get unofficial transcripts, and run a program evaluation ("degree audit") of the courses they have taken to see how they fit into a particular degree program. The portal permits a student anytime/anywhere access to vital information about CCV and her/his individual situation.

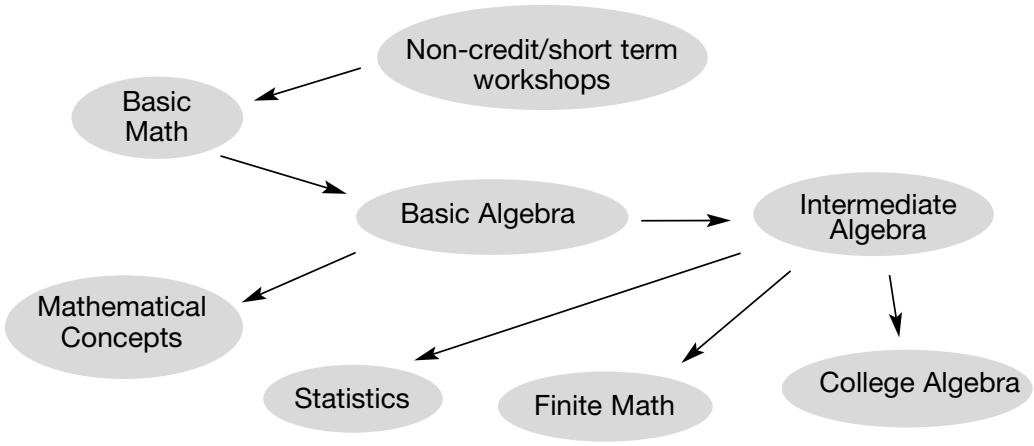
CCV's student portal, available at **https://blackboard.vsc.edu**, is an essential tool for all students.

Developmental Skills Courses & Workshops

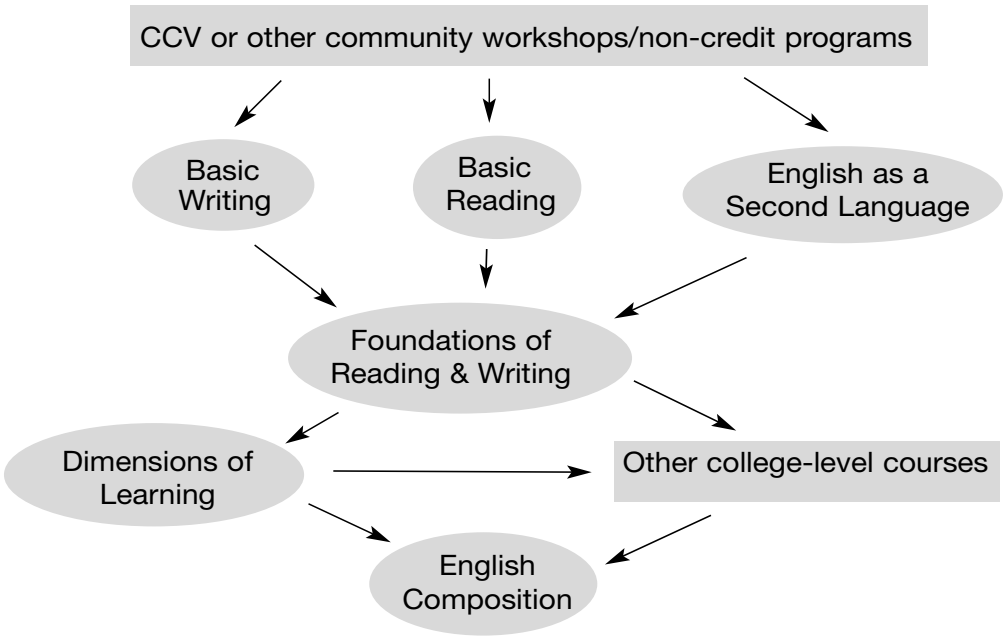
After taking the College Board's Accuplacer assessments, more than half of the students entering CCV need some developmental skills work to be ready for college-level courses. Some may be able to reacquaint themselves with rusty concepts by attending a one-time workshop; others enroll in semester-long courses in English and/or math, many for more than one semester.

Credits earned in basic skills classes do not count toward graduation credits (at CCV or elsewhere), nor do they count in semester or cumulative GPAs. However, these credits do count when making computations for satisfactory academic progress, financial aid, and veterans' benefits. The sequences for CCV's developmental skills courses in math and English are as follows:

Math Developmental Skills Flow Chart



English Developmental Skills Flow Chart



Dimensions Classes

Dimensions of Learning (HUM-1000) and Dimensions of Critical Thinking (INT-1050) are ideal choices for a first class at the college level. Dimensions classes hone fundamental skills in critical thinking, information literacy, and the reading, writing, and quantitative reasoning required for a successful academic experience. Usually taken prior to English Composition, a Dimensions class becomes one side of the "bookends" (with Seminar in Educational Inquiry at the other end) that hold together the associate degree program.

Learning Labs/Learning Centers

Each CCV site office provides students with an opportunity to receive personalized assistance with skills related to their academic work. Labs (drop-in, by appointment, or online) are available to help students with writing, math, study skills, computers, English as a second language, and selected other areas.

Students with Disabilities

CCV is committed to accommodating the needs of persons with documented disabilities. No otherwise qualified individual with a documented disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities at CCV. At CCV, students with disabilities are advised and supported by a coordinator of academic services. It is the responsibility of the student to make the College aware of a documented disability and the need for accommodation. To allow reasonable time for arranging services, the student should provide documentation to the College as soon as possible, preferably four weeks before classes begin. The accommodations are intended to provide equal access to the educational experience.

Financial Aid, Veterans' Benefits & Scholarships

There are several types of financial aid available to CCV students including grants, low-interest loans, and work-study opportunities. All financial aid programs have specific eligibility requirements, application forms, and deadlines. Complete information about financial aid is available in the *Student Handbook* and at www.ccv.edu.

CCV's programs, in accordance with Veterans Administration (V.A.) criteria, are approved by the Vermont Department of Education for veterans' education leading to the associate degree and training benefits. A veteran's eligibility is established by the V.A. To qualify for assistance, veterans must comply with the following V.A. expectations and regulations:

- enroll in courses approved for V.A. benefits;
- enroll in a degree program;
- comply with all CCV policies and procedures including drops, withdrawals, and periods of non-attendance;
- successfully complete coursework for which they are enrolled.

Veterans will be responsible for full or partial repayment of educational benefits if the above conditions are not met. A veteran's participation in independent study or internship must be pre-approved by the Veterans Administration prior to enrollment. For information about applying for veterans' benefits, contact Maryellen Lowe at 802-524-6541.

CCV students are awarded numerous internal and external scholarships each year to assist in meeting their educational expenses. Students should contact an academic advisor or a financial aid counselor for applications, or consult the portal.

MORE INFORMATION
ON STATE & NATIONAL
SCHOLARSHIPS
can be obtained through the
Vermont Student Assistance
Corporation (VSAC) at
1-800-642-3177 or at www.vsac.org.

Federal/State Programs

CCV receives federal and state grants to provide services to eligible CCV students and programs. These programs include the federal TRIO/Student Support Services program and the Carl D. Perkins Vocational and Applied Technology Act of 1998, and the Post-Secondary Education program offered through the state of Vermont's Division of Children & Families.

Career Development

CCV treats career development as a three-part process consisting of self-assessment, exploration, and decision-making. At CCV, services to assist students with these steps are embedded in a student-centered approach to learning. Our goal is for students to understand the career development process and to be able to locate resources within their communities throughout their adult lives. CCV offers many options for exploring career opportunities. In addition to opportunities connected to coursework and program requirements, students can access a diverse array of services through CCV's portal and through workshops, career counseling, resource materials, and computer software programs free to CCV students through cooperative agreements with the Vermont Department of Labor (DOL) and Vermont Student Assistance Corporation (VSAC). To research possible positions, students can use CCV Connections, a web database of jobs, internships, and volunteer opportunities.

Student Advisory Board

CCV's Student Advisory Board (SAB) provides students with a forum to discuss the programs and services offered by CCV and reviews student-related policies and procedures. The board is made up of two student representatives from each of the College's 12 offices. The SAB meets at least once every semester with CCV's dean of student services, and/or other College administrators.

The names of student representatives are posted in your local CCV site office. We encourage you to share with your representatives any ideas, requests, concerns, and recommendations for improving the College's ability to serve students effectively. If you are interested in serving on the Student Advisory Board, contact your academic advisor. In addition, three students participate in the Vermont State Colleges Student Association, and CCV students can run for the position of student delegate to the VSC Board of Trustees.

Transfer to Other Programs

Each year many CCV students apply to four-year schools and go on to complete bachelor's degrees, and others continue on for advanced degrees. The College has developed transfer agreements with many four-year colleges within and outside of Vermont, including the other Vermont State Colleges and the University of Vermont. Academic advisors and the portal can assist students as they plan and apply to transfer from CCV to other institutions.

CCV Community

Although a non-residential college, CCV sponsors performing and visual arts nights, lectures and events, concerts, and Burlington's International Food Festival. Statewide, CCV sponsors two major efforts, the fall Harvest for Hunger week and the spring Wellness week, when the College, in conjunction with local community partners, holds events around the theme. Additionally, CCV sponsors day trips each spring, typically to Boston, Washington D.C., or New York, for cultural events and occasionally for service projects.

Library & Information Resources

Hartness Library System, serving both CCV and Vermont Tech, combines the latest technology with a high level of service to provide access wherever and whenever it is needed. With a computer internet connection, CCV students can access thousands of full-text periodicals, consult reference resources, and request books online 24 hours per day, seven days per week. Most of the library's physical collections are housed at Hartness Library in Randolph Center, where books and articles are mailed and emailed out to CCV students daily. The library's website, located at **http://hartness.vsc.edu**, provides instant access to articles, e-books, and other scholarly information. Students can get help using the resources from library coordinators at the sites, by calling the toll free help line at 1-800-431-0025, by live chat, or by email at library@vtc.edu.

Hartness Library's website, located at **http://hartness.vsc.edu**, provides instant access to articles, e-books, and other scholarly information.

ACADEMIC PROGRAMS

CCV offers students a choice of many different programs leading to the associate of arts (A.A.), associate of science (A.S.), and the associate of applied science (A.A.S.) degrees. Our most popular degree program is liberal studies, which allows students to take a broad array of courses in the liberal arts. Most students who complete the associate degree in liberal studies intend to transfer to four-year bachelor degree programs at other colleges. Other students at CCV intend to continue in or enter the workforce after completing a two-year degree program in such areas as accounting, massage, human services and computer systems management.

At CCV students may enroll either full- or part-time in all degree programs, and the vast majority of our degree students attend part-time (or fewer than four courses per semester). Part-time students at CCV are eligible for financial aid counseling, academic advising, and all the same assistance in completing a program as full-time students.

CCV Degree Programs

Associate of Arts (A.A.) Degrees

Communication Studies
Early Childhood Education
Education
Graphic Design
Liberal Studies
Visual Arts

Associate of Science (A.S.) Degrees

Accounting
Administrative Management
Business
Computer Assisted Drafting & Design
Computer Systems Management
Criminal Justice
Human Services

Associate of Applied Science (A.A.S.) Degrees

Massage Therapy & Bodywork
Network Administration
Vision Care Technology
Web Site Design & Administration

The objectives and course requirements for all these programs are described on the following pages.

Additional graduation requirements are also listed in the Degree Completion Policy available at www.ccv.edu.

A complete list of CCV's policies can be found at **www.ccv.edu**.

General Requirements for the Associate Degree

CCV's associate degree requires a minimum of 60 college-level credits distributed among a program concentration and three areas of general education competence: communication; math, science and technical applications; and human inquiry.

Communication *(9 credits minimum)*:
Writing: English Composition *(3 cr)*
Speaking *(3 cr)*
Additional course *(3 cr)*

Math, Science & Technical Applications
(12 credits minimum):
Mathematics *(3 cr)*
Science *(3 cr)*
Computers *(3 cr)*
Additional course *(3 cr)*

Human Inquiry *(12 credits minimum):*
Social Sciences *(3 - 6 cr)*
History *(3 cr)*
Humanities *(3 - 6 cr)*
Seminar in Educational Inquiry *(3 cr)*

Program Concentration Core *(24-36 credits):*
See specific concentration requirements on pages 26 - 44.

Elective Studies
0 - 9 credits in program concentration area or other courses.

Cross-Cultural Learning
A course (3 credits) that focuses on different culture(s).
See more on cross-cultural learning requirements on page 20.

Residency Requirement
Students must successfully complete at least 15 credit hours of CCV sponsored coursework.

General Education Competence Requirements & Graduation Standards

Students who complete a degree program at CCV should be able to demonstrate competence in three general areas which include communication; math, science, and technical applications; and human inquiry. Students can satisfy CCV's competence area requirements by choosing from a wide variety of courses. Students who gain competence in these three areas are better able to guide the directions of their lives, live as informed and involved community members, work effectively with others, and act creatively. Learning in these areas provides balance to a program concentration and a solid basis for life-long learning.

CCV is also committed—as are all the Vermont State Colleges—to ensuring that graduates have achieved proficiency in four specific skill areas: writing, information literacy, quantitative reasoning, and oral communication. All students entering CCV are expected to demonstrate mastery of these skill areas prior to, and as a requirement for, graduation.

1. Communication

More and more of our lives involves communication, information and related technologies. Computers, fax machines, cellular phones, and video cameras have become a part of our everyday environment, changing the ways we live and think. At no time in human history has communication played a more important role in our work, education, civic and personal lives.

Because communication and literacy skills are essential for success, CCV offers students opportunities to develop and demonstrate proficiency. The ability to express yourself clearly and accurately in both written and oral contexts, develop a thesis, support it with evidence drawn from appropriate sources of information, and identify and analyze an audience's needs for written and oral presentations are elements of strong communication skills. Information literacy skills also include the ability to find, evaluate, and use information in decision-making, problem-solving, and writing. In addition, it is also important to understand and practice the ethical aspects of communication, including the basic tenets of academic honesty. Therefore, CCV students must demonstrate competency in writing, information literacy, and oral communication as a requirement for graduation.

Upon graduation, students will be able to:

Writing
- demonstrate in their written work an awareness of the relationships among writer, subject, audience, and purpose;
- focus written work around an explicit or an implied central thesis;
- develop this central thesis systematically using specific details and supporting evidence;
- organize subject matter of written work using appropriate sentence structure and paragraphing;
- use correct grammar, syntax, punctuation, and spelling;
- follow standard practices in quotation, summary, paraphrase and citation of textual material.

Information Literacy

- define a research topic and the information needed;
- collect and organize information, utilizing a variety of traditional and electronic resources;
- evaluate the information and its sources critically;
- acknowledge and document the sources needed.

Oral Communication

- determine the nature and purpose of a presentation;
- prepare a well-organized presentation utilizing appropriate supporting evidence;
- communicate in a manner that engages and holds the attention of the audience;
- use language and syntax appropriate for the audience and purpose.

2. Math, Science & Technical Applications

Proficiency in this area takes on added significance as contemporary societies increase their dependence on technology. It is important that individuals have a working knowledge of the vocabulary, foundational theories, and problem-solving methodologies that define scientific literacy and scientific method in the natural world, numerical literacy in the mathematical world, and computer and information literacy in the technological world.

Quantitative reasoning skills are essential to informed participation in public, private and professional debate and decision-making. The ability to understand and interpret quantitative information, evaluate the context in which it is presented, and draw valid and meaningful conclusions are the elements of such skills and underlie such participation. CCV graduates must demonstrate competency in quantitative reasoning through successful completion of a web-based assesssment.

Upon graduation, students will be able to:

- select and perform appropriate procedures to solve mathematical problems arising in various disciplines;
- interpret quantitative information accurately;
- present quantitative information effectively;
- evaluate the reasonableness of quantitative conclusions.

3. Human Inquiry

How do we know about ourselves and others? How do we understand the human condition, from its prehistoric past to its "post-modern" present? The humanities (art, literature, music, philosophy, religion, and history) and the social sciences (psychology, sociology, and anthropology) provide a variety of perspectives and methods useful in our search for knowledge and understanding. Students who seek such understanding need the tools of both the social sciences and the humanities.

As relations between individuals, societies, and their environments become more complex, an educated person needs to draw upon a variety of perspectives in order to find meaning and beauty in the human condition. From an economic theory about inflation to a theory of poetics, from an analysis of tribal social organization to the history of modern warfare, human inquiry aims at understanding who we are—searching for our human nature, recognizing our diversity, exploring our history, and celebrating the accomplishments of the human spirit.

The student who has demonstrated general competence in the area of human inquiry will be able to:

- describe factors (psychological, social, cultural, and environmental) that affect human behavior;
- explain some of the ways in which social scientists and/or historians gather and interpret evidence;
- identify some of the techniques used in art and/or literature to convey ideas and express thought and feeling;
- discuss ways in which the social sciences and the humanities interpret human experience;
- recognize the difference between empirical facts, cultural beliefs, and theoretical statements.

From Start to Finish:
CCV Graduation Standards in Writing & Information Literacy

Whether you're in college or in the workplace, effective communication skills–including writing and research skills–are essential in today's world. In much of your college writing you will need to develop and support a thesis through locating relevant and credible sources and using them appropriately. In your career and life, the ability to find information and use it effectively is also vital. From the time you enter CCV until the moment of graduation, you will have both the opportunity and the responsibility to develop and demonstrate college-level skills in writing and information literacy.

Skills Assessments:
Proficiency in the basic skills of reading and writing is critical to your success. Before you enroll at CCV, you will take basic skills assessments. Not only will the assessments guide you in the course selection process, but they will provide you with feedback on your readiness to undertake college-level courses. Working with an academic advisor, you can develop a plan that meets your personal goals and builds the skills necessary to be successful.

Developmental Skills Courses:
After taking the assessments, you may find you need some developmental work to be ready for college-level courses. Many students do. If so, an academic advisor will help you decide which developmental workshops or classes are most appropriate.

Dimensions of Learning & Dimensions of Critical Thinking:
A Dimensions course is an ideal choice for a first class at the college level. You'll read and discuss a variety of works from different disciplines. As you explore issues and topics that are thought-provoking and meaningful, you'll think about how you connect to what you're learning. Although a Dimensions course does not instruct you in how to write and conduct research, its content will get you revved up and practicing the reading, writing and critical thinking you'll need throughout college.

English Composition:
A first-year instructional course, English Composition, is required at CCV as it is at most colleges. In this course, you'll learn how to draft, revise and edit different types of writing, including a piece that asserts a thesis and supports it through the effective use of credible and relevant sources. This kind of writing and research—or some form of it—is important, whether you're composing a research paper, a grant application, or a persuasive email.

Writing & Critical Thinking across the Curriculum:
Because essential skills cannot simply be developed overnight and then forgotten about, you'll have opportunities to write and think critically in almost all your courses at CCV. You'll also refine your information literacy skills, becoming more familiar with finding, evaluating, and selecting appropriate resources to support your written and oral assignments. You may work with a librarian to use the specialized research tools in different subject areas. While your critical thinking and writing may take various forms depending on the course, the practice you gain from these diverse opportunities will enable you to become a stronger, more effective communicator.

Seminar in Educational Inquiry:
This is a required, interdisciplinary course where you will explore substantive issues, problems, and themes. You will be challenged to ask critical questions, evaluate evidence, create connections, and present ideas orally and in writing. In addition, you will develop and present a culminating thesis that integrates relevant source material. A librarian will be available to help you review and refine your skills in researching and evaluating information. Your SEI instructor will work with you throughout the semester, providing guidelines and feedback on your general skills and on your progress in developing, revising, and editing your final paper. Within a system of support and guidance provided by the college, your SEI instructor will evaluate the paper and determine whether or not you have demonstrated enough proficiency to meet or surpass the graduation standards in writing and information literacy.

As you can see, CCV offers an integrated step-by-step process for developing essential skills. At the same time, you'll shape your own path toward graduation, depending on where you begin and what you want from your education. The writing and information literacy standards are our promise to you. When you graduate from CCV, you will have the essential skills to enter the workforce and/or continue your education. Of course your learning won't end with us, but you'll have the foundation for future skills and knowledge.

Online Learning

Online learning is a great way to fit college into a busy schedule and to accelerate the journey to a college degree. Online learning offers maximum convenience and flexibility, as well as the quality instructors, interactive learning environment, and academic support that CCV is known for.

In online classes students post messages to a discussion board each week, and instructors establish guidelines and deadlines for discussion board contributions. Online class assignments also include tests, quizzes, projects, essays, and research papers which can be delivered online.

In addition to online courses, CCV offers a growing number of hybrid courses that blend classroom and online learning. Hybrid courses typically meet in-person three to seven times during a semester, with substantial work done online. CCV's free online learning workshop provides excellent preparation for both hybrid and online courses. For many students, the combination of face-to-face learning in the classroom and rich, interactive learning online is a perfect fit for busy schedules or an accelerated program of degree studies.

Since most communication between students and instructors in online and hybrid classes must be written, students need to have strong reading and writing skills. Students also need to be self-disciplined, independent and self-reliant learners who are prepared to establish and maintain a weekly schedule for class participation.

Students should also have experience accessing and navigating internet websites, sending email messages, uploading and downloading texts and composing documents and email. In terms of equipment, software, and internet service, students should make sure to meet all the necessary requirements.

For more information about online learning at CCV, visit **www.ccv.edu/online**.

Field Experiences

Most program/concentration areas also require a student to complete an internship or field experience for one semester. Students participating in a field experience do so in conjunction with the course (EDU-2860) Community & Work Experience, which provides an opportunity to connect classroom learning with the workplace. Students must complete approximately 80 - 90 hours in the workplace setting, along with 15 hours of class time with other students also completing internships. The classroom component includes critical analysis and reflection on the work being done in the field. Students must meet with an academic advisor and receive approval before enrolling in the course.

Certificate Programs

A certificate program is a group of related courses designed to provide students with entry-level workplace skills in a particular field. While most certificates do not lead to an occupational license, they are often recognized by employers as a credential that demonstrates job-readiness, self-organization, and a commitment to lifelong learning. It is also possible to use the credits in a certificate program as a stepping stone to an associate degree. Students who want to work toward a certificate should meet with an advisor and complete a worksheet.

CCV offers certificate programs in:

- Allied Health Preparation
- Childcare
- Clinical Lab Assistant
- Computer Business Applications
- Computer Systems Management
- Essential Workplace Skills
- Health Care Office Assistant
- Massage Therapy & Bodywork
- Medical Assistant
- Paraeducator
- Substance Abuse Services
- Web Site Design

For more information, see pages 45 - 48.

Ways to Learn & to Earn Credit

Credit Courses

CCV courses, in the classroom and online, cover a wide range of discipline areas and are listed on pages 50 - 91. Each semester the College publishes a *Schedule* giving descriptions, times, and locations of courses being offered.

Credit by Examination

Extensive knowledge in a field gained through non-college study can earn credit through CLEP examinations, which are available through CCV's Office of External Programs in Montpelier (802-828-4064). This credit can be transferred to CCV and to 1,300 other colleges and universities.

Assessment of Prior Learning

Extensive learning acquired through work or other non-college experiences may be assessed for college credit. In the Assessment of Prior Learning (APL) course, students are guided through the process of describing and documenting their experiential learning in a portfolio, which is then reviewed for credit by a committee composed of appropriate faculty and professionals. The credit recommended may be transferred to CCV and many other institutions in and outside of Vermont. Contact the Office of External Programs (802-828-4064) for more information or visit www.ccv.edu/apl. See also page 66.

Course Challenge

CCV degree students can request a course challenge if they believe their prior experiential learning duplicates that of a specific course required for their degree program. Students must contact an academic advisor for more information and to apply for a course challenge.

Credit for Evaluated Non-College Learning

Some types of military or organized in-service training may have been evaluated for college credit. Students should contact the Office of External Programs (802-828-4064) for further information.

Transfer Credit

Many students who come to CCV transfer credit for course work completed at other accredited colleges or universities. Application of these credits to particular CCV degree or concentration requirements is determined during degree planning. Information about the transfer process is available online at **www.ccv.edu**, at CCV's site offices, and from the registrar's office in Waterbury.

To transfer college credit from other institutions, have transcripts sent from that college to: CCV Registrar, PO Box 120, Waterbury, VT 05676-0120.

PLANNING YOUR ASSOCIATE DEGREE

CCV offers associate degree programs in liberal studies and many specific career areas. Depending upon the degree program you choose, you will need to complete a specific number of credits in your program concentration, and you must additionally meet CCV graduation standards, competence-area and other general requirements for the associate degree.

In order to assist you in developing a degree program that will meet your future educational and career goals, CCV regularly offers an orientation to degree planning at each of its 12 site offices. You may also meet with an academic advisor to discuss questions about your degree program. In addition, the following pages list the specific courses that meet CCV's requirements for communication; math, science, and technical applications; human inquiry; and cross-cultural learning. This guide is intended as a tool to assist you in the degree planning process. Not all courses listed are offered every semester in every site. However, you have many options for developing a degree program that reflects your individual goals.

Once you have used this initial planning tool to visualize what your CCV degree program could look like, discuss your choices with an academic advisor for availability, prerequisite learning, and other questions you might have. You can also list your choices on a degree planning worksheet, which is another tool for helping you to visualize your degree program as a whole. See pages 38 - 40 and 49 for these worksheets. If you have taken courses at other colleges, you must have your transcripts evaluated by the CCV Student Records office. Finally, you can use our online degree audit (instructions on page 22 - 23) to see how courses you've taken elsewhere and at CCV will work in your degree program.

Please note that this planning tool is intended for students who are interested in completing an associate of arts (A.A.) or an associate of science (A.S.) degree program. For those students interested in the associate of applied science (A.A.S) degree program, specific requirements are described on pages 41 - 44.

Basic Skills

Many students begin their associate degree program with one or more basic skills/developmental courses. Although the credits earned in these courses do not count toward the 60-credit minimum needed for an associate degree, the developmental skills program at CCV provides students with the foundational learning they need to be successful in college-level courses. Consult with an advisor about which of the courses below are right for you:

CIS-0130 Foundations of Computing
ENG-0025 Basic Reading
ENG-0120 Foundations of Reading & Writing: the Self
ENG-0121 Foundations of Reading & Writing: Society
ENG-0041 Basic Writing
ESL-0150 English as a Second Language
MAT-0210 Basic Mathematics
MAT-0221 Basic Algebra
MAT-0231 Basic Geometry with Trigonometry

Course(s) needed_____

_____

Communication Applications

All students in the liberal studies and other associate degree programs are required to complete a minimum of 9 credits in the areas of writing, speaking, and communication.

Writing (3 credits) ENG-1061 English Composition

All students in associate degree programs are required to complete CCV's English Composition course in order to graduate. You should plan on taking this course within the first 15 - 30 credits of your degree program.

Required Course: *English Composition or approved transfer equivalent*

Speaking (3 credits) Any of the courses listed below satisfy this requirement:

COM-1010 Effective Workplace Communication
COM-1015 Communication in the Early Childhood Education Workplace
COM-1020 Interpersonal & Small Group Communication
COM-1030 Intercultural Communication
COM-2010 Principles of Persuasion
COM-2360 Conflict Resolution
ENG-1070 Effective Speaking
Approved transfer course

Course(s) chosen_____

Communication (3 credits) Any of the previously listed courses in speaking will fulfill this requirement. In addition, you may use one of the courses below:

COM-1220 Introduction to Mass Communication
COM-2020 Television in America
COM-2030 News Media in the Information Age
EDU-1240 Assessment of Prior Learning
ENG-1020 Introduction to Research Methods
ENG-1040 Academic Writing Online
ENG-1062 English Composition II
ENG-1230 Business & Professional Writing
ENG-1310 Introduction to Literature
ENG-1320 Introduction to Drama
ENG-1340 Women's Journals & Memoirs
ENG-1350 Mythology
ENG-2041 Journalism I
ENG-2050 Interpreting Global Issues
ENG-2090 Travel Writing
ENG-2101 Creative Writing
ENG-2102 Creative Writing II
ENG-2110 Creative Writing Workshop
ENG-2120 Creative Writing: Poetry
ENG-2150 Creative Writing: Autobiography & Memoir
ENG-2160 The Bible as Literature
ENG-2161 World Literature: through the Renaissance
ENG-2162 World Literature: from the Renaissance
ENG-2230 African Literature
ENG-2310 Introduction to Shakespeare
ENG-2311 American Literature: Colonial to the Civil War
ENG-2312 American Literature: Civil War to the Present
ENG-2330 African-American Literature
ENG-2340 Native American Literature
ENG-2350 Contemporary Latin American & Latino Literature
ENG-2360 The Literature of New England
ENG-2370 American Detective Fiction
ENG-2395 Contemporary World Literature
ENG-2450 Modern Short Fiction
ENG-2510 Women & Literature
ENG-2550 Science Fiction Literature
ENG-2560 Nature & Literature
FRE-1111 French I
FRE-1112 French II
FRE-2011 French III
FRE-2012 French IV
GER-1111 German I
GER-1112 German II
HUM-1000 Dimensions of Learning *(recommended)*
INT-1050 Dimensions of Critical Thinking *(recommended)*
ITA-1011 Italian I
ITA-1012 Italian II
SLS-1011 Sign Language I
SLS-1012 Sign Language II
SLS-2013 Sign Language III
SPA-1011 Spanish I
SPA-1012 Spanish II
SPA-2011 Spanish III
SPA-2012 Spanish IV
THA-2121 Acting I
THA-2122 Acting II
Approved transfer course

Course(s) chosen_____

Math, Science & Technical Applications

All students in the liberal studies and other associate degree programs are required to complete at least 12 credits in the areas of math, science, computers, and technical applications.

Mathematics (3 credits)

Any of the courses below will fulfill this requirement:

MAT-1030 Mathematical Concepts
MAT-1221 Finite Mathematics
MAT-1230 College Algebra
MAT-1330 Pre-Calculus Mathematics *(4 cr)*
MAT-1421 Technical Mathematics, Part I
MAT-1422 Technical Mathematics, Part II
MAT-1531 Calculus *(4 cr)*
MAT-2021 Statistics
MAT-2022 Statistics II
MAT-2532 Calculus II
MAT-2560 Math Complexity Theory
Approved transfer course

Course(s) chosen_____

Science (3 credits)

Any of the courses below will fulfill this requirement:

BIO-1030 Introduction to Nutrition
BIO-1140 Human Biology
BIO-1150 Principles of Botany
BIO-1210 Introduction to Biology *(4 cr)*
BIO-1220 Botany *(4 cr)*
BIO-1240 Forest Ecology
BIO-1250 Wildlife Ecology
BIO-1260 Dinosaurs
BIO-2011 Human Anatomy & Physiology I *(4 cr)*
BIO-2012 Human Anatomy & Physiology II *(4 cr)*
BIO-2110 Principles of Microbiology
BIO-2120 Elements of Microbiology *(4 cr)*
BIO-2360 Fossils, Evolution, Environments
BIO-1120 Bio-Diversity with Lab *(4 cr)*
BIO-2220 Principles of Zoology
BIO-2320 Zoology *(4 cr)*
BIO-2330 Principles of Animal Behavior
BIO-2350 Introduction to Ornithology
CHE-1020 Introductory Chemistry *(4 cr)*
CHE-2110 Introduction to Organic Chemistry & Biochemistry *(4 cr)*
ENV-1010 Introduction to Environmental Science
ENV-1230 Current Environmental Issues
ENV-2010 Moving Toward Sustainability
ENV-2020 Streams & Rivers
ENV-2050 Natural History of Vermont
GEY-1020 Geology
GEY-1030 Dynamic Earth: Introduction to Physical Geology *(4 cr)*
MET-1010 Elementary Meteorology with Lab *(4 cr)*
MET-1020 Meteorology
PHY-1040 Physics I *(4 cr)*
PHY-1042 Physics II *(4 cr)*
PHY-1110 Introduction to Astronomy
Approved transfer course

Course(s) chosen_____

All courses are three credits unless otherwise indicated.

Computers (3 credits)

Any of the courses below will fulfill this requirement:

CIS-1041 Microcomputer Applications I
CIS-1042 Microcomputer Applications II
CIS-1151 Website Development
CIS-1250 Desktop Publishing
CIS-1311 Cisco 1 *(4 cr)*
CIS-1312 Cisco 2 *(4 cr)*
CIS-1313 Cisco 3 *(4 cr)*
CIS-1314 Cisco 4 *(4 cr)*
CIS-1322 Intermediate Word Processing
CIS-1350 Desktop Operating Systems *(4 cr)*
CIS-1360 Intermediate Database Management Systems
CIS-1410 Intermediate Spreadsheets
CIS-1510 Introduction to Flash Animation
CIS-2011 Visual Basic Programming
CIS-2012 Intermediate Computer Programming: Visual Basic
CIS-2031 C/C++ Programming I
CIS-2032 C/C++ Programming II
CIS-2110 Concepts of PC Hardware *(4 cr)*
CIS-2120 Concepts of Local Area Networks
CIS-2140 Programming for the Internet
CIS-2150 Introduction to Linux
CIS-2152 Intermediate Linux
CIS-2271 Java Programming
CIS-2272 Intermediate Programming: Java
CIS-2340 SQL Database Administration
CIS-2360 Computer User Support
CIS-2410 Digital Image Manipulation
CIS-2430 Intermed. Programming for the Internet
CIS-2440 Intermed. Web Site Design & Management
Approved transfer course

Course(s) chosen_____

Math, Science & Technical Applications (3 credits)

Any of the previously listed courses in math, science or computers will fulfill this requirement. In addition, the courses below will also satisfy the requirement:

ACC-1010 Computerized Accounting
ARC-1011 Introduction to Drafting & Blueprint Reading
ARC-1111 Architectural Drafting I
ARC-1112 Architectural Drafting II
ARC-1211 CAD I
ARC-1212 CAD II
BUS-1250 Quality Planning & Analysis
BUS-1260 Statistical Quality Control
CIS-2040 Management Information Systems
EDU-2450 Instructional Technologies in Teaching & Learning
MAT-1020 Intermediate Algebra
MUS-2160 Introduction to Technology in Music
TEC-1021 Principles of Electronics I
TEC-1022 Principles of Electronics II
TEC-2050 Facilities Planning & Management
TEC-2150 Manufacturing Technology
Approved transfer course

NOTE: Any course with a designation of TEC, ARC or AHS will also meet this requirement.

Course(s) chosen_____

All courses are three credits unless otherwise indicated.

Human Inquiry

Students in the liberal studies program are required to complete a minimum of 18 credits in the areas of social science, history, and humanities. Students in the other associate degree programs are required to complete a minimum of 12 credits in these areas. All students are required to complete Seminar in Educational Inquiry.

Social Sciences (6 credits for liberal studies, 3 credits for other programs)

ANT-1010 Introduction to Cultural Anthropology
ANT-1020 Introduction to Physical Anthropology
ANT-2010 Archeology: Tracing the Human Past
ECO-2020 Macroeconomics
ECO-2030 Microeconomics
HIS-1220 Native American Histories & Cultures*
GEO-1010 Introduction to Geography
GEO-1050 Geography & Economic Development
PSY-1010 Introduction to Psychology
PSY-1020 Child Abuse & Neglect
PSY-1030 Psychology of Consciousness
PSY-1050 Human Growth & Development
PSY-1130 Introduction to Substance Abuse
PSY-1140 Substance Abuse: The Family & Society
PSY-1150 Substance Abuse: Services & Treatment
PSY-2010 Child Development
PSY-2020 Infant & Toddler Development
PSY-2025 Development of the Young Child: Ages 3-8
PSY-2040 Social Psychology
PSY-2060 Abnormal Psychology
PSY-2110 Educational Psychology
PSY-2120 Human Sexuality
PSY-2130 Death & Dying
PSY-2180 Co-Occurring Issues in Substance Abuse & Mental Health
PSY-2240 Theories of Personality
PSY-2310 Adolescent Development
PSY-2320 Adult Development
PSY-2340 Psychology of Women
PSY-2345 Psychology of Men
PSY-2350 Near Death Experiences
PSY-2360 Introduction to Alternative Therapies
PSY-2370 Introduction to Counseling Theories & Practice
PSY-2420 Group Process: Theory & Practice
SOC-1010 Introduction to Sociology
SOC-1020 Ethnicity & Diversity in the United States
SOC-2040 Race, Ethnicity, Class & Gender
SOC-1030 Social Problems
SOC-2070 Aging in Modern Society
SOC-2120 Community Activism
SOC-2160 Women & Contemporary Social Issues
SOC-2170 Gender Studies
SOC-2220 The Family in Society
SSC-1010 Introduction to the Study of Community
SWK-2011 Human Behavior in the Social Environment
SWK-2020 Family Violence
WMS-1020 Introduction to Women's Studies
Approved transfer course

Course(s) chosen_____

History (3 credits)

Any of the courses below will fulfill this requirement:

CRJ-2020 American Judicial Process
HIS-1011 Western Civilization I
HIS-1012 Western Civilization II
HIS-1120 Modern World History
HIS-1211 American History I
HIS-1212 American History II
HIS-1220 Native American Histories & Cultures*
HIS-1230 History of North America to 1763
HIS-1240 Colonial America & the American Revolution
HIS-2070 Vermont History
HIS-2110 U.S. History 1945 to Present
HIS-2130 African-American History
HIS-2140 The Civil War
HIS-2150 The U.S. in the 1960s
HIS-2210 Women in U.S. History
HIS-2220 The Wild West
HIS-2230 Modern Russian History
HIS-2250 Modern Middle Eastern History
HIS-2420 Modern Latin American History
HIS-2560 History of Homosexuality in Western Civilization
HIS-2730 Peace & Turmoil in the Modern World
POS-1010 Introduction to Political Science
POS-1020 American Politics & Government
POS-1050 The Constitution
POS-1060 Law & the Individual
POS-2020 Family Law
POS-2070 National Security & Terrorism
Approved transfer course

Course(s) chosen_____

** May be used to satisfy the social science or history requirement, but not both.*

Humanities (6 credits for liberal studies, 3 credits for other programs)

Any of the courses below will fulfill this requirement:

ARH-1410 Critical Appreciation of Photography
ARH-2011 Survey of Western Art I
ARH-2012 Survey of Western Art II
ARH-2020 Art History: Visual Cultures of the Modern World
ARH-2050 Women & Art
ART-1011 Drawing I
ART-1020 Introduction to Studio Art
ART-1050 Art Appreciation
ART-1060 Two-Dimensional Design
ART-1101 Pastels I
ART-1102 Pastels II
ART-1170 Foundations of Sculpture
ART-1111 Graphic Design I
ART-1112 Graphic Design II
ART-1121 Watercolor Painting I
ART-1122 Watercolor Painting II
ART-1131 Oil Painting I
ART-1132 Oil Painting II
ART-1160 Landscape in Art
ART-1220 Introduction to Fine Crafts
ART-1231 Ceramics I
ART-1240 Painting from the Spiritual Self
ART-1250 Introduction to Book Arts
ART-1260 Introduction to Paper Arts
ART-1310 Digital Photography
ART-2012 Drawing II
ART-2020 Color Theory
ART-2031 Life Drawing I
ART-2032 Life Drawing II
ART-2121 Calligraphy I
ART-2226 Graphic Design Project Management
ART-2232 Ceramics II
ART-2241 Acrylic Painting I
ART-2242 Acrylic Painting II
ART-2301 Photography I
ART-2302 Photography II
ART-2310 Color Photography
ART-2311 Printmaking I
ART-2312 Printmaking II
ART-2315 Digital Photography II
ART-2320 Stained Glass I
ART-2322 Stained Glass II
DAN-1020 Fundamentals of Jazz Dance
DAN-1030 Body Awareness
DAN-1060 African & Caribbean Dance & Culture
DAN-1111 Modern Dance
DAN-2040 Introduction to Tap Dance
DAN-2050 Intermediate Jazz Dance
DAN-2140 Intermediate Dance
DAN-2210 Middle Eastern Dance
ENG-1310 Introduction to Literature
ENG-1320 Plays & Playwrights
ENG-1340 Women's Journals & Memoirs
ENG-1350 Mythology
ENG-1410 Introduction to the Novel
ENG-2160 The Bible as Literature
ENG-2161 World Literature: Through the Renaissance
ENG-2162 World Literature: From the Renaissance
ENG-2230 African Literature
ENG-2310 Introduction to Shakespeare
ENG-2311 American Literature: Colonial to Civil War
ENG-2312 American Literature: Civil War to Present
ENG-2330 African-American Literature
ENG-2340 Native American Literature
ENG-2350 Contemporary Latin American & Latino Literature
ENG-2360 The Literature of New England
ENG-2370 American Detective Fiction
ENG-2395 Contemporary World Literature
ENG-2450 Modern Short Fiction
ENG-2510 Women & Literature
ENG-2530 Women's Utopian Literature
ENG-2550 Science Fiction Literature
ENG-2560 Nature & Literature
ENG-2580 War Literature
FLM-1050 Introduction to Filmmaking
FLM-1060 The Documentary Film
FLM-2050 Introduction to Film Study
HUM-1010 Exploring the Humanities *(6 cr)*
HUM-2020 Bioethics
HUM-2030 Folklore
HUM-2040 The Holocaust
HUM-2050 Women's Spirituality
HUM-2070 The Vampire in Literature, Culture & Film
HUM-2110 Vietnam War in Literature & Film
HUM-2710 Ireland through Words, Images & Music
MUS-1010 Music Appreciation
MUS-1025 Introduction to Jazz Music
MUS-1028 Introduction to Rock & Roll
MUS-1030 Music Fundamentals
MUS-1041 Class Piano I
MUS-1042 Class Piano II
MUS-1060 Introduction to World Music
MUS-1131 Percussion I
MUS-1231 Music Theory I
MUS-1232 Music Theory II
MUS-2011 Jazz/Contemporary Theory I
MUS-2060 Introduction to World Music
MUS-2341 Guitar I
MUS-2342 Guitar II
MUS-2343 Guitar III
PHI-1010 Introduction to Philosophy
PHI-1040 Introduction to Ethics
PHI-2010 Comparative Religion
PHI-2080 Science & Spirituality
THA-1041 Introduction to Theater Arts
THA-2121 Acting I
THA-2122 Acting II
Approved transfer course

Course(s) chosen _____

Seminar in Educational Inquiry (3 credits)

All students in associate degree programs are required to complete the Seminar in Educational Inquiry course (HUM-2010) in order to graduate. You should plan on taking this course in your next to last semester at CCV.

Required course: *Seminar in Educational Inquiry*

Cross-Cultural Learning Requirement (3 credits)

The cross-cultural requirement requires degree students to take at least one course that provides an in-depth look at the history and/or culture of a society outside the United States or one that considers diverse populations across national boundaries or within one country.

The purpose of the cross-cultural requirement is to familiarize students with a culture or cultures outside traditional Western culture as one means of moving toward an understanding of and appreciation for diversity. Immigration from outside our borders, racism within them, and a global economy that moves from nationalism to internationalism are all reasons for this graduation requirement.

The cross-cultural course may also be used in another area of the degree plan; however, it must be a course that has been approved by CCV. Any of the courses below will fulfill this requirement:

ANT-1010 Introduction to Cultural Anthropology
ANT-2010 Archeology: Tracing the Human Past
ARH-2020 Art History: Visual Cultures
COM-1030 Intercultural Communication
DAN-1060 African & Caribbean Dance & Culture
DAN-2210 Middle Eastern Dance
EDU-2310 Multiculturalism in Education
ENG-1350 Mythology
ENG-2050 Interpreting Global Issues
ENG-2161 World Literature: Through the Renaissance
ENG-2162 World Literature: From the Renaissance
ENG-2230 African Literature
ENG-2330 African American Literature
ENG-2340 Native American Literature
ENG-2350 Contemporary Latin American & Latino Literature
ENG-2395 Contemporary World Literature
ENG-2510 Women & Literature
ENG-2580 War Literature
GEO-1010 Introduction to Geography
GEO-1050 Geography & Economic Development
HIS-1120 Modern World History
HIS-1220 Native American Histories & Cultures
HIS-1230 History of North America to 1763
HIS-2130 African American History
HIS-2230 Modern Russian History
HIS-2250 Modern Middle Eastern History
HIS-2420 Modern Latin American History
HIS-2560 History of Homosexuality in Western Civilization
HIS-2730 Peace & Turmoil in the Modern World
HUM-2110 Vietnam War in Literature & Film
HUM-2070 The Vampire in Literature, Culture & Film
HUM-2710 Ireland through Words, Images & Music
MUS-1060 Introduction to World Music
PHI-2010 Comparative Religion
PHI-2080 Science & Spirituality
SOC-1020 Ethnicity & Diversity in the U.S.
SOC-2040 Race, Ethnicity, Class & Gender
SOC-2170 Gender Studies
SSC-1010 Introduction to the Study of Community
WMS-1020 Introduction to Women's Studies
Approved transfer course

Course(s) chosen_____

Additional Requirements

Students in the liberal studies program must complete a minimum of 18 college-level credits in any of the curricular areas to fulfill their program core.

Students in other associate degree programs must complete between 24 and 36 credits in their program requirements. *See pages 26 - 37 for specific information on your program's requirements.*

Course(s) chosen_____

Course(s) chosen_____

Course(s) chosen_____

Course(s) chosen_____

Course(s) chosen_____

Course(s) chosen_____

Course(s) chosen_____

Course(s) chosen_____

Course(s) chosen_____

Elective Studies *(0 - 9 credits)*

Electives are not required for an associate degree as long as students have a minimum of 60 college-level credits. However, students may take courses in any of the curricular areas as electives.

Course(s) chosen_____

Course(s) chosen_____

Course(s) chosen_____

In addition to meeting all program, general education, and competency requirements, all students must have a **minimum of 60 college-level credits** in their degree plans in order to graduate with an associate degree.

All courses listed in this planning guide are three credits unless otherwise specified.

Date of the CCV *Catalog* you are working from _____

DEGREE AUDIT INSTRUCTIONS

Using the Degree Audit/Program Evaluation feature in Blackboard, you can quickly and easily track your progress in your selected degree program. The following instructions will help you access and interpret your degree audit.

How do I get my degree audit?

1. Visit the Blackboard website at http://blackboard.vsc.edu.
2. Login using your Blackboard user name and password.

   NOTE: Your user name and password are the same as those used to access CCV computers. If you don't know yours, click the "Vermont State Colleges" tab for instructions under "VSC-Login Instructions."

3. Click on the CCV Student tab, then scroll to the module labeled "VSC Web Services."
4. Click on the "Student Menu" link.
5. Click the "Program Evaluation" link under "Academic Planning."
6. To view the audit for your current program or a program you were in previously, check the box by your degree of choice and click "submit." To view an audit for other VSC degrees (including CCV), select an alternate degree from the "What if I changed my program of study?" menu and click "submit." Select the most recent catalog year if prompted.

   NOTE: Degree codes begin with a letter indicating the VSC school offering the degree program. C=Castleton State College, J=Johnson State College, L=Lyndon State College, T=Vermont Technical College, and V=CCV.

7. Your degree audit will now appear on the screen.

How do I read my degree audit?

As you read your audit, refer to the appropriate CCV catalog for more specific requirement information. The general education and concentration requirements listed in the catalog will follow a similar order as the audit. You may also refer to your unofficial transcript for a listing of all your attempted courses.

The first section of the audit will look similar to the example below. Here you can see the credits you have earned and an approximation of the amount you have remaining.

```
                          Vermont State Colleges
                            Academic Evaluation
                            -------------------
Student.............: Your Name (Your Student ID#)
Program.............: Your Degree Program (Program Code)
Catalog.............: Applicable Catalog Year
Ant Completion Date:
Email Address......: Your Email Address
-------------------------------------------------------------------------------
ADVISOR(S):   Your Assigned Advisor's Name

===============================================================================
Program Status: In Progress
                                Current.........   Anticipated(*).......
                        Required   Earned  Remaining   Additional  Remaining
Institutional Credits:    15.00    24.00       0.00         9.00       0.00
Institutional GPA....:    2.000    3.250        Met
              Credits:    60.00    33.00      27.00         9.00      18.00
              GPA....:             3.250        Met

(*) Anticipates completion of in-progress and registered courses
===============================================================================
```

The "Current" section is based on your completed credits.

The "Anticipated" section indicates currently enrolled credits (Additional) and the credits necessary for completion (Remaining).

Approximate credits remaining after successful completion of current semester.

The "Required" column lists the minimums needed for graduation by all students.

- **Institutional Credits:** This shows how many credits you have earned at the VSC. A minimum of 15 CCV credits is required to receive any CCV degree.
- **Institutional GPA:** This line includes your VSC Grade Point Average (GPA). A 2.0 GPA is required for graduation. Transfer credit is not included in your GPA. NOTE: Only courses taken after spring 2002 are included in your GPA.
- **Credits:** This includes your total credits earned, including all VSC credits and all transferred credit. A minimum of 60 credits is required for an Associate Degree.
- **GPA:** This is the same as your "Institutional GPA."

Next, you will find a report of the specific course requirements for your chosen degree. The report will indicate which requirements you have and have not completed. Below is a portion of what the report will look like.

```
=====================================================================
Statuses: W=waived, C=Complete, I=In progress, N=Not started
          P=Pending completion of unfinished activity
=====================================================================
I)  1: General Education Requirements
    Credits: 22
    Complete all 7 sub-requirements:
    N)  A: Writing
        > Take ENG-1061 or ENG-1062
                ____________________________________ 1 course needed

    P)  B: Speaking
        > Take 1 of these courses: COM-1010, COM-1015,
        > COM-1020, COM-1030, COM-2010, COM-2360 or
        > ENG-1070
                COM-1030....... V05SP     ___ (     3) *IP

    C)  C: Communication
        > Take 1 of these courses: COM-1010, COM-1020,
        > COM-1030, COM-2010, COM-2020, COM-2030,
        > COM-2310, EDU-1240, HUM-1000, SLS-1011,
        > SLS-1012 or SLS-2013 or take 3 credits in
        > English, French, German, Italian, or
        > Spanish (BUT NOT ENG-1010 or ENG-1030)
        Credits: 6
        C) Group 2
                ENG-1350....... TR        TR        3   *TE

    C)  D: Math
         > Take 3 credits in Math
                MAT-2021....... V04FA     A-        3
```

These codes will appear throughout, indicating your progress toward satisfying each requirement. For example, an "N" will appear next to requirements you haven't started.

This student hasn't begun the Writing requirement for the degree. He or she needs to complete ENG-1061 or ENG-1062 to fulfill this requirement.

*IP = In Progress. This student is currently taking COM-1030 which will complete the Speaking requirement. A blank space is left where the grade would appear because the course has not been completed.

*TE = Transfer Equivalency. This student received 3 credits for ENG-1350 from a course taken at a college outside of the VSC.

This student has completed the Math requirement by taking MAT-2021 during the fall semester of 2004. He or she achieved 3 credits and the grade of A-.

The audit will continue in the same format for the remainder of your degree requirements, including those for your specific degree program.

What if I still have questions?

Having trouble understanding your degree audit? Do you have questions regarding specific requirements? Have you found a potential error? Confused about where your transfer credits fit in? If so, speak to an academic advisor at your local CCV site for assistance.

ASSOCIATE OF ARTS DEGREE IN LIBERAL STUDIES

The liberal studies program is the most popular program of study among CCV graduates, accounting for nearly half of the degrees awarded each year. It is designed to include breadth and depth of learning, emphasizing exposure to a broad range of subjects and academic disciplines, and providing students with great flexibility in individual course selection. Although the degree can be an end in itself, the majority of liberal studies graduates use it as their foundation for further academic pursuits.

The overarching objective of CCV's liberal studies program is to produce graduates who are well-prepared to be active, contributing participants in their communities, their work settings, and their subsequent educational activities.

Program & General Education Requirements – *60 CREDITS*

Communication - *minimum 9 credits*
- ❑ ENG-1061 - English Composition
- ❑ Speaking - 3 credits
- ❑ Additional Communication or English - 3 credits

Math, Science & Technical Applications - *minimum 12 credits*
- ❑ Math - 3 credits
- ❑ Science - 3 credits
- ❑ Computers - 3 credits
- ❑ Additional Math, Science or Technology - 3 credits

Human Inquiry - *minimum 18 credits*
- ❑ History - 3 credits
- ❑ Humanities - 3 credits
- ❑ Humanities - 3 credits
- ❑ Social Sciences - 3 credits
- ❑ Social Sciences - 3 credits
- ❑ HUM-2010 - Seminar in Educational Inquiry

General Education Courses - *minimum 18 credits from any curricular areas*
- ❑ Student choice
- ❑ Student choice
- ❑ Student choice
- ❑ Student choice
- ❑ Student choice
- ❑ Student choice

Elective Studies - *0 - 3 credits*
- ❑ Student choice

Cross-Cultural Learning
3 credits of the degree must reflect learning that explores a different culture.

MINIMUM TOTAL CREDITS IN DEGREE: 60

Successful graduates of this program will be able to:
- demonstrate in their written work an awareness of the relationships among writer, subject, audience, and purpose;
- focus written work around an explicit or an implied central thesis;
- develop this central thesis systematically using specific details and supporting evidence;
- organize subject matter of written work using appropriate sentence structure and paragraphing;
- use correct grammar, syntax, punctuation, and spelling;
- follow standard practices in quotation, summary, paraphrase and citation of textual material;
- define a research topic and the information needed;
- collect and organize information, utilizing a variety of traditional and electronic resources;
- evaluate the information and its sources critically;
- acknowledge and document the sources needed;
- determine the nature and purpose of a presentation;
- prepare a well-organized presentation utilizing appropriate supporting evidence;
- communicate in a manner that engages and holds the attention of the audience;
- use language and syntax appropriate for the audience and purpose;
- select and perform appropriate calculations to solve mathematical problems arising in various disciplines;
- interpret quantitative information accurately;
- apply quantitative information effectively;
- evaluate the reasonableness of quantitative conclusions.

OTHER ASSOCIATE DEGREE PROGRAMS

CCV offers associate of arts (A.A.) and associate of science (A.S.) degree programs in many specific career areas, as well as the associate of applied science (A.A.S.) degree programs described on pages 41 - 44. The associate degree programs range from accounting to the visual arts, early childhood education, and computer systems management. Of the more than 4,000 students seeking a CCV degree, nearly half are enrolled in one of these career-focused programs.

Not all of these programs are equally accessible from all CCV site locations. In some cases, regular travel may be necessary in order for students to obtain all the courses required in a specific program. In other cases, required courses may be available online or in a hybrid format. To learn how programs are available in various locations, students should meet with an advisor at their local CCV site office.

Core courses in CCV career and technical programs are generally taught by community professionals who are working in their field—a local CPA teaches accounting courses, a lawyer is likely to be teaching business law, and a community social worker could be teaching courses in the human services program. As a result, students acquire an understanding of current practices and issues.

Students in these programs may participate in workplace internships, where they apply their classroom learning in real-world settings. The vast majority of students who complete these career-focused programs work in related fields, and many continue their higher education beyond CCV.

In CCV's associate degree programs, students need to complete between 24 and 36 credits in program requirements, some general education courses, and some electives. See specific program requirements on pages 26 - 37 and 41 - 44. Additionally, students must meet CCV competence-area requirements and the other general requirements for the associate degree, including English Composition, Seminar in Educational Inquiry and a course focused on cross-cultural learning. Students are encouraged to select a degree program by the time they have completed 18 credits or three semesters at CCV, whichever comes first.

Program Requirements

Communication *(9 credits minimum):*
- Writing: English Composition *(3 cr)*
- Speaking *(3 cr)*
- Communication, Writing, or Literature *(3 cr)*

Math, Science & Technical Applications *(12 credits minimum):*
- Mathematics *(3 cr)*
- Science *(3 cr)*
- Computers *(3 cr)*
- Math, Science & Technical Applications *(3 cr)*

Human Inquiry *(12 credits minimum):*
- History *(3 cr)*
- Humanities *(3 cr)*
- Social Sciences *(3 cr)*
- Seminar in Educational Inquiry *(3 cr)*

Program Concentration Core *(24 - 36 credits):*
See specific concentration guidelines, pages 26 - 37 and 41 - 44.

Elective Studies *(0 - 9 credits)* in program concentration area or other courses.

Cross-Cultural Learning Three credits of the degree must reflect learning that explores a different culture. See list on page 20.

The associate degree must include a minimum of 60 college-level credits.

ACCOUNTING (A.S.)

The Accounting program prepares students for entry level positions in a variety of settings. CCV's degree program allows students to transfer to a bachelor's degree program or is the first step in pursuing CPA licensure. In addition to taking courses in accounting, students will gain a broader knowledge of the business environment by studying areas such as technology, communication, and management. *Students who are interested in Vermont's licensing requirements for accounting should visit www.vermont.gov for more information.*

Program Requirements – *33 CREDITS*	**General Education Requirements**
❑ ACC-2121 - Financial Accounting *(4 cr)* ❑ ACC-2122 - Managerial Accounting *(4 cr)* ❑ ACC-2201 - Intermediate Accounting I *(4 cr)* ❑ ACC-2202 - Intermediate Accounting II *(4 cr)* ❑ ACC-2210 - Cost Accounting *(4 cr)* ❑ BUS-2450 - Business Law *(4 cr)* ❑ ECO-2020 - Macroeconomics *or* ECO-2030 - Microeconomics* ❑ ACC-1010 - Computerized Accounting *or* CIS-1410 - Intermediate Spreadsheets* ❑ BUS-1320 - Principles of Supervision *or* BUS-2020 - Principles of Management *or* BUS-2210 - Small Business Management	**Communication** – *minimum 9 credits* ❑ ENG-1061 - English Composition ❑ Speaking - 3 credits ❑ Additional Communication - 3 credits **Math, Science & Technology** – *minimum 12 credits* ❑ Math - 3 credits ❑ Science - 3 credits ❑ Computers - 3 credits ❑ Additional Math, Science or Technology - ACC-1010 *or* CIS-1410 **Human Inquiry** – *minimum 12 credits* ❑ History - 3 credits ❑ Humanities - 3 credits ❑ Social Sciences - ECO-2020 *or* ECO-2030 ❑ HUM-2010 - Seminar in Educational Inquiry *MINIMUM TOTAL CREDITS IN DEGREE: 60*

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

**Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- identify and explain the fundamental principles and concepts upon which accounting is based;
- apply fundamental accounting principles and concepts to specific accounting and reporting issues;
- identify the agencies and organizations within the accounting profession established to evaluate and promulgate accounting principles;
- analyze and prepare accurate financial statements;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

ADMINISTRATIVE MANAGEMENT (A.S.)

The Administrative Management program prepares students for entry level professional positions in a variety of settings. The program provides students with the skills necessary to manage administrative processes. In addition, the program offers flexibility to explore opportunities in various career fields.

Program Requirements – *27 CREDITS*	**General Education Requirements**
❑ BUS-1320 - Principles of Supervision *or* BUS-2020 - Principles of Management ❑ ACC-1001 - Office Accounting I *or* ACC-2121 - Financial Accounting *(4 cr)* ❑ BUS-2410 - Human Resource Management ❑ CIS-1041 - Microcomputer Apps. I* ❑ CIS-1042 - Microcomputer Apps. II* ❑ COM-1010 - Effective Workplace Communication* ❑ Choose any 3-credit course: Allied Health, Business, Computers, Criminal Justice or Education ❑ Choose any 3-credit course: Allied Health, Business, Computers, Criminal Justice or Education ❑ Choose any 3-credit course: Allied Health, Business, Computers, Criminal Justice or Education **Electives –** *9 CREDITS* ❑ Student choice ❑ Student choice ❑ Student choice	**Communication** - *minimum 9 credits* ❑ ENG-1061- English Composition ❑ Speaking - COM-1010 ❑ Additional Communication - 3 credits **Math, Science & Technology** - *minimum 12 credits* ❑ Math - 3 credits ❑ Science - 3 credits ❑ Computers - CIS-1041 ❑ Additional Math, Science or Technology - CIS-1042 **Human Inquiry** - *minimum 12 credits* ❑ History - 3 credits ❑ Humanities - 3 credits ❑ Social Sciences - 3 credits ❑ HUM-2010 - Seminar in Educational Inquiry *MINIMUM TOTAL CREDITS IN DEGREE: 60*

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- describe the administrative office manager's function and the diversity of roles and responsibilities in a variety of organizations;
- use information technology to improve individual and organizational performance;
- perform the functions of human resource management;
- perform the functions of facilities management;
- perform financial functions associated with office management;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication and quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

BUSINESS (A.S.)

The Business program will prepare students for career opportunities in a variety of settings. CCV's degree program allows students to transfer to bachelor's degree programs. It is designed to give students a combination of focus and flexibility in their business studies.

Program Requirements – *26 CREDITS*	**General Education Requirements**
❑ BUS-1010 - Introduction to Business ❑ BUS-2020 - Principles of Management *or* BUS-2210 - Small Business Management ❑ ECO-2020 - Macroeconomics *or* ECO-2030 - Microeconomics* ❑ ACC-2121 - Financial Accounting *(4 cr)* ❑ BUS-2450 - Business Law *(4 cr)* ❑ Choose any 3-credit CIS course *(except CIS-1041)* ❑ BUS-2230 - Principles of Marketing *or* BUS-2430 - Small Business Marketing ❑ BUS-2740 - Business Analysis & Decision Making **Electives –** *7 CREDITS* ❑ Student choice ❑ Student choice ❑ Student choice	**Communication** – *minimum 9 credits* ❑ ENG-1061 - English Composition ❑ Speaking - 3 credits ❑ Additional Communication - 3 credits **Math, Science & Technology** – *minimum 12 credits* ❑ Math - 3 credits ❑ Science - 3 credits ❑ Computers - 3 credits ❑ Additional Math, Science or Technology - 3 credits **Human Inquiry** – *minimum 12 credits* ❑ History - 3 credits ❑ Humanities - 3 credits ❑ Social Sciences - ECO-2020 *or* ECO-2030 ❑ HUM-2010 - Seminar in Educational Inquiry *MINIMUM TOTAL CREDITS IN DEGREE: 60*

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of the business program will be able to:

- describe what managers do, how businesses operate, and how markets behave;
- use information technologies to improve individual and organizational performance;
- use knowledge and analytical skills to frame and solve business problems;
- demonstrate an understanding of legal, ethical and professional issues that arise within businesses;
- practice effective business communication skills;
- apply theory to actual business situations through case studies, simulation, or internships;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

COMMUNICATION STUDIES (A.A.)

The Communication Studies program prepares students for a wide variety of employment opportunities in public relations, human resources or advocacy, journalism, mass media, advertising and sales. It also prepares students for continued study at the bachelor's degree level. The program is designed to provide strong foundational skills in both written and oral communication, skills that employers assert as vitally important for those seeking employment and those seeking to advance to higher levels of responsibility within their careers. In addition, students gain an understanding of ethical and cultural issues related to communication in today's world.

Program Requirements – *27 CREDITS*	**General Education Requirements**
❑ COM-1020 - Interpersonal & Small Group Communication* ❑ COM-1030 - Intercultural Communication ❑ COM-1220 - Introduction to Mass Communication ❑ ENG-1070 - Effective Speaking* ❑ ENG-2050 - Interpreting Global Issues ❑ PHI-1040 - Introduction to Ethics* ❑ Choose any 3-credit writing course ❑ Choose any 3-credit ENG or COM course (including foreign language, literature and Dimensions of Learning) ❑ Choose any 3-credit ENG or COM course (including foreign language, literature and Dimensions of Learning) **Electives –** *9 CREDITS* ❑ Student choice ❑ Student choice ❑ Student choice	**Communication** – *minimum 9 credits* ❑ ENG-1061- English Composition ❑ Speaking - ENG-1070 ❑ Additional Communication - COM-1020 **Math, Science & Technology** – *minimum 12 credits* ❑ Math - 3 credits ❑ Science - 3 credits ❑ Computers - 3 credits ❑ Additional Math, Science or Technology - 3 credits **Human Inquiry** – *minimum 12 credits* ❑ History - 3 credits ❑ Humanities - PHI-1040 ❑ Social Sciences - 3 credits ❑ HUM-2010 - Seminar in Educational Inquiry *MINIMUM TOTAL CREDITS IN DEGREE: 60*

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- demonstrate strong and varied foundational skills in both oral and written communication;
- articulate the importance of communication skills in a variety of professional settings;
- identify the role of the audience in both written and oral communication and appropriately analyze its needs in order to develop effective presentations;
- develop an understanding of ethics and diversity issues related to communication;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

COMPUTER ASSISTED DRAFTING & DESIGN (A.S.)

The Computer Assisted Drafting and Design (CADD) program combines general education and workplace skills with a strong focus in computer aided drafting and design. Students develop foundational skills in blueprint reading and architectural drafting, along with specialized skills in computer aided design, including three-dimensional drafting and CADD presentations with graphics, video displays, photo editing and animation. It is designed to provide skilled drafting technicians for entry-level positions in a variety of career fields where further specialization can occur at the place of employment. An internship field experience is required. This program is offered in Burlington.

Program Requirements – *35 CREDITS*	**General Education Requirements**
❑ ARC-1011 - Introduction to Drafting & Blueprint Reading ❑ ARC-1111 - Architectural Drafting I ❑ ARC-1112 - Architectural Drafting II ❑ ARC-1211 - CAD I ❑ ARC-1212 - CAD II* ❑ ARC-2010 - 3D Applications ❑ PHY-1041 - Physics *(4 cr)** ❑ MAT-1330 - Pre-Calculus Mathematics *(4 cr)** ❑ Business Management course - 3 credits ❑ Art course - 3 credits* ❑ EDU-2860 - Community & Work Experience **Electives –** *4 CREDITS* ❑ Student choice	**Communication** – *minimum 9 credits* ❑ ENG-1061 - English Composition ❑ Speaking - 3 credits ❑ Additional Communication - 3 credits **Math, Science & Technology** – *minimum 12 credits* ❑ Math - MAT-1330 ❑ Science - PHY-1041 ❑ CIS-1042 - Microcomputer Applications II ❑ Additional Math, Science or Technology - ARC-1212 **Human Inquiry** – *minimum 12 credits* ❑ History - 3 credits ❑ Humanities - Art course ❑ Social Sciences - 3 credits ❑ HUM-2010 - Seminar in Educational Inquiry *MINIMUM TOTAL CREDITS IN DEGREE: 60*

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- demonstrate skills that meet industry standards in the use of CAD technology;
- develop professional presentations of drawings for a variety of purposes and audiences;
- work effectively as part of a team in various professional environments and technical businesses;
- display a portfolio of professional quality products to potential employers;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

COMPUTER SYSTEMS MANAGEMENT (A.S.)

The rapid evolution of computers is changing the world around us, including the way we do business, educate ourselves, and communicate with each other. The Computer Systems Management program gives students the skills necessary to be a computer administrator in a small business or any environment that uses microcomputers in its daily operations. Students will be exposed to a wide variety of computer applications software, develop an understanding of network environments, and build technical skills to maintain hardware and software systems.

Program Requirements – *26 CREDITS*

- ❑ CIS-1041 - Microcomputer Applications I
- ❑ CIS-1042 - Microcomputer Applications II
- ❑ CIS-1151 - Website Development*
- ❑ CIS-1350 - Desktop Operating Systems *(4 cr)*
- ❑ CIS-2110 - Concepts of PC Hardware *(4 cr)*
- ❑ CIS-2120 - Concepts of LAN
- ❑ Introductory Programming (VisualBasic, Java, Programming for the Internet or C/C++) - 3 credits
- ❑ EDU-2860 - Community & Work Experience

Electives – *7 CREDITS*

- ❑ Student choice
- ❑ Student choice

General Education Requirements

Communication – *minimum 9 credits*

- ❑ ENG-1061 - English Composition
- ❑ Speaking - 3 credits
- ❑ Additional Communication - 3 credits

Math, Science & Technology – *minimum 12 credits*

- ❑ Math - 3 credits
- ❑ Science - 3 credits
- ❑ Computers - CIS-1041
- ❑ Additional Math, Science or Technology - CIS-1151

Human Inquiry – *minimum 12 credits*

- ❑ History - 3 credits
- ❑ Humanities - 3 credits
- ❑ Social Sciences - 3 credits
- ❑ HUM-2010 - Seminar in Educational Inquiry

MINIMUM TOTAL CREDITS IN DEGREE: 60

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- demonstrate knowledge and skills that meet industry standards and certification requirements in the use of computer hardware and operating systems technology;
- utilize technology to obtain information through a variety of methods, including the internet, databases, and other sources;
- demonstrate proficiency in application software (word processing, spreadsheets, web page design, presentation programs) to effectively communicate information in a professional setting;
- use a computer programming language to solve problems in a work place setting and implement appropriate solutions;
- upgrade, repair, and install hardware and software applications with emphasis on problem anticipation and user support;
- prepare a plan for implementing a local area network in a small business setting;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

CRIMINAL JUSTICE (A.S.)

The Criminal Justice program prepares students for careers in law enforcement, investigation, corrections, courts, private security, juvenile justice, or related opportunities in the legal field. It also helps those who presently work in criminal justice and want to broaden or improve their job skills and knowledge, and those who want to learn more about our American legal and justice system and how our laws work. In addition to law and the legal underpinnings of the criminal justice system, students explore psychology, criminal behavior, political science, social systems and problems, communication skills, and ethics.

Program Requirements – *27 CREDITS*	**General Education Requirements**
❑ CRJ-1010 - Introduction to Criminal Justice ❑ CRJ-2020 - American Judicial Process ❑ CRJ-2050 - Criminology ❑ POS-1050 - The Constitution* ❑ ENG-1020 - Introduction to Research Methods* ❑ PHI-1040 - Introduction to Ethics* ❑ SOC-1020 - Ethnicity & Diversity in the U.S. *or* SOC-2040 - Race, Ethnicity, Class & Gender* ❑ Criminal Justice - 3 credits *or* POS-2070 National Security & Terrorism ❑ EDU-2860 - Community & Work Experience **Electives –** *12 CREDITS* ❑ Student choice ❑ Student choice ❑ Student choice ❑ Student choice	**Communication** – *minimum 9 credits* ❑ ENG-1061 - English Composition ❑ Speaking - 3 credits ❑ Additional communication - ENG-1020 **Math, Science & Technology** – *minimum 12 credits* ❑ Math - 3 credits ❑ Science - 3 credits ❑ Computers - 3 credits ❑ Additional Math, Science or Technology - 3 credits **Human Inquiry** – *minimum 12 credits* ❑ History - POS-1050 ❑ Humanities - PHI-1040 ❑ Social Sciences - SOC-1020 *or* SOC-2040 ❑ HUM-2010 - Seminar in Educational Inquiry *MINIMUM TOTAL CREDITS IN DEGREE: 60*

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- articulate the philosophy, concepts and practices of the major components of the American criminal justice system: law enforcement, the courts, rehabilitation, detention facilities, and corrections;
- compare and contrast the various psychological and sociological theories that account for criminal behavior;
- describe the principal research methodology for measuring criminal behavior;
- explain the protections afforded criminal defendants by the U.S. and Vermont Constitutions and identify the major Supreme Court decisions applicable to the American criminal justice system;
- distinguish between restorative and retributive justice models and explain the various societal responses to criminal behavior;
- demonstrate an understanding of how data on crime, recidivism, and crime prevention are collected, reported, and analyzed;
- describe a variety of psychological, social, cultural, and environmental factors that affect human behavior;
- demonstrate some of the ways in which social scientists research and interpret evidence;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication and quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

EARLY CHILDHOOD EDUCATION (A.A.)

In the Early Childhood Education program, students develop knowledge, skills, and experience to help them work effectively with children, based on industry standards. Coursework includes the theoretical study of how children learn and strategies for educating children in a holistic manner. Based on the broad scope of this program, students electing this concentration are in a good position to continue their studies beyond the associate degree. The early childhood education program requires a field placement in a childcare or school environment.

Program Requirements – *24 CREDITS*

- ❑ EDU-1030 - Intro. to Early Childhood Education *or* EDU-2010 - Foundations of Education
- ❑ EDU-2110 - Intro. to Exceptional Populations
- ❑ PSY-2010 - Child Development*
- ❑ COM-1015 - Communication in the Early Childhood Education Workplace *or* COM-1020 - Interpersonal & Small Group Communication*
- ❑ Choose any 3-credit EDU, PSY, or SOC course**
- ❑ Choose any 3-credit EDU, PSY, or SOC course**
- ❑ Choose any 3-credit EDU, PSY, or SOC course**
- ❑ EDU-2860 - Community & Work Experience

Electives – *9 CREDITS*

- ❑ Student choice
- ❑ Student choice
- ❑ Student choice

General Education Requirements

Communication - *minimum 9 credits*

- ❑ ENG-1061 - English Composition
- ❑ Speaking - COM-1015 *or* COM-1020
- ❑ Additional Communication - 3 credits

Math, Science & Technology - *minimum 12 credits*

- ❑ Math - 3 credits
- ❑ Science - 3 credits
- ❑ Computers - 3 credits
- ❑ Additional Math, Science or Technology - 3 credits

Human Inquiry - *minimum 12 credits*

- ❑ History - 3 credits
- ❑ Humanities - 3 credits
- ❑ Social Sciences - PSY-2010
- ❑ HUM-2010 - Seminar in Educational Inquiry

MINIMUM TOTAL CREDITS IN DEGREE: 60

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

*** Choose courses based on five areas of professional competency for early childhood educators in Vermont including: Child Development, Family & Community, Teaching & Learning, Health & Safety, and Professionalism/Program Organization.*

Successful graduates of this program will be able to:

- explain theories, concepts and principles connected to the physical, intellectual, social and emotional growth and development of children;
- model effective communication, observation, and reflection practices with children and their families;
- describe practices and adaptations used in childcare or school settings that respect diversity and promote the inclusion of children who have special needs or different learning styles;
- demonstrate a working knowledge of administrative practices such as budgeting, leadership, supervisory, and evaluative practices in early childhood education programs;
- articulate a personal philosophy of early care and education;
- evaluate and prepare curriculum and program activities consistent with current research on early childhood learning theory and models;
- maintain a safe, healthy and nurturing learning environment for children;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning;
- identify career and transfer options and assume a professional role in the workplace.

EDUCATION (A.A.)

The associate degree in Education is a pathway program designed to provide learners with the first two years of a teacher preparation program. The program connects specifically to the four-year External Degree Program (EDP) at Johnson State College and can also articulate with baccalaureate education programs at Lyndon and Castleton State Colleges. Coursework is foundational and includes both theoretical and practical applications to the field of education. For Vermont state licensure in Elementary Education, two plans of study are required in this program: one in Elementary Education and one in a liberal arts content area that requires either a 30-credit concentration or a B.A. in Liberal Arts. Additionally, the first two years of this degree provide the required credential for paraprofessionals in Vermont.

Program Requirements – *18 CREDITS*

❑ EDU-2010 - Foundations of Education
❑ EDU-2110 - Intro. to Exceptional Populations
❑ EDU-2150 - Management of the Classroom
❑ EDU-2450 - Instructional Technologies for Teaching & Learning
❑ PSY-2010 - Child Development
❑ EDU-2310 - Multiculturalism in Education *or*
EDU-2075 - Literature for Children

Content Area Requirements – *9 CREDITS*

Choose 9 credits in one content area, including ART, ANT, ENG, HIS, MAT, PSY, SOC.

❑ Content Area - student choice
❑ Content Area - student choice
❑ Content Area - student choice

General Education Requirements

Communication – *minimum 9 credits*
❑ ENG-1061 - English Composition
❑ English - 3-credit writing or literature*
❑ Communication - 3 credits*

Math, Science & Technical Applications – *minimum 13 credits*
❑ CIS-1041 - Microcomputer Applications I
❑ Math - 3 credit, college-level
❑ Science - 4-credit lab science
❑ Additional Math, Science or Technology - 3 credits

Human Inquiry – *minimum 12 credits*
❑ PSY-1010 - Introduction to Psychology
❑ Humanities - 3 credits in art, mythology, *or* philosophy
❑ History - 3 credits
❑ HUM-2010 - Seminar in Educational Inquiry
❑ Praxis I Examination - 0 credits

Students in the education program must pass the Praxis I examination to complete the degree.

Students should be aware that volunteers/teachers who work in a school setting must have a background check. Completeing the check is the responsibility of the student.

MINIMUM TOTAL CREDITS IN DEGREE: 61

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- explore a variety of effective teaching and learning strategies for school settings;
- discuss effective methods for promoting the intellectual and social development of learners;
- demonstrate proficiency with learning technologies;
- complete the Praxis I examination or alternative with a passing score;
- begin to explore appropriate classroom assessment practices and procedures;
- describe professional conduct including legal and ethical responsibilities of the K-12 educator;
- explore curriculum materials and activities in relevant content areas that are consistent with current educational theory and techniques;
- demonstrate academic skills required of all CCV graduates in writing, information literacy, oral communication, and quantitative reasoning; and
- identify their career and transfer options as a professional educator.

GRAPHIC DESIGN (A.A.)

The Graphic Design program provides graduates with the design fundamentals and technical savvy they need to find employment in the creative field of commercial arts. Students study art, design, color, composition, typography and illustration, and learn to apply a variety of studio art and design skills within the context of a technical environment. Students develop a professional design portfolio and, in their field placement, connect classroom learning with workplace experience. Graduates are prepared to enter the workforce or bachelor's degree programs with a combination of strong technical and visual problem-solving skills, communication skills, knowledge of art and design principles, and competency in multi-media technology.

Program Requirements – *30 CREDITS*	**General Education Requirements**
❑ ART-1111 - Graphic Design I ❑ ART-1112 - Graphic Design II ❑ ART-2226 - Graphic Design Project Management ❑ ART-1011 - Drawing I ❑ ART-1060 - Two Dimensional Design ❑ BUS-1230 - Advertising ❑ CIS-1151 - Website Development ❑ ART-1310 - Digital Photography I *or* CIS-2410 - Digital Image Manipulation ❑ Art history/appreciation course - 3 credits* ❑ EDU-2860 - Community & Work Experience **Electives –** *5 CREDITS* ❑ Student choice ❑ Student choice	**Communication** – *minimum 9 credits* ❑ ENG-1061- English Composition ❑ Speaking - 3 credits ❑ Additional Communication - 3 credits **Math, Science & Technology** – *minimum 12 credits* ❑ Math - 3 credits ❑ Science - 3 credits ☒ Computers - CIS-1151 ☒ Additional Math, Science or Technology - CIS-2410 **Human Inquiry** – *minimum 12 credits* ❑ History - 3 credits ☒ Humanities - Art history/appreciation ❑ Social Sciences - 3 credits ❑ HUM-2010 - Seminar in Educational Inquiry *MINIMUM TOTAL CREDITS IN DEGREE: 60*

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- display technical skill in drawing and composition, applying principles of design and color to their work;
- demonstrate broad knowledge of software applications related to design;
- develop web pages that combine design principles and current animation and digital imaging technologies;
- discuss the breadth of roles and functions in the design industry, including clients, advertisers, art directors, designers and producers;
- compile a portfolio of finished work that is displayed in a professional manner;
- work effectively as part of a design team;
- demonstrate academic knowledge required of all CCV graduates, including competency in writing, information literacy, oral communication and quantitative reasoning; and
- identify career and transfer options and assume a professional role in the workplace.

HUMAN SERVICES (A.S.)

The Human Services program prepares students for entry into the helping professions. Learners gain the foundational knowledge and skills needed to work in mental health centers, home health and respite organizations, substance abuse programs, family crisis centers, and other human service programs. Many participants in this program also choose to continue their education at the baccalaureate level and beyond.

Program Requirements – *24 CREDITS*	**General Education Requirements**
❑ ENG-1020 - Introduction to Research Methods*	**Communication** – *minimum 9 credits*
❑ PSY-1010 - Introduction to Psychology*	❑ ENG-1061 English Composition
❑ SWK-1010 - Introduction to Human Services	❑ Speaking - 3 credits
❑ SWK-2011 - Human Behavior in the Social Environment	☒ Additional communication - ENG-1020
❑ PHI-1040 - Introduction to Ethics*	**Math, Science & Technology** – *minimum 12 credits*
❑ SWK-2010 - Introduction to Case Management	❑ Math - 3 credits
❑ SOC-1010 - Introduction to Sociology *or* ANT-1010 - Introduction to Cultural Anthropology	❑ Science - 3 credits
❑ EDU-2860 - Community & Work Experience	❑ Computers - 3 credits
Electives – *12 CREDITS*	❑ Additional Math, Science or Technology - 3 credits
❑ Student choice	**Human Inquiry** – *minimum 12 credits*
❑ Student choice	❑ History - 3 credits
❑ Student choice	☒ Humanities - PHI-1040
❑ Student choice	☒ Social Sciences - PSY-1010
	❑ HUM-2010 - Seminar in Educational Inquiry
	MINIMUM TOTAL CREDITS IN DEGREE: 60

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- recognize the role of psychosocial, biological, cultural, and religious diversity within the context of the human experience;
- describe how theories, policies, and practices connected to the field of human services have changed over time;
- practice effective interpersonal communication techniques with a variety of populations;
- advocate for client needs and locate resources as appropriate for specific populations;
- practice and maintain professional conduct in a human services organization, including legal and ethical responsibilities, roles, and boundaries;
- describe factors (psychological, social, cultural, and environmental) that affect human behavior;
- demonstrate some of the ways in which social scientists research and interpret evidence about the human experience;
- recognize the difference between empirical facts, cultural beliefs, and theoretical statements;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication and quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

VISUAL ARTS (A.A.)

The Visual Arts program is designed to provide students with the foundational skills, theoretical context and creative productivity they will need as developing artists, as associate degree graduates seeking employment in creative environments, and as art students continuing their education beyond the two-year level.

Program Requirements – *27 CREDITS*	**General Education Requirements**
❑ ART-1011 - Drawing I *or* ART-2012 Drawing II ❑ ART-1020 - Into to Studio Art *or* ART-2031 - Life Drawing I ❑ ART-1060 - Two-Dimensional Design *or* ART-1170 - Foundations of Sculpture ❑ ART-1111 - Graphic Design I *or* ART-2020 - Color Theory ❑ Art history/appreciation course* - 3 credits ❑ Art history/appreciation course - 3 credits ❑ Studio art course - 3 credits ❑ Studio art course - 3 credits ❑ Studio art course, second level of medium - 3 credits **Electives –** *3 CREDITS* ❑ Student choice	**Communication** - *minimum 9 credits* ❑ ENG-1061 - English Composition ❑ Speaking - 3 credits ❑ Additional Communication - 3 credits **Math, Science & Technology** - *minimum 12 credits* ❑ Math - 3 credits ❑ Science - 3 credits ❑ Computers - 3 credits ❑ Additional Math, Science or Technology - 3 credits **Human Inquiry** - *minimum 12 credits* ❑ History - 3 credits ❑ Humanities - Art history or appreciation ❑ Social Sciences - 3 credits ❑ HUM-2010 - Seminar in Educational Inquiry *MINIMUM TOTAL CREDITS IN DEGREE: 60*

Three credits of the degree must reflect learning that explores a different culture. See page 20 for the list of courses that fulfill this requirement.

** Course(s) can fullfill both program and general education requirements.*

Successful graduates of this program will be able to:

- display technical skill in drawing and composition, applying principles of design and color to their work;
- explain aesthetic elements of fine art and discuss art work from historical and contemporary perspectives;
- create art work using a wide variety of techniques, leading to the development of an individual style;
- compile a portfolio of finished work that is displayed in a professional manner;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- identify their career and transfer options and assume a professional role in the workplace.

Degree Planning Worksheet: Liberal Studies (A.A.)

Name _____

Advisor's Name _____

Catalog Year _____

This worksheet is a planning tool to help you visualize your CCV degree program. Contact your advisor for more information.

	CCV CODE	COURSE TITLE	CREDITS	SEMESTER TAKEN
Basic Skills Courses (Credits don't apply toward degree)			x	
			x	
			x	
			x	
Academic Competence				
Communication (at least 9 credits)				
Math, Science & Technology (at least 12 credits)				
Human Inquiry (at least 18 credits)				
	HUM-2010	Seminar in Educational Inquiry	3	
General Education Courses (at least 18 credits)				
Electives				

Total Credits (must equal at least 60) _____

CCV Credits (must equal at least 15) _____

***Course for cross-cultural requirement** _____

Degree Planning Worksheet (A.A. & A.S.)

Name _____

Program Title _____

Advisor's Name _____

Catalog Year _____

This worksheet is a planning tool to help you visualize your CCV degree program. Contact your advisor for more information.

	CCV CODE	COURSE TITLE	CREDITS	SEMESTER TAKEN
Basic Skills Courses (Credits don't apply toward degree)			x	
			x	
			x	
			x	
Academic Competence				
Communication (at least 9 credits)				
Math, Science & Technology (at least 12 credits)				
Human Inquiry (at least 12 credits)				
	HUM-2010	Seminar in Educational Inquiry	3	
Program Concentration Courses (at least 24 credits)				
Electives				

Total Credits (must equal at least 60) _____

CCV Credits (must equal at least 15) _____

***Course for cross-cultural requirement** _____

Degree Planning Worksheet (A.A.S.)

Name _____

Program Title _____

Advisor's Name _____

Catalog Year _____

This worksheet is a planning tool to help you visualize your CCV degree program. Contact your advisor for more information.

	CCV CODE	COURSE TITLE / SUBSTITUTION	CREDITS	SEMESTER TAKEN
Basic Skills Courses			x	
(Credits don't apply toward			x	
degree)			x	
			x	
General Education Courses				
	HUM-2010	Seminar in Educational Inquiry	3	
Program Courses				

MASSAGE THERAPY & BODYWORK (A.A.S.)

The program integrates traditional and non-traditional knowledge bases regarding massage therapy and bodywork. Course work includes four semesters of anatomy and physiology, as well as a variety of massage and bodywork techniques and practices. The program will prepare students to enter the alternative health career field with a broad background and the ability to work with a diverse group of clients and practitioners. The program is available in Burlington and selected locations around the state. Consult with your local CCV advisor for program location and start dates in 2007-08. An application form is available at www.ccv.edu/massage.

Program Requirements – *47 CREDITS*	**General Education Requirements**
❑ AHS-1025 - Introduction to Massage & Bodywork *Must be taken prior to admission into the program.* ❑ AHS-1030 Swedish Massage ❑ AHS-1050 Hydrotherapy ❑ AHS-1210 Reflexology ❑ AHS-1230 Professional Self-Development for Bodywork Practitioners ❑ AHS-2211 Anatomy & Physiology for Massage–Western ❑ AHS-2212 Anatomy & Physiology for Massage–Eastern ❑ AHS-2220 Acupressure ❑ AHS-2240 Deep Tissue Approaches ❑ AHS-2250 Energy Massage & Bodywork ❑ AHS-2260 Pathophysiology for Massage ❑ AHS-2310 CPR & First Aid Certification *(0 cr)* ❑ AHS-2830 Professional Practitioner Internship ❑ BIO-2011 Human Anatomy & Physiology I *(4 cr)* *Must be taken prior to admission into the program.* ❑ BIO-2012 Human Anatomy & Physiology II *(4 cr)* **Field Placement** ❑ EDU-2860 Community & Work Experience	❑ COM-1020 - Interpersonal & Small Group Communication ❑ ENG-1061 - English Composition ❑ HUM-2010 Seminar in Educational Inquiry ❑ Business - 3 credits ❑ Math -3 college-level credits ❑ Social sciences - 3 credits *Must satisfy cross-cultural requirement.* *TOTAL CREDITS: 65*

Successful graduates of this program will be able to:

- plan and organize an effective massage and bodywork session in various settings, applying a diverse set of techniques;
- perform massage therapy and bodywork for general wellness and for therapeutic benefit;
- develop successful and ethical therapeutic relationships with a variety of clients;
- identify career options for a successful practice, business or employment situation;
- participate in professional activities and pursue personal and professional development;
- complete the National Certification Board for Therapeutic Massage and Bodywork examination for national certification and obtain licensure required by some states; and
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning.

NETWORK ADMINISTRATION (A.A.S.)

The Network Administration program teaches students how to design, build and maintain local and wide area networks. Successful completion of four Cisco Networking courses, representing 16 credits of core learning in the concentration, prepares students for the Cisco Certified Networking Associate (CCNA) Exam. In addition to the Cisco curriculum, students learn how to support computer users and troubleshoot computer problems. Additional core courses in hardware, programming, computer user support, Windows, Linux and Novell help students build their knowledge of hardware and software, and two focus areas allow students to further expand their skills in either web development or database management. Upon completion of the program, students will also be prepared for the A+ Certification Exam. Graduates of this program will meet the needs of employers who seek to hire entry-level personnel with strong networking and troubleshooting skills.

Program Requirements – *48 - 49 CREDITS*

Cisco Networking *(16 credits)*
- ❑ CIS-1311 - Cisco Networking 1 *(4 cr)*
- ❑ CIS-1312 - Cisco Networking 2 *(4 cr)*
- ❑ CIS-1313 - Cisco Networking 3 *(4 cr)*
- ❑ CIS-1314 - Cisco Networking 4 *(4 cr)*

Core Learning *(20 credits)*
- ❑ CIS-1350 - Desktop Operating Systems *(4 cr)*
- ❑ CIS-2110 - Concepts of PC Hardware *(4 cr)*
- ❑ CIS-2150 - Introduction to Linux
- ❑ CIS-2152 - Intermediate Linux
- ❑ CIS-2360 - Computer User Support
- ❑ CIS-2125 - Window Server Administration

Programming *(3 credits)*
- ❑ CIS-2011 - Visual Basic Programming *or*
  CIS-2031 - C/C++ Programming I *or*
  CIS-2271 - Java Programming *or*
  CIS-2140 - Programming for the Internet

Focus Areas *Select one of the following:*

Web Focus *(6 credits)*
- ❑ CIS-1151 - Website Development
- ❑ CIS-2272 - Intermediate Java Programming *or*
  CIS-2430 - Intermediate Programming for the Internet

Database Focus *(6-7 credits)*
- ❑ CIS-1038 - Intro. to Database Management *(1 cr)*
- ❑ CIS-1360 - Intermediate Database Management
- ❑ CIS-2340 - SQL Database Administration

Field Placement *(3 credits)*
- ❑ EDU-2860 - Community & Work Experience

General Education Requirements

- ❑ ENG-1061 - English Composition
- ❑ Humanities or social sciences - 3 credits
  Must satisfy cross-cultural requirement.
- ❑ Math - 3 credits
- ❑ Science - 3 credits
- ❑ HUM-2010 - Seminar in Educational Inquiry

TOTAL CREDITS: 63

Successful graduates of this program will be able to:

- demonstrate knowledge and skills that meet industry standards and CCNA certification requirements in the use of routers and network administration technology;
- demonstrate knowledge and skills that meet industry standards and A+ certification requirements in the use of computer hardware and operating systems technology;
- use a computer programming language to solve problems in a workplace setting and implement appropriate solutions;
- work effectively as part of an information technology team and provide appropriate computer user support services;
- demonstrate proficiency in the development and administration of database systems or web sites to support workplace needs;
- demonstrate academic knowledge required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- identify career and transfer options and assume a professional role in the workplace.

VISION CARE TECHNOLOGY (A.A.S.)

The Vision Care Technology program prepares students to be dispensing opticians in an office setting or laboratory opticians in a manufacturing setting. CCV's vision care technology degree—the only such program in Vermont and New Hampshire—was developed by the National Federation of Opticianry Schools. CCV's vision care technology coursework is offered in an online format, and students simultaneously gain hands-on clinical experience in a nearby optical environment. This degree prepares students to take the nationally recognized examinations administered by the American Board of Opticianry and the National Contact Lens Examiners. Classes start in September, 2008 and enrollment is limited to 20 students. Applications can be found at **www.ccv.edu/vision**.

Program Requirements – *45 CREDITS*

The courses listed below are available online; those with asterisks (*) are taken in combination with the required clinical courses:

- ❑ AHS-1311 - Ophthalmic Dispensing I*
- ❑ AHS-1313 - Ophthalmic Dispensing II*
- ❑ AHS-1320 - Business Management for Opticians
- ❑ AHS-2411 - Optical Theory
- ❑ AHS-2421 - Laboratory I*
- ❑ AHS-2423 - Laboratory II*
- ❑ AHS-2440 - Anatomy & Physiology of the Eye
- ❑ AHS-2450 - Introduction to Contact Lenses*

Required Clinical Courses

Each of the courses below is taken in combination with the online courses listed above:

- ❑ AHS-1312 - Ophthalmic Dispensing I/Clinical*
- ❑ AHS-1314 - Ophthalmic Dispensing II/Clinical*
- ❑ AHS-2435 - Ophthalmic Dispensing III/Clinical
- ❑ AHS-2422 - Laboratory I/Clinical*
- ❑ AHS-2424 - Laboratory II/Clinical*
- ❑ AHS-2460 - Contact Lenses/Clinical*

General Education Requirements

- ❑ BIO-1210 - Introduction to Biology *(4 cr) or*
  BIO-2011 - Human Anatomy & Physiology I *(4 cr)*
- ❑ ENG-1061 - English Composition
- ❑ MAT-1230 - College Algebra *or*
  MAT-1421 - Technical Math
- ❑ CIS-1041 - Microcomputer Applications I *or*
  CIS-1042 - Microcomputer Applications II
- ❑ COM-1020 - Effective Workplace Communication
  or other Communication elective
- ❑ Social Sciences elective - 3 credits
  Must satisfy cross-cultural requirement.
- ❑ HUM-2010 - Seminar in Educational Inquiry

TOTAL CREDITS: 64

Successful graduates of this program will be able to:

- demonstrate knowledge and skills in the use of technology required in optical care environments, including the use of appropriate instrumentation and tools;
- perform all competencies related to clinical opticianry accurately, safely, in a timely manner, and within acceptable professional standards;
- complete the nationally recognized examinations needed for licensure including the American Board of Opticians (ABO) Exam and the National Contact Lens Examiners (NCLE) Exam;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- assume a professional role as an optician in the workplace.

WEB SITE DESIGN & ADMINISTRATION (A.A.S.)

The Web Site Design & Administration program provides students with the technical and aesthetic skill sets needed to conceptualize, create, produce, administer and maintain a set of World Wide Web pages. Students will learn the range of skills necessary to become successful web administrators by focusing on several key areas: layout and design, web programming, database and system administration and internet security and commerce.

Program Requirements – *48 CREDITS*

Core Learning *(27 credits):*

- ❑ CIS-1151 - Website Development
- ❑ CIS-2440 - Intermediate Web Site Design & Management
- ❑ CIS-2140 - Programming for the Internet
- ❑ CIS-2430 - Intermediate Programming for the Internet
- ❑ CIS-2271 - Java Programming
- ❑ CIS-2150 - Introduction to Linux
- ❑ CIS-2152 - Intermediate Linux
- ❑ CIS-1360 - Inter. Database Management Systems
- ❑ CIS-2340 - SQL Database Administration

Design *(12 credits):*

- ❑ ART-2020 - Color Theory
- ❑ ART-1060 - Two-Dimensional Design
- ❑ CIS-1510 - Introduction to Flash Animation
- ❑ CIS-2410 - Digital Image Manipulation

Internet Security & Commerce *(choose 6 credits):*

- ❑ BUS-2510 - Introduction to e-Commerce
- ❑ BUS-2520 - Internet Marketing: Concepts & Cases
- ❑ BUS-2530 - Internet Business Models & Strategies
- ❑ BUS-2540 - Security in the e-Commerce Environment

Field Placement *(3 credits):*

- ❑ EDU-2860 - Community Work & Experience

General Education Requirements

- ❑ COM-1010 - Effective Workplace Communication *or* COM-1020 - Interpersonal & Small Group Communication
- ❑ ENG-1061 - English Composition
- ❑ Math - 3 credits
- ❑ Social sciences - 3 credits
  Must meet cross-cultural requirement.
- ❑ HUM-2010 - Seminar in Educational Inquiry

TOTAL CREDITS: 63

Successful graduates of this program will be able to:

- apply animation and digital imaging technologies in the development of web pages and images for use on the internet;
- utilize appropriate scripting technologies to generate dynamic, interactive web pages and perform other server and client-side processing functions;
- demonstrate proficiency in the installation, configuration, and administration of web servers and web sites;
- demonstrate proficiency in the design, development and administration of database systems to support workplace needs;
- demonstrate knowledge of design principles in the creation of images and web pages for the Internet;
- demonstrate knowledge of internet-based business strategies including marketing, e-commerce and security;
- work effectively as part of an information technology team and provide appropriate web technology support to internal and external clients;
- demonstrate academic knowledge required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- identify career and transfer options and assume a professional role in the workplace.

CERTIFICATE PROGRAMS

CCV currently offers certificates in the following areas: allied health preparation, childcare, computer business applications, computer systems management, essential workplace skills, health care office assistant, clinical laboratory assistant, massage therapy & bodywork, medical assistant, paraeducator, substance abuse services, and web site design.

Allied Health Preparation

This certificate is intended for students beginning at CCV and planning to transfer into allied health programs at other institutions.

Total credits: 32 - 35

Required Courses

All courses are 3 credits unless specified.

- ❑ BIO-1030 - Introduction to Nutrition
- ❑ BIO-2011 - Human Anat. & Physiology I *(4 cr)*
- ❑ BIO-2012 - Human Anat. & Physiology II *(4 cr)*
- ❑ ENG-1061 - English Composition
- ❑ MAT-1030 - Mathematical Concepts
- ❑ PSY-1010 - Introduction to Psychology
- ❑ PSY-1050 - Human Growth & Development
- ❑ Science elective *(3 - 4 cr)*
- ❑ Science elective *(3 - 4 cr)*
- ❑ Science elective *(3 - 4 cr)*

**NOTE: Students should consult with an advisor to determine which science electives best fulfill their allied health program goals.*

Childcare

This certificate program prepares students for work in the childcare industry and early education environment. Courses in this program are also excellent preparation for continued study in education and child development.

Total credits: 24

Required Courses

All courses are 3 credits unless specified.

- ❑ BIO-1030 - Introduction to Nutrition
- ❑ COM-1020 - Interpersonal & Small Group Communication *or* COM-1015 - Communication in Early Childhood Education Workplace
- ❑ EDU-1030 - Intro. to Early Childhood Education *or* EDU-2010 - Foundations of Education
- ❑ EDU-2110 - Introduction to Exceptional Populations
- ❑ PSY-2010 - Child Development *or* PSY-2020 - Infant & Toddler Development *or* PSY-2025 - Development of the Young Child: Ages 3 - 8
- ❑ EDU, PSY or SOC elective* *(3 cr)*
- ❑ EDU, PSY or SOC elective* *(3 cr)*
- ❑ EDU-2075 - Literature for Children

**Choose courses based on the five areas of professional competency for early childhood educators in Vermont including: Child Development, Family & Community, Teaching & Learning, Health & Safety, and Professionalism/Program Organizations.*

In order to enroll beyond 24 total credits, degree students who have not demonstrated basic skills proficiency must meet with an advisor and enroll in the agreed upon courses.

Certificate students must demonstrate basic skills proficiency appropriate for their specific program.

Clinical Laboratory Assistant - NEW!

The clinical lab assistant certificate prepares students to work as a laboratory assistant in a medical setting. This program was developed in partnership with area hospitals.

Total Credits: 34

Required Courses

All courses are 3 credits unless specified.

- ❑ AHS-1205 - Medical Terminology
- ❑ BIO-2011 - Human Anat. & Physiology I (4 cr)
- ❑ BIO- 2012 - Human Anat. & Physiology II (4 cr)
- ❑ CHE-1020 - Introductory Chemistry *(4 cr)*
- ❑ CIS-1041 - Microcomputer Applications I
- ❑ COM-1010 - Effective Workplace Communication
- ❑ ENG-1061 - English Composition
- ❑ MAT-2021 - Statistics

The following two courses are taken together as part of a student's field experience:

- ❑ BIO-1410 - Clinical Lab Techniques *(4 cr)*
- ❑ EDU-2860 - Community & Work Experience

Computer Business Applications

This certificate prepares students to be highly skilled in the use of a variety of computer applications in an office environment.

Total credits: 28

Required Courses

All courses are 3 credits unless specified.

- ❑ CIS-2040 - Management Information Systems
- ❑ CIS-1041 - Microcomputer Applications I
- ❑ CIS-1042 - Microcomputer Applications II
- ❑ CIS-1151 - Website Development
- ❑ CIS-1322 - Intermediate Word Processing
- ❑ CIS-1350 - Desktop Operating Systems *(4 cr)*
- ❑ CIS-1360 - Interm. Database Management Systems
- ❑ CIS-1410 - Intermediate Spreadsheets
- ❑ CIS-2011 - Visual Basic Programming

Computer Systems Management

This certificate gives students the skills necessary to be a computer administrator in a small business or any environment that uses microcomputers in its daily operations.

Total credits: 29

Required Courses

All courses are 3 credits unless specified.

- ❑ CIS-1041 - Microcomputer Applications I
- ❑ CIS-1042 - Microcomputer Applications II
- ❑ CIS-1151 - Website Development
- ❑ CIS-1350 - Desktop Operating Systems *(4 cr)*
- ❑ CIS-2040 - Management Information Systems
- ❑ CIS-2110 - Concepts of PC Hardware *(4 cr)*
- ❑ CIS-2120 - Concepts of Local Area Networks

plus 6 credits in programming

Choose one set of programming languages from the following:

- ❑ CIS-2011 - Visual Basic Programming
- ❑ CIS-2012 - Intermediate Programming: Visual Basic

or

- ❑ CIS-2031 - C/C++ Programming I
- ❑ CIS-2032 - C/C++ Programming II

or

- ❑ CIS-2140 - Programming for the Internet
- ❑ CIS-2430 - Intermediate Programming for the Internet

or

- ❑ CIS-2271 - Java Programming
- ❑ CIS-2272 - Intermediate Java Programming

Essential Workplace Skills

This certificate provides students with the skills necessary to be successful in today's workplace. Good communication, problem-solving, critical-thinking, and decision-making skills are essential in every work environment. When the program is offered in a workplace setting, the exact structure will be determined in consultation with the employer.

Total credits: 24

Required Courses

All courses are 3 credits unless specified.

- ❑ BUS-1110 - Work Teams & Team Work
- ❑ BUS-2250 - Business Ethics
- ❑ BUS-2360 - Leadership Development
- ❑ COM-1010 - Effective Workplace Communication
- ❑ EDU-1070 - Critical Thinking
- ❑ ENG-1230 - Business & Professional Writing

Additional Courses

Select 6 credits to meet specific workplace needs. Courses in math and computer applications are highly recommended.

- ❑ Additional course
- ❑ Additional course

Health Care Office Assistant

This certificate is designed for students looking for employment in secretarial and administrative support positions in medical settings. The program covers general office and computer skills, interpersonal and writing skills, and medical terminology.

Total credits: 26

Required Courses

All courses are 3 credits unless specified.

- ❑ ACC, AHS, or BUS elective *(3 cr)*
- ❑ AHS-1020 - Introduction to Health Care Services
- ❑ AHS-1205 - Medical Terminology
- ❑ BIO-1140 - Human Biology
- ❑ BUS-2160 - Insurance & Reimbursement Procedures in Medical Practice *(2 cr)*
- ❑ CIS-1041 - Microcomputer Applications I
- ❑ CIS-1042 - Microcomputer Applications II
- ❑ COM-1010 - Effective Workplace Communication
- ❑ ENG-1061 - English Composition

Massage Therapy & Bodywork

This certificate provides an opportunity to students who wish to become massage and bodywork practitioners and either already possess a college degree or do not wish to pursue a degree in higher education. Courses provide adequate contact hours so that students are eligible to take the national certification examination. The Massage Therapy & Bodywork program is available in Burlington and selected locations around the state. Consult with your local CCV advisor for program location and start dates in 2007 - 08. An application form is available at www.ccv.edu/massage.

Total credits: 47

Required Courses

All courses are 3 credits unless specified.

MUST be taken prior to admission into program:

- ❑ AHS-1025 - Introduction to Massage & Bodywork
- ❑ BIO-2011 - Human Anatomy & Physiology I *(4 cr)*

- ❑ AHS-1030 - Swedish Massage
- ❑ AHS-1050 - Hydrotherapy
- ❑ AHS-1210 - Reflexology
- ❑ AHS-1230 - Professional Self Development for Bodywork Practitioners
- ❑ AHS-2211 - Anatomy & Physiology for Massage – Western
- ❑ AHS-2212 - Anatomy & Physiology for Massage – Eastern
- ❑ AHS-2220 - Acupressure
- ❑ AHS-2240 - Deep Tissue Approaches
- ❑ AHS-2250 - Energy Massage/Bodywork
- ❑ AHS-2260 - Pathophysiology for Massage
- ❑ AHS-2830 - Professional Practitioner Internship
- ❑ BIO-2012 - Human Anatomy & Physiology II *(4 cr)*
- ❑ AHS-2310 - CPR & First Aid Certification *(9 hrs, 0 cr)*
- ❑ ENG-1061 - English Composition

Medical Assistant

This certificate prepares students to enter the field of healthcare as a medical assistant. Medical assistants perform routine administrative and clinical duties in a healthcare practice and report directly to an office manager, physician, or other health practitioner. The certificate provides an option for students interested in patient care who do not wish to pursue a career requiring a two-year or four-year degree.

Total Credits: 21

Required Courses

All courses are 3 credits unless specified.

- ❑ AHS-1205 - Medical Terminology
- ❑ AHS-2200 - Medical Assisting *(4 cr)*
- ❑ BUS-2160 - Insurance & Reimbursement Procedures in Medical Practice *(2 cr)*
- ❑ BIO-1140 - Human Biology
- ❑ CIS-1041 - Microcomputer Applications I
- ❑ COM-1010 - Effective Workplace Communication
- ❑ ENG-1230 - Business & Professional Writing

Paraeducator

This Vermont State College certificate program provides students with the foundational skills to work in a school environment as paraprofessionals.

Total credits: 25

Required Courses

All courses are 3 credits unless specified.

- ❑ EDU-1010 - Supporting Students with Challenging Behaviors *(2 cr)*
- ❑ EDU-1820 - The Paraeducator in the Classroom *(2 cr)*
- ❑ EDU-2010 - Foundations of Education
- ❑ EDU-2110 - Introduction to Exceptional Populations
- ❑ EDU-2860 - Community & Work Experience*
- ❑ PSY-2010 - Child Development
- ❑ SOC-2040 - Race, Ethnicity, Class & Gender

Choose 6 elective credits from the list below:

- ❑ BIO-1030 - Introduction to Nutrition
- ❑ COM-1020 - Interpersonal & Small Group Comm.
- ❑ EDU-1510 - Supporting Reading Instruction *(1 cr)*
- ❑ EDU-1512 - Supporting Writing Instruction *(1 cr)*
- ❑ EDU-1514 - Supporting Math Instruction *(1 cr)*
- ❑ EDU-2310 - Multiculturalism in Education
- ❑ EDU-2450 - Instructional Technologies in Teaching & Learning

** NOTE: All volunteers in a school must have a background check. Completing the background check is the responsibility of the student.*

Substance Abuse Services

This program has been approved by the Vermont Alcohol and Drug abuse Certification Board for providing appropriate training that meets the core competencies for becoming a Substance Abuse Counselor. The curriculum prepares students for progressive levels of examination, certification, and recertification within the substance abuse field. Each course provides 42 continuing education units. This program does not replace state certification by official examination.

Total credits: 27

Required Courses

All courses are 3 credits unless specified.

- ❑ PSY-1130 - Introduction to Substance Abuse
- ❑ PSY-1050 - Human Growth & Development
- ❑ PSY-1150 - Substance Abuse: Services & Treatment
- ❑ PSY-1140 - Substance Abuse: Family & Society
- ❑ SWK-2010 - Introduction to Case Management
- ❑ PSY-2180 - Co-occurring Issues in Substance Abuse & Mental Health
- ❑ SWK-2011 - Human Behavior in the Social Environment
- ❑ EDU-2860 - Community & Work Experience
- ❑ PSY-2420 - Group Process: Theory & Practice

Web Site Design

The web site design certificate provides students with the technical and aesthetic skill sets needed to conceptualize, create, produce and maintain a set of World Wide Web pages.

Total credits: 25

Required Courses

All courses are 3 credits unless specified

- ❑ CIS-1151 - Website Development
- ❑ CIS-2440 - Intermediate Web Site Design & Management
- ❑ CIS-2140 - Programming for the Internet
- ❑ CIS-1038 - Intro. to Database Management *(1 cr)*
- ❑ CIS-1360 - Intermediate Database Management Systems
- ❑ ART-2020 - Color Theory
- ❑ ART-1060 - Two-Dimensional Design
- ❑ CIS-1510 - Introduction to Flash Animation
- ❑ CIS-2410 - Digital Image Manipulation

Degree Planning Worksheet: Second CCV Associate Degree

Program Concentration _____

Name _____ Social Security# _____

Mailing Address _____ Day Phone _____

Town/State/Zip _____ Evening Phone _____

CCV Site _____ Advisor _____

NOTES: ***1.) Only courses essential to this degree will be approved for financial aid.***
2.) Plan must be followed, or your financial aid could be jeopardized.

	CCV CODE	COURSE TITLE / SUBSTITUTION	CREDITS	* SEE NOTE	SEMESTER TAKEN
Degree Program Orientation	DEV-0100	Degree Program Orientation	0		
Basic Skills Courses			x		
(Credits don't apply toward degree)			x		
			x		
			x		
Academic Competence					
Communication					
(at least 9 credits)					
Math, Science & Technology					
(at least 12 credits)					
Human Inquiry					
(at least 12 credits)					
	HUM-2010	Seminar in Educational Inquiry	3		
Program Concentration					
Courses					
Electives					

Date first enrolled at CCV _____ **Total Credits (must equal at least 60)**_____

Anticipated Graduation Date _____ **CCV Credits (must equal at least 15)**_____

Course for Cross-Cultural Requirement _____

** Put an asterisk in the column if the course meets both the general education and concentration requirements. List credits only once.*

Date submitted to advisor _____ **Student Signature** _____

COURSES

The courses listed in this catalog are all the courses that CCV has approved for offering in the 2007-08 academic year. Not all of these courses will be offered. Several months before the start of each semester, CCV publishes a schedule that indicates what courses are available in particular locations and the exact time and dates for that semester.

Accounting

ACC-0001 Accounting Laboratory *0 CR*
Provides help for students enrolled in accounting classes. Students should bring specific problems or difficult assignments to the lab. Free to CCV students enrolled in credit-bearing courses.

ACC-1001 Office Accounting I *3 CR*
A focus on the formulation and enhancement of basic job-entry skills needed as a bookkeeper. Topics covered include journals, ledgers, worksheets, financial statements, and payrolls with an emphasis on the 'how' of recording and posting transactions. Designed for those desiring immediate skills for entry or advancement in the job market.

ACC-1002 Office Accounting II *3 CR*
Further development of the student's job-entry bookkeeper skills. Special emphasis on special journals and the accounting cycle. Topics covered include sales taxes, automated record keeping systems, uncollectible accounts, plant assets, and depreciation. Prerequisite: Office Accounting I.

ACC-1010 Computerized Accounting *3 CR*
The use of the microcomputer as an accounting tool. Students apply knowledge of accounting principles and computers to operate integrated accounting software for various aspects of accounting: general ledger, accounts payable and receivable, payroll, depreciation. Prerequisite: Financial Accounting.

ACC-1030 Payroll Accounting *1 CR*
Provides practice in all payroll operations: preparation of payroll registers, recording of accounting entries and preparation of payroll tax returns required of businesses. Introduces students to the Fair Labor Standards Act and other laws affecting payroll operations and employment practices.

ACC-2121 Financial Accounting *4 CR*
Introduces students to the problems of external reporting as they relate to sole proprietorships, partnerships, and corporations. Students examine the various accounts found in financial statements and learn how to put these accounts together to render meaningful statements that communicate pertinent information to those who read them.

NOTE ON PREREQUISITES:
Because basic academic skills (reading, writing, math) are prerequisites for CCV college-level courses, they are not always listed in each course's description.

ACC-2122 Managerial Accounting *4 CR*
The course explores internal accounting systems and the uses of internally generated data in management. Topics include: the use of financial accounting data, cost-volume-profit analysis, budgets and responsibility accounting, and cost allocations. Prerequisite: Financial Accounting.

ACC-2201 Intermediate Accounting I *4 CR*
An in-depth study of current theory and practices regarding cash, investments, receivables, valuation of inventories, current liabilities, acquisition and disposal of property, plant and equipment depreciation and depletion, and intangible assets. Prerequisite: Managerial Accounting.

ACC-2202 Intermediate Accounting II *4 CR*
A continuation of Intermediate Accounting I. Topics include long-term investments; long-term debt; stockholders' equity; treasury stock; earnings per share; accounting for income taxes, pensions, and leases; accounting changes and errors; statement of changes in financial position; analysis of financial statements, and accounting for inflation. The course emphasizes methods and procedures, and recent changes and developments. Prerequisite: Intermediate Accounting I.

ACC-2210 Cost Accounting *4 CR*
Fundamental theories and procedures of cost accounting, emphasizing the planning and control of materials, labor and overhead. Topics also include job order and process control system, standard costs, activity and responsibility accounting, and variance analysis. Prerequisite: Managerial Accounting.

ACC-2230 Federal Taxes *3 CR*
A study of federal tax laws and regulations as contained in the Internal Revenue Code, with the emphasis on individuals and sole proprietorships. Topics include income inclusions and exclusions, deductions, capital gains and losses, sales and exchanges, basis calculations, depreciable property, tax research, tax planning, and the preparation of the various tax forms and schedules applicable to an individual or a small business. Prerequisite: Managerial Accounting.

ACC-2240 Introduction to Governmental & Nonprofit Accounting *3 CR*
Introduces students to nonbusiness accounting as used in local, state, and federal government and nonprofit organizations. Topics include standards for financial reporting and auditing. Prerequisite: Financial Accounting.

Allied Health Science

AHS-1020 Introduction to Health Care Services *3 CR*
An introduction to the public and private health care delivery system in the United States and roles of health professionals. Topics include major health problems in the United States, the organization and provision of health services, the roles and relationships of government, public health and the private sector in relation to health care, and relevant topics in law and ethics.

AHS-1025 Introduction to Massage Therapy & Bodywork *3 CR*
In this course students will be introduced to the profession of massage therapy and bodywork and to basic hands-on massage techniques. Course topics will include the history and theory of massage therapy, practice settings for massage therapists, professional boundaries, informed consent, confidentiality, scope of practice, business considerations for massage therapists, and learning basic touch skills for massage.

AHS-1030 Swedish Massage *3 CR*
This comprehensive course covers the basics of Swedish massage and serves as a foundation to all other massage modality courses. Topics covered include the history, theory, development, indications, contraindications, assessment, and application of Swedish massage. Students will creatively design a massage specific to each client's needs. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Introduction to Massage Therapy & Bodywork, and Human Anatomy & Physiology II. Corequisite: Anatomy & Physiology for Massage – Western Perspective.

AHS-1050 Hydrotherapy *3 CR*
This course presents an overview of hydrotherapy including its philosophy, history, theory, and development. Course topics will incorporate the general effects and therapeutic uses of hot and cold water and ice; client assessment; indications and contraindications for use; and the application of various hydrotherapy modalities. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Introduction to Massage Therapy & Bodywork, and Human Anatomy & Physiology I.

AHS-1205 Medical Terminology I *3 CR*
This course encompasses the development and use of medical vocabulary, definitions, and medical abbreviations. Students will build medical terms through the use of prefixes, word roots, combining forms and suffixes.

AHS-1210 Reflexology *3 CR*
This course covers the basics of reflexology. It presents the history, theory, indications, contraindications, assessment, and application of reflexology techniques. The concepts of zone therapy, location of reflex points and utilization of reflexology techniques are taught through practical application. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Introduction to Massage Therapy & Bodywork, and Human Anatomy & Physiology I. Corequisite: Human Anatomy & Physiology II.

AHS-1230 Professional Self-Development for Bodywork Practitioners *3 CR*
This course provides students with the skills and knowledge required to develop and maintain a professional Massage Therapy & Bodywork practice. Students will examine the development, significance and application of professional business standards, professional ethics, and laws that govern the practice of Massage Therapy & Bodywork. Business development topics will focus on wellness, communication, boundaries, clinical supervision, budgets, and marketing tools. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Introduction to Massage Therapy & Bodywork.

AHS-1311 Ophthalmic Dispensing I *3 CR*
This course introduces students to the field of Opticianry and the skills necessary for becoming a dispensing optician. Topics include the history of the profession, patient/client measurements, lifestyle questioning, prescription analysis, ophthalmic frame and lens materials, and standard alignment of frames.

AHS-1312 Ophthalmic Dispensing I - Clinical *3 CR*
This course is taken in conjunction with AHS-1311, Ophthalmic Dispensing I. Students learn clinical skills in fundamental optical dispensary tasks at the entry level under direction and supervision of a preceptor. Emphasis is placed on accuracy and attaining skills that meet acceptable professional standards.

AHS-1313 Ophthalmic Dispensing II *3 CR*
This course continues an examination of lens materials, types, and fitting, with a particular focus on multifocals, progressive addition lenses, absorptive lenses, and special lens designs. There is a focus on understanding and using ophthalmic instruments and devices to take patient measurements, read prescriptions, and perform frame adjustments. Students will also be introduced to the governing agencies of the optical profession through a discussion of ethical and legal issues. Prerequisite: Ophthalmic Dispensing I.

AHS-1314 Ophthalmic Dispensing II - Clinical *3 CR*
This course is taken in conjunction with AHS-1313, Ophthalmic Dispensing II. Students learn clinical skills at the intermediate level under the direction and supervision of a preceptor. Emphasis is placed on accuracy and attaining the skills that meet acceptable professional standards. Prerequisite: Ophthalmic Dispensing I - Clinical.

AHS-1320 Business Management for Opticians *3 CR*
This is an optical management course presenting basic management and leadership skills necessary for a successful practitioner in a vision care office. The course will teach analysis, creative thinking, judgment, planning strategy, and implementation skills necessary for today's optical business challenges.

AHS-2200 Medical Assisting *3 CR*
This course is designed to prepare medical assistant students with administrative and clinical theory and practical experience related to duties performed in a medical office. The course will provide lecture and laboratory application of clinical duties including medical asepsis, diagnostic testing and patient care. Topics related to basic pharmacology and medical assisting administrative functions will also be covered. This course includes a lab and a directed observation. Prerequisites: Medical Terminology and Human Biology or equivalent knowledge.

AHS-2205 Medical Terminology II *3 CR*
This is the second semester of a two-semester course which uses a body system approach to further study medical terminology. Terms relating to pathologies and medical procedures as they relate to body systems will be studied. Prerequisite: Medical Terminology I.

AHS-2211 Anatomy & Physiology for Massage - Western Perspective *3 CR*
This course explains the structure and function of the human body from a Western model of human anatomy and physiology. The course examines in detail the basic principles of biomechanics and kinesiology that sustain anatomical and physiological balance in relation to the practice of massage therapy and bodywork. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Introduction to Massage Therapy & Bodywork, and Human Anatomy & Physiology II.

AHS-2212 Anatomy & Physiology for Massage - Eastern Perspective *3 CR*
This course explains the structure and function of the human body from Eastern, Chinese, and Ayurvedic perspectives. Basic principles of energy models, integrative pathways and feedback systems that sustain anatomical and physiological balance will be explored in relation to the practice of massage therapy and bodywork. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Introduction to Massage Therapy & Bodywork, and Human Anatomy & Physiology II.

AHS-2220 Acupressure *3 CR*
This course covers the basics of acupressure including the philosophy, history, theory and development of acupressure techniques. Students will learn ancient and modern methods of acupressure including the indications and contraindications for use, assessment and application. Topics covered include Eastern and Western approaches, the Five Elements Theory, acupressure techniques, acupressure points and the human energy field. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Introduction to Massage Therapy & Bodywork, and Human Anatomy & Physiology I.

AHS-2240 Deep Tissue Approaches *3 CR*
This course provides students with an understanding of deep tissue massage. Deep tissue techniques, specific strategies for treatment, and therapeutic approaches to common injuries will be presented. Students will have the opportunity to demonstrate and practice the application of deep tissue skills. Students will creatively design a massage specific to each client's needs. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Swedish Massage.

AHS-2250 Energy Massage & Bodywork *3 CR*
This course integrates a variety of applications used to improve the body's energy level and promote better energy flow for relaxation and pain relief. Topics include qigong, reiki, polarity theory, chakras, feng shui, crystals, and cranio-sacral techniques as well as the indications and contraindications for the use of energy massage and bodywork. Students will have the opportunity to develop energy massage and bodywork skills for use on themselves and others. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Introduction to Massage Therapy & Bodywork, and Human Anatomy & Physiology I.

AHS-2260 Pathophysiology for Massage *3 CR*
This course provides students with a basic understanding of pathology and general management of disease and illness as it relates to Massage Therapy & Bodywork. Additional topics include standard precautions, diseases, illnesses and hygiene, and their management in professional practice. Etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury will also be explored. Students must be enrolled in the Massage Therapy & Bodywork program. Prerequisite: Swedish Massage.

AHS-2411 Optical Theory I *3 CR*
This course examines the nature of light and details the behavior of light when it encounters various refractive surfaces. In addition, the course will examine lens power, indices, and prisms. This will establish the foundation for advanced ophthalmic applications. Prior learning in College Algebra or Technical Math I is strongly recommended.

AHS-2421 Ophthalmic Laboratory I *3 CR*
This course will introduce students to terms, instruments, calculations, lenses, frames, materials, and processes to be used in the surfacing and finishing of ophthalmic prescription eyewear.

AHS-2422 Ophthalmic Laboratory I - Clinical *3 CR*
This course is taken in conjunction with AHS-2421, Ophthalmic Laboratory I. Students learn clinical skills in fundamental optical laboratory tasks at the entry level under the direction and supervision of a preceptor. Emphasis is placed on accuracy and attaining skills that meet professional standards.

AHS-2423 Ophthalmic Laboratory II *3 CR*
This course continues the student's study of prescription eyewear fabrication processes. Special emphasis is placed on the procedures used to calibrate and maintain equipment, layout and edge multifocal lenses, tint and coat lenses, and perform neutralization of lenses for verification or duplication purposes. The student will also gain an understanding of special surfacing processes such as bicentric grinding and prism thinning. Prerequisite: Ophthalmic Laboratory I.

AHS-2424 Ophthalmic Laboratory II - Clinical *3 CR*
This course is taken in conjunction with AHS-2423, Ophthalmic Laboratory II. Students learn clinical laboratory skills at the intermediate level under the direction and supervision of a preceptor. Emphasis is placed on accuracy and attaining skills that meet acceptable professional standards. Prerequisite: Ophthalmic Laboratory I - Clinical.

AHS-2435 Ophthalmic Dispensing III & ABO Review *3 CR*
This course is the continuation of Ophthalmic Dispensing I and II. It provides an advanced clinical experience in optical care under the direction and supervision of a preceptor. Emphasis is placed on developing the student's ability to make appropriate recommendations, take accurate measurements, and problem-solve in the optical dispensary. This course also serves to help prepare the student for the American Board of Opticianry (ABO) exam by reviewing key concepts and calculations. Prerequisites: Ophthalmic Dispensing II and Ophthalmic Dispensing II - Clinical.

AHS-2440 Anatomy & Physiology of the Eye *3 CR*
This introductory course is designed to give the opticianry student an insight into the anatomical structure of the eye and its adnexa. The student will also learn the function of the parts of the eye as they relate to vision and the fitting of contact lenses. The learner will be presented with common pathologies of the eye and ocular pharmacology. Prior learning in Introduction to Biology or Human Anatomy & Physiology I is strongly recommended.

AHS-2450 Introduction to Contact Lenses *3 CR*
This course includes an historical review of contact lenses and introduces the student to the following theories, practices, and instrumentation associated with contact lenses: design and optical principles of contact lenses; indications and contraindications for contact lens wear; patient evaluation; discussion of lens types and availability; fundamental techniques and fitting philosophies including the role of the biomicroscope, keratometer, and radiuscope; and patient education on care, cleaning, insertion, and removal of contact lenses.

AHS-2460 Contact Lenses - Clinical *3 CR*
This course is the clinical component of AHS-2450, Introduction to Contact Lenses. Students learn clinical skills in fundamental contact lens tasks at the entry level under the direction and supervision of a preceptor. Emphasis is placed on accuracy and attaining skills that meet acceptable professional standards.

AHS-2830 Professional Practitioner Internship *3 CR*
This course provides massage therapy and bodywork students the opportunity to explore the role and responsibilities of a massage and bodywork practitioner while under the direct supervision of an instructor. All aspects of the occupation are explored including professional business practices, application of learned massage and bodywork techniques, client education and referral, professional supervision, written and oral communication skills, and the assimilation of professional goals into professional practice. Prerequisites: Swedish Massage, Anatomy & Physiology for Massage–Western Perspective, Professional Self-Development for Bodywork Practitioners, and Teep Tissue Approaches. Students must be enrolled in the Massage Therapy & Bodywork program.

Anthropology

ANT-1010 Introduction to Cultural Anthropology *3 CR*
A survey of basic issues, concepts, theories, and methods of cultural anthropology. Students think critically about the evolution of culture and society from the perspective of the past and the present. Topics include social and political organization, gender, myth and religion, language, cultural ecology, and cultural change.

ANT-1020 Introduction to Physical Anthropology *3 CR*
A survey of the basic issues, concepts, theories and methods of physical anthropology. Students learn to think critically about human origins and diversity, and about the relationships to this study of primatology, paleoanthropology, and the history of ideas.

ANT-2010 Archaeology: Tracing the Human Past *3 CR*
Examines how a society can be understood by looking at its material remains. Topics include: historical development of archaeology; its purposes, methods, theories and interpretation; archaeological sites as an endangered cultural resource; and a sampling of cultural evidence from around the world.

Architectural Studies

ARC-1011 Introduction to Drafting & Blueprint Reading *3 CR*
An introduction to the basic concepts and practices of drafting and print reading. The course will address the interpretation of blueprints and schematic diagrams as well as free-hand sketching and the use of basic drafting tools and techniques. Students will also be introduced to geometric dimensioning practices, projection techniques, drafting conventions and tolerancing systems. An exposure to computer-aided drafting is also provided.

ARC-1012 Intermediate Drafting & Blueprint Reading *3 CR*
A further study of drafting and blueprint reading. Covers theory and practical applications related to mechanical design and is useful preparation for such subjects as computer-aided design (CAD). Provides understanding of three-dimensional design, advanced tolerancing and dimensioning techniques, and the mathematics related to drafting and design. Prerequisite: Introduction to Drafting & Blueprint Reading.

ARC-1111 Architectural Drafting I *3 CR*
Basic instruction in architectural graphics and use of drafting equipment. Includes basic concepts of functional plan layout and materials specification.

ARC-1112 Architectural Drafting II *3 CR*
Presentation of a variety of architectural drawing techniques through a range of graphic aids and mediums. Students will analyze and solve graphic problems. Prerequisite: Architectural Drafting I.

ARC-1211 CAD I *3 CR*
This course provides an introduction to the technology and use of computer-aided design/drafting (CAD). Students are exposed to applications of CAD in specific disciplines. Prerequisite: Introduction to Drafting & Blueprint Reading.

ARC-1212 CAD II *3 CR*
A continuation of Computer-Aided Drafting I with emphasis on three-dimensional aspects and basic CAD programming. The student is required to modify drawings with the use of commands designed to rotate, scale, and transform; to edit drawings; and to use different pens and layers in drawings. Prerequisite: CAD I.

ARC-2010 3D Applications *3 CR*
This course introduces the student to the concepts of three-dimensional drafting. Object creation, coordinate systems, and viewing commands are applied to the generation of working drawings. Prerequisite: CAD II.

ARC-2011 CAD Presentations I *3 CR*
This course provides the student with a background in the area of preparing CAD presentations using single-frame and animation software and techniques. Output is rendered to disk and hardcopy. Interaction between a variety of CAD and rendering software is emphasized. Prerequisite: CAD II and Microcomputer Applications II.

ARC-2012 CAD Presentations II *3 CR*
A continuation of CAD Presentations I, this course provides the student with background in the area of preparing computer-aided presentations. Prerequisite: CAD Presentations I.

Art

ART-1011 Drawing I *3 CR*
An introduction to the use of pencil, charcoal, pen and ink, and other drawing media. Focuses on technical skills in drawing as well as the nature of drawing as a way of seeing and of organizing ideas and perceptions.

ART-1020 Introduction to Studio Art *3 CR*
Students explore a variety of art materials that may include but are not limited to pencil, charcoal, watercolor, tempera, clay, papier-mâché, pastels, and ink. Covers techniques for handling various media. Elements of design and color theory will be explored and used in making two- and three-dimensional works of art.

ART-1050 Art Appreciation *3 CR*
An exploration of the visual arts in our world: how art forms developed historically, how art may be understood in the context of our culture, and how the vision of the artist has shaped our world. Students learn to identify themes, periods, and styles in art.

ART-1060 Two-Dimensional Design *3 CR*
Explores the principles of successful two-dimensional design as required for creative art, advertising and preparation of other printed materials. Emphasis will be on the dynamics of design and the solution of problems in composition, line, shape, texture and value through experiments using various media and materials.

ART-1101 Pastels I *3 CR*
Students explore traditional and nontraditional methods of drawing in pastels. Includes elements of design, old master methods of modeling in light and shadow, and other techniques associated with pastels. Prerequisite: Drawing I or Introduction to Studio Art.

ART-1102 Pastels II *3 CR*
Further study of the skills and techniques of painting and drawing with pastels. Students will explore and apply pastel techniques to continue to develop skills. Covers a variety of subject matter, including detailed studies of examples. Prerequisite: Pastels I.

ART-1111 Graphic Design I *3 CR*
Introduces the fundamental principles of graphic design, including composition, color, typography and related concepts, within a technical environment. Students develop visual problem-solving skills as they relate to specific examples and projects. The history and development of the graphic design profession will also be discussed. Introductory computer skills required.

ART-1112 Graphic Design II *3 CR*
Students further explore graphic design fundamentals and related color theory concepts. Students develop illustration skills, using both traditional studio art techniques and current industry computer software, and practice visual problem-solving skills as they relate to specific examples and projects. Design concepts, logo creation, package design, pre-press and printing processes will also be explored. Prerequisite: Graphic Design I.

ART-1121 Watercolor Painting I *3 CR*
Covers material, skills, and techniques in the watercolor medium including preparation steps, color choice, composition, and texture. Explores aesthetics, technical problems, and possibilities of the medium. Prerequisite: Drawing I or Introduction to Studio Art.

ART-1122 Watercolor Painting II *3 CR*
Further study of the materials, skills, and techniques of the watercolor medium. Building on a working knowledge of the medium, students continue to develop their skills. Prerequisite: Watercolor Painting I.

ART-1131 Oil Painting I *3 CR*
Students will explore materials and skills in the medium of oil paints, including the preparation of the canvas. A variety of painting methods and styles will be practiced using different painting surfaces. Includes investigation of color, light, shade, perspective, form, and composition. Prerequisite: Drawing I or Introduction to Studio Art.

ART-1132 Oil Painting II *3 CR*
Further study of oil painting methods using a variety of painting surfaces. Students will develop greater technical proficiency and further explore the possibilities of the medium. Prerequisite: Oil Painting I.

ART-1160 Landscape in Art *3 CR*
Students will explore elements of design in nature, utilize efficient outdoor sketching techniques, and then translate and expand their sketches into media such as pastels, watercolor, painting, drawing, and collage. Prerequisite: Drawing I or Introduction to Studio Art.

ART-1170 Foundations of Sculpture *3 CR*
Students will explore the methods, tools, and skills of creating three-dimensional visual art in a variety of media. Students will also investigate the history of sculpture from prehistory to present.

ART-1220 Introduction to Fine Crafts *3 CR*
An introduction to traditional and contemporary crafts. Students will use materials such as paper, fiber, glass, metals, reed, and mixed media to create craft objects. Emphasis will be on design, technique, and critiques of original work.

ART-1231 Ceramics I *3 CR*
Students explore the design and aesthetics of clay and practice fundamental production techniques including hand-building, wheel-throwing, glazing, and firing.

ART-1240 Painting from the Spiritual Self *3 CR*
This course is designed to provide an historical and contemporary overview of works of art informed by the "spiritual." Instruction in painting, readings, guest speakers, and interdisciplinary experiences provide students with background material initiating and supporting their personal inquiry into the "spiritual" and its manifestation into the painted image.

ART-1250 Introduction to Book Arts *3 CR*
Students will explore a variety of manual bookbinding techniques to create one-of-a-kind books, including oriental bindings, accordions and Coptic bindings. The use of adhesives will be discussed and practiced. Students will also investigate bookbinding as a craft and fine art and will discuss books as both functional and artistic objects.

ART-1260 Introduction to Paper Arts *3 CR*
Students in this course will explore a variety of paper arts techniques, such as paper making, paste paper painting, weaving, simple bookbinding, papersculpting, papier-mâché, collage, simple printing processes, and origami. Students will also investigate the historical and socioeconomic significance of paper.

ART-1310 Digital Photography I *3 CR*
Students will explore the mechanical and electronic aspects of digital photography as well as the basic tools of image manipulation. The course also includes the study of design, composition, and aesthetics of digital images. Prerequisite: Microcomputer Applications I. Access to a digital camera and some previous photography experience are required.

ART-2012 Drawing II *3 CR*
Students explore various techniques in drawing to further develop skills and concepts. Emphasizes use of different mediums to complete various assignments. Prerequisite: Drawing I.

ART-2020 Color Theory *3 CR*
Students will explore color theory as related to painting, printing, design, film, and other visual media. The interactions of color and their effect on visual perception will be discussed. Using pure colors in juxtaposition, students will investigate color action and color relatedness.

ART-2031 Life Drawing I *3 CR*
Students will use a variety of drawing media and will explore, with a live model, techniques of composition, value, and perspective. Students will also discuss basic human anatomy and the history of figure drawing. Prerequisite: Drawing I.

ART-2032 Life Drawing II *3 CR*
Students who are familiar with the fundamentals of Life Drawing will apply a more detailed knowledge of anatomy to expand and refine techniques of drawing the human figure, working from live models. Prerequisite: Life Drawing I.

ART-2121 Calligraphy *3 CR*
Introduces fine calligraphic hands and surveys the history of handwriting as an art. Concentrates on the italic style but introduces other alphabets. Includes use of color, design, and layout principles, and integration of calligraphy into other art forms.

ART-2226 Graphic Design Project Management *3 CR*
Students create a comprehensive project that will showcase their skills in all aspects of graphic design to be displayed in a traditional portfolio format as well as a digital portfolio. Explores various roles and functions of professionals in the design industry involved in the development and management of design projects, including clients, advertisers, art directors, designers and producers. Prerequisite: Graphic Design II.

ART-2232 Ceramics II *3 CR*
Students apply and expand their knowledge of ceramic design and production techniques, with particular attention to the development of individual style. Techniques will include hand-building, wheel-throwing, glazing, and firing. Prerequisite: Ceramics I.

ART-2241 Acrylic Painting I *3 CR*
Students will explore materials and skills in the medium of acrylic paints. A variety of painting methods and styles will be practiced using different painting surfaces. Includes investigation of color, light, shade, perspective, form, and composition. Prerequisite: Drawing I or Introduction to Studio Art.

ART-2242 Acrylic Painting II *3 CR*
Further study of acrylic painting methods using a variety of painting surfaces. Students will develop greater technical proficiency and further explore the possibilities of the medium. Prerequisite: Acrylic Painting I.

ART-2301 Photography I *3 CR*
An introduction to camera and darkroom techniques. Concepts of design and composition in photography are studied, together with technical aspects of cameras, films, and exposure. Students learn black and white developing, contact printing, and enlarging. Use of an adjustable 35mm camera is required.

ART-2302 Photography II *3 CR*
Further exploration of aesthetics, composition, exposure control and print manipulation in photography. Students will study more advanced techniques, develop a personal style, and explore the history of photography. Use of an adjustable 35mm camera is required. Prerequisite: Photography I.

ART-2310 Color Photography *3 CR*
Students explore composition, lighting, and exposure with color print and slide film. Students will also discuss historical, technical and artistic aspects of color photography. Use of an adjustable 35 mm camera and knowledge of photographic principles required.

ART-2311 Printmaking I *3 CR*
Students explore materials, design considerations, and techniques in non-press print processes such as block printing, collography, monoprint, and silkscreen. Students will also investigate the history and technology of printmaking.

ART-2312 Printmaking II *3 CR*
Further study of printmaking processes, such as silkscreen and presswork, including drypoint, etching, collograph and monoprint. Emphasis is on editioning prints as well as experimentation. Prerequisite: Printmaking I.

ART-2315 Digital Photography II *3 CR*
Further exploration of aesthetics, composition, design and image modification using digital photography techniques. Students will study advanced techniques for both camera work and software applications designed for digital manipulation. Prerequisite: Digital Photography I. Access to a digital camera is essential.

ART-2320 Stained Glass I *3 CR*
Students explore principles and practical applications of the skills needed to properly handle stained glass. The course will concentrate on the basics of the craft and color interaction. Students will learn the copper foil technique and will be introduced to the lead came technique.

ART-2322 Stained Glass II *3 CR*
Further study of stained glass design and construction techniques, with particular attention to the development of an individual style. Students develop increased proficiency in soldering, foiling, and chemical coloring. Students will also explore sandblasting, etching and engraving. Prerequisite: Stained Glass I.

Art History

ARH-1410 Critical Appreciation of Photography *3 CR*
Exploration of photography as an art form: its historical development, technical and aesthetic elements and the work of acknowledged masters. Students will study design, composition and technical aspects of photographs to enhance their critical skills in photographing and viewing their own works and those of others.

ARH-2011 Survey of Western Art I *3 CR*
A survey of the history of Western art from prehistoric times to the early Renaissance, with reference to works from other cultures. Emphasis will be on developing the student's visual awareness and ability to analyze a work of art. Examines selected works in terms of their historic and cultural elements and the phenomenon of stylistic change over the centuries.

ARH-2012 Survey of Western Art II *3 CR*
A survey of the history of Western art from the Renaissance to the present, with reference to works from other cultures. Emphasis will be on developing the student's visual awareness and ability to analyze a work of art. Examines selected works in terms of their historic and cultural elements and the phenomenon of stylistic change over the centuries.

ARH-2020 Art History: Visual Cultures of the Modern World *3 CR*
This course examines the visual arts produced over the last 200 years in Europe, Asia, Africa, and the Americas. Students will follow the development of fine and popular art in select countries and geographical areas around the world, learning how to distinguish styles and movements. Social, political, religious, mythological, and economic factors will be discussed, as well as instances of contact, influence, and cross-fertilization.

ARH-2050 Women & Art *3 CR*
Explores women working in the arts and looks at selected women artists through time and around the globe. Students will focus on ways women affect culture, both as creators and as subjects of art.

Biology

BIO-1030 Introduction to Nutrition *3 CR*
This course introduces students to the physiological basis of nutrition and evaluates dietary requirements. Emphasis is placed on metabolism, digestion, nutrients used in the human body, and the nutrition involved in health, disease, and aging.

BIO-1120 Bio-Diversity with Lab *4 CR*
A study of representative organisms from all five kingdoms of life. Emphasis is placed on the natural history of life forms in their natural habitat. Topics include ecology, evolution, physiology and behavior.

BIO-1140 Human Biology *3 CR*
A survey of human anatomy and physiology. Topics include the organization and structure of the major body systems, including muscular, skeletal, nervous, circulatory, digestive, excretory, endocrine, and reproductive. Emphasis is placed on the integration of bodily processes and the impact of technology on human biology.

BIO-1150 Principles of Botany *3 CR*
An introduction to the study of plant biology including the structure and function of plant cells and tissues, plant growth and reproduction, photosynthesis and metabolism, evolution of plant species, and the role of plants in the ecosystem. Prior learning in Introduction to Biology is strongly recommended.

BIO-1210 Introduction to Biology *4 CR*
An introduction to biological principles and concepts. Topics include cell biology, genetics, physiology, evolution, and ecology, studied in a diversity of organisms including microbes, protists, fungi, plants, and representative animal groups. Includes a lab.

BIO-1220 Botany *4 CR*
This course provides students with an understanding of the fundamentals of plant growth and development. Higher plant structure, metabolism, growth regulators, and mineral nutrition are emphasized. Students will also become acquainted with the diversity of plants and plant-like organisms through study of bacteria, viruses, algae, fungi, mosses, and lower vascular plants.

BIO-1240 Forest Ecology *3 CR*
Examines the structure and dynamics of forest communities. Consideration is given to geographic and ecologic factors shaping forest communities, to biological and chemical interactions among forest species, and to the human impact on forest stability. All forest types will be discussed, with an emphasis on temperate deciduous and northern coniferous forests. Field trips required.

BIO-1250 Wildlife Ecology *3 CR*
This course is the study of the ecology and life histories of common animal species and their habitats. The underlying scientific and technical principles will be examined as they relate to wildlife conservation efforts by federal, state, and private agencies. This course places special emphasis on Vermont's wildlife.

BIO-1260 Dinosaurs *3 CR*
In this course students will be introduced to the study of dinosaurs during the Mesozoic era. Some questions to be explored are: What are dinosaurs? Why were dinosaurs so successful? What types of behavior did dinosaurs exhibit? What evidence exists about their migrations? Why did dinosaurs become extinct?

BIO-1410 Clinical Lab Techniques *3 CR*
In this course students learn techniques for testing, utilizing basic instrumentation, and troubleshooting in the research laboratory. Quality control principles and applications to the testing process will be emphasized. Introduction to CLIA (Clinical Laboratory Improvements Amendment), OSHA, and universal precautions will be included. Prerequisite: Basic Algebra. Corequisite: Community & Work Experience.

BIO-2011 Human Anatomy & Physiology I *3 CR*
This is the first semester of a two-semester course which examines the structure and functions of the human body. Topics will include fundamental principles of cell and tissue structure, gross anatomical and physiological organization, electro-chemical communication systems and muscle physiology. This is a laboratory course that involves hands-on or simulated laboratory experiences. Prior learning in Basic Chemistry Workshop or biology equivalent is strongly recommended. Prerequisite: Basic Algebra.

BIO-2012 Human Anatomy & Physiology II *3 CR*
This is the second semester of a two-semester course that examines the structure and functions of the human body, emphasizing and building upon the concepts learned in Human Anatomy & Physiology I. Topics will include special senses, endocrine system, blood, cardiovascular system, respiratory system, digestive system, urinary system and reproductive system. The course includes a lab. Prerequisite: Human Anatomy & Physiology I.

BIO-2110 Principles of Microbiology *3 CR*
An introduction to the principles and concepts of microbiology. Topics include bacteriology, viruses, and microbial reproduction, as they relate to evolution, ecology, pathology, and public health.

BIO-2120 Elements of Microbiology *4 CR*
This course provides a comprehensive study of the basic principles of microbiology. A brief survey of the history of science is given. Emphasis is placed on understanding the variety and differences of microbes and their relationship to humans. Laboratory study accompanies the course and the successful completion of lab exercises is a partial requirement for the course. Prior learning in Basic Chemistry Workshop or biology equivalent is strongly recommended. Prerequisite: Basic Algebra.

BIO-2220 Principles of Zoology *3 CR*
An introduction to animal organismal biology. Topics include diversity and classification of both invertebrates and vertebrates and the evolutionary history of the principal animal groups as illustrated by their comparative anatomy, physiology, and development. Prior learning in Introduction to Biology is strongly recommended.

BIO-2320 Zoology *4 CR*
An introduction to animal organismal biology. Topics include diversity and classification of both invertebrates and vertebrates and the evolutionary history of the principal animal groups as illustrated by their comparative anatomy, physiology, and development. Prior learning in Introduction to Biology is strongly recommended. Includes a lab.

BIO-2330 Principles of Animal Behavior *3 CR*
An introduction to the intelligence, instincts, and action patterns of animals, with attention to both general theories of animal behavior and specific case studies selected by students. Field trips are recommended.

BIO-2350 Introduction to Ornithology *3 CR*
The evolution of birds, their general anatomy and physiology, the dynamics of flight, and the ecological and geographical aspects of bird life will be studied. Field trips are recommended.

BIO-2360 Fossils, Evolution, Environments: Four Billion Years of Life on Earth *3 CR*
Examines the history of life on earth. Topics to be covered include the nature and origin of life, evolution, ecosystems, the characteristics and evolution of living organisms, the succession of living communities and their environments, and the environmental impacts of pollution, resource depletion, and humans. Prior learning in biology strongly recommended.

Business

BUS-1010 Introduction to Business *3 CR*
An introduction to the characteristics, organization, and operation of business, including organization and management, production planning and control, marketing, finance, day-to-day operations in the areas of accounting, personnel, research and development, and management information systems.

BUS-1020 Office Procedures *3 CR*
Introduces students to daily office routines including receptionist and clerical duties, filing systems, and the use of office equipment. Professionalism, human relations, and ethics in the work place will be discussed. Students will also explore career options in the secretarial field.

BUS-1051 Information Processing I *3 CR*
Students will develop skills in a variety of business competencies, including "touch" keyboarding at 45 words per minute, basic functions of word processing, preparation of business correspondence, and using a network, including e-mail and the Internet.

BUS-1070 Principles of Banking *3 CR*
Presents an introduction and overview of the modern banking environment. Covers a variety of topics from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

BUS-1220 Public Relations *3 CR*
Introduces principles and strategies of public relations. Topics include news releases, brochures, internal publications, promotional campaigns, and skills for dealing with the public.

BUS-1230 Advertising *3 CR*
This course examines a variety of advertising media: newspapers, television, direct mail, magazines, radio, and others. Includes terminology, advertising plans and budgets, sample ads, and strategies for assessing the effectiveness of advertising. Explores the relationship between advertising and its social and cultural climate.

BUS-1240 Introduction to Quality Science *3 CR*
An introduction to the theory and practice of quality science. Beginning with terminology and a brief history of the field, the focus shifts to ways to achieve continuous improvement in quality in both service and product industries. The course develops managerial thinking regarding the need for quality, basic quality concepts, and Quality Assurance Systems.

BUS-1310 Office Management *3 CR*
Introduces students to the daily responsibilities of office management, including the management of human resources, facilities management, and financial management in an office environment. The diversity of roles and responsibilities encountered by office managers and a variety of leadership styles will also be explored. Prerequisite: Microcomputer Applications I, Office Accounting, and Interpersonal & Small Group Communication.

BUS-1320 Principles of Supervision *3 CR*
Introduces the basic elements of supervision. Topics covered include communication, goal setting, delegation, time and stress management, performance appraisal, the hiring process, motivation, and responses to technology.

BUS-2020 Principles of Management *3 CR*
This course is an introduction to the philosophy, principles, and techniques of management. Students will examine classical, modern, and emerging concepts as they relate to today's manager and the functional processes of planning, organizing, directing and controlling resources. Learning experiences may include case studies, team experiences and simulations.

BUS-2050 Women in Management *3 CR*
An exploration of women as managers. Examines gender-specific challenges which women in management face, and strategies for women who aspire to managerial positions. Focuses on the skills and knowledge necessary for effective performance: leadership, motivation, delegation and communication. Also relevant for men who work with women in management.

BUS-2070 Organizational Behavior & Management *3 CR*
Introduces the major elements of managerial and supervisory functions in business organizations and studies the dynamics of human behavior that affect their success. Topics include motivation, leadership, job and organizational design, and the managerial functions of business planning, staffing, compliance, finance, compensation, and training. Examines the history of management science and explores such contemporary concepts as employee involvement, cultural diversity, and globalization.

BUS-2140 Personal Finance *3 CR*
A study of the tools used in personal financial planning. Students are introduced to the process used by professional planners and shown how this process can help them plan their own financial futures.

BUS-2160 Insurance & Reimbursement Procedures in Medical Practice *3 CR*
This course will examine the medical insurance industry and research the history of medical insurance and the emergence of managed care, HMOs, and PPOs. The primary focus is the application and processing of the insurance claim (HFCA 1500) using Physician's Current Procedural Terminology (CPT), ICD9CM, and HPCS coding. Worker's Compensation, Blue Cross/Blue Shield, Champus, Medicaid and Medicare will be studied in detail.

BUS-2170 Current Issues in Management *3 CR*
An in-depth discussion of current and upcoming management issues which are changing the way American business is conducted. Topics may include equity, social responsibility, harassment, diversity, ethics, family roles, basic workforce skills, re-engineering work, employee well-being, and the Americans with Disabilities Act. Prerequisite: Principles of Management, Principles of Supervision, or Organizational Behavior & Management.

BUS-2210 Small Business Management *3 CR*
This course explores the practical aspects of organizing and managing a small business. It is designed to equip students with the skills and knowledge to make informed business decisions. Topics include the basic concepts of accounting, finance, cash management, taxes, business law, government regulations, staffing, and marketing.

BUS-2230 Principles of Marketing *3 CR*
This course introduces the role of marketing as it relates to manufacturing, wholesale, retail, and service businesses. Topics include product development, pricing decisions, promotional considerations, and distribution options of both goods and services. Students will also examine the emerging role of electronic marketing and its impact on today's businesses.

BUS-2250 Business Ethics *3 CR*
This course examines ethical dilemmas in the context of both the small business and the large corporation, while developing written and oral skills of ethical argument. Case studies will be used. Prerequisite: English Composition.

BUS-2260 Principles of Financial Management *3 CR*
An introduction to the basic principles and practices of financial management. Includes the nature and scope of finance, sources of funds, financial planning and decision-making, and special situations in financial management. Prerequisite: Financial Accounting.

BUS-2310 Negotiations *1 CR*
An examination of the negotiation process, including a consideration of how to plan for negotiations as well as the issues and stages inherent in the process. Integrates elements of social psychology with the literature of collective bargaining and applies them to managerial negotiation. Legal and ethical aspects of negotiations will be addressed.

BUS-2330 Conflict Management *1 CR*
Students assess their style of conflict management and learn skills needed for the creative management of interpersonal conflict. Covers business and personal applications.

BUS-2340 Effective Hiring & Performance Management *1 CR*
Examination of hiring, performance review, and dismissal of employees. Surveys interviewing techniques, evaluation criteria, local and state work-related laws, due process, and legal and ethical issues.

BUS-2350 Effective Leadership *1 CR*
This course explores the nature and elements of effective leadership. Topics include leadership styles, strategic application of leadership approaches, situational leadership, and behavior in organizations.

BUS-2360 Leadership Development *3 CR*
This course will focus on the development of leadership ability by providing a basic understanding of leadership and group dynamics theory, including goal setting, decision making, problem solving, delegation, motivation and performance evaluation. Students will develop a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their own ability and style of leadership.

BUS-2410 Human Resource Management *3 CR*
This course examines the critical issues and the strategic questions that must be considered when managing diverse groups of people in today's workplace. Topics include: selecting, training, and evaluating personnel; compensation; health and safety; bargaining units; motivation; morale; and human relations.

BUS-2430 Small Business Marketing *3 CR*
An introduction to principles and techniques of marketing with specific applications to the small business: problems and solutions in marketing research, advertising, pricing, and selling. Topics include data collection and interpretation, choice and use of media, analyzing marketing mix and pricing in small business situations, and the principles and stages of the selling process.

BUS-2450 Business Law *4 CR*
Fundamentals, principles, and practices of law as they apply to business operations: state and federal regulations, consumer law, contracts, business forms (partnerships and corporations), sales and warranties, commercial transactions, tort liability, tax considerations, and bankruptcy.

BUS-2470 Principles of Investment *3 CR*
Designed to give students a general knowledge of investments as well as money and banking. Includes common stocks, preferred stocks, corporate bonds, municipal bonds, annuities, and government securities. Prerequisite: Basic Algebra.

BUS-2510 Introduction to e-Commerce *3 CR*
Students will explore the evolution, opportunities, challenges, and potential pitfalls of e-commerce by building a theoretical e-commerce business and operations plan, including construction of a supporting web site. The course will cover basic e-commerce concepts and terminology. Analysis of contemporary web sites and case studies of successful e-businesses, as well as e-commerce failures, will supplement the text.

BUS-2520 Internet Marketing: Concepts & Cases *3 CR*
Students will examine current cases and explore the effectiveness of various Internet-based marketing concepts. Students will evaluate actual uses of the Internet and determine when and how the Internet can create marketing opportunities. Students will also judge whether or not the Internet has added any unique advantage or increased value to specific companies' marketing plans.

BUS-2530 Internet Business Models & Strategies *3 CR*
Students will examine models of implementing e-commerce as a primary way of doing business, as a transitional strategy for a conventional business redefining itself as a "dot.com," or as a supplementary strategy to support a conventional business considering a "bricks and clicks" approach. The course assumes familiarity with web tools and general business practices, but will not include actual programming or web site development.

BUS-2540 Security in the e-Commerce Environment *3 CR*
Students will examine the tools available for securing a company's electronic assets from threats including hackers, industrial espionage, and denial-of-service. Analysis of case histories will be combined with a survey of currently available hardware and software alternatives to equip the student to recognize and understand e-commerce security issues and their potential solutions. The course assumes some familiarity with the Internet, World Wide Web, computer network terminology and concepts, but does not require hands-on technological expertise.

BUS-2740 Business Analysis & Decision Making *3 CR*
This capstone course requires students to apply their theoretical and practical knowledge of management, economics, accounting, technology, business law, and marketing to case studies involving a variety of business environments. This course must be taken after all program core courses are successfully completed. The successful student will be required to apply knowledge of financial statements in case studies and business scenarios, reviewing business practices, and making recommendations or decisions for future actions within a business setting.

Chemistry

CHE-1020 Introductory Chemistry *4 CR*
An introduction to the concepts, principles and applications of chemistry. Includes atomic structure, periodicity, structure of matter, solutions, and an introduction to organic chemistry. Prior learning in Basic Algebra is strongly recommended. Includes lab sessions which will illustrate the principles of quantitative interpretation of data.

CHE-2110 Introduction to Organic Chemistry & Biochemistry *4 CR*
A follow-up to Introductory Chemistry, designed to enhance student knowledge and skills in the specific area of organic chemistry. The course will include a general overview of typical organic compounds such as alcohols, ketones and amino acids, as well as a presentation of important biological compounds and processes that are of particular importance in the life sciences. Lab work will provide an opportunity to observe physical and chemical behavior of these compounds and processes. Prerequisite: Introductory Chemistry. This course is restricted to specific site locations.

Communication

COM-1010 Effective Workplace Communication *3 CR*
Students develop effective communication skills for use in workplace settings through practical activities and exercises. Focuses on communication with co-workers, supervisors, and customers. Students learn to organize and express ideas, deliver oral presentations to different audiences, and work with others to make decisions and solve problems. Examines the role each individual plays in the effectiveness of an organization and the importance of communication for individual professional development.

COM-1015 Communication in the Early Childhood Education Workplace *3 CR*
Students develop effective communication and relationship building skills for use in the early childhood education workplace through practical activities and exercises. The course focuses on communication skills with parents, colleagues, supervisors, and children. Emphasis will be placed on active listening, observation, self-reflective responses, and the use of clear language in interpersonal and small group situations.

COM-1020 Interpersonal & Small Group Communication *3 CR*
Theories of effective communication will be examined and practically applied. Emphasis will be placed on active listening, observation, reflective responses, and the use of clear language in interpersonal and small group situations.

COM-1030 Intercultural Communication *3 CR*
This course examines the role that culture plays in the human communication process. Students will examine the various dimensions of communication in a culturally diverse society, including those in interpersonal, small group, organizational and mass media. Students will explore both the theories of intercultural communication and the verbal and non-verbal applications associated with becoming a competent and effective communicator.

COM-1220 Introduction to Mass Communication *3 CR*
Mass media has become the primary force in shaping our historical, political and social reality. The course introduces students to the study of the mass communication process and media literacy practices. Students will explore theoretical approaches to mass communication in the contexts and concerns of society, government and commerce. Historical development, functions and technological developments, and subsequent cultural, political and economic implications will be examined.

COM-2010 Principles of Persuasion *3 CR*
Examines public speaking, group discussion, and debate as methods of communication and as tools for decision-making. Students participate in speaking and writing exercises designed to further their understanding of the communication process. Issues such as freedom of speech and ethics in discourse are also discussed.

COM-2020 Television in America *3 CR*
An exploration of the role of television as it relates to American popular culture and its social and cultural impact on society. Students will learn the history of television and its evolution as a news and information medium.

COM-2030 News Media in the Information Age *3 CR*
Exploration of the impact and current practices of news media. Students will learn who makes decisions about the news, how those decisions are made, and how they are translated to the public. The importance of mass media in society will be addressed.

COM-2060 Strategies to Improve Workplace Communication *1 CR*
Addresses some of the key ingredients for improving communications in organizations. Participants learn how to set priorities, improve communication effectiveness, build rapport, and handle conflict through better communication inside and outside the group environment.

COM-2070 Effective Presentations *1 CR*
Focuses on presenting ideas, proposals, and reports on technical and non-technical topics. Topics include: structuring presentations for different purposes, strategies for persuading people in authority to support one's position, the effects of non-verbal communication, and ways to develop and incorporate visual aids.

COM-2360 Conflict Resolution *3 CR*
Students will explore the scope and nature of conflict and conflict management, becoming acquainted with methods of conflict resolution and non-violent change at various levels. Focuses on active listening and oral communication skills, principled negotiation, mediation, arbitration, and nonviolent direct action. Students also examine their own personal communication styles with regard to conflict.

Computer Information Systems

CIS-0001 Computer Laboratory *0 CR*
Provides individualized help for students enrolled in CCV computer classes. Students should bring specific problems or assignments to the lab. Free to CCV students enrolled in credit-bearing courses.

CIS-0130 Foundations of Computing *3 CR*
This course examines the use of computers including hardware and software applications. The course also covers terminology, computer languages, and computer-related jobs and includes hands-on computing time. Credits earned in this course do not apply toward graduation.

CIS-1010 Using Windows *1 CR*
An introduction to Windows, a popular utility program that creates a visual interface between the user and the computer. Uses Windows to create documents, draw pictures, move data between applications, manage files, manage the printer and extend computer memory. Includes demonstrations of how Windows interfaces with other popular software. This course is identical in content to the Windows unit of Microcomputer Applications I. This course does not count as credit toward a computer concentration.

CIS-1038 Introduction to Database Management Systems *1 CR*
This course is a hands-on introduction to database management systems. Students will learn to build databases using different types of field data. Students will design user interfaces and sort, manipulate and format data to create reports. This course is identical in content to the database unit of Microcomputer Applications II.

CIS-1040 Introduction to Spreadsheets *1 CR*
A hands-on introduction to electronic spreadsheets. Students will learn to build spreadsheets using formulas, functions and formatting options. Students will learn to create graphs and charts and to save, print and retrieve their work. This course is identical in content to the spreadsheet unit of Microcomputer Applications I.

CIS-1041 Microcomputer Applications I *3 CR*
A hands-on introduction to information processing using operating system and application software designed for microcomputers. Covers file management, Windows, word processing, and spreadsheets. Prerequisite: Basic Algebra.

CIS-1042 Microcomputer Applications II *3 CR*
A hands-on introduction to data processing and communication using application software designed for microcomputers. Presents a basic overview of the Internet, focusing on the World Wide Web, presentation graphics, and database management systems. This course offers a brisk review of computer structure and file management at the beginning of the course. Prerequisite: Microcomputer Applications I.

CIS-1140 Web Design *1 CR*
This course introduces the student to the features of World Wide Web page design and the unique characteristics that this media brings to the presentation and exchange of information. The student will be introduced to HTML, but the design work will be done using web design software. Prerequisite: Microcomputer Applications II or Introduction to the Internet.

CIS-1151 Website Development *3 CR*
This course includes an introduction to web pages for web sites: use of and design with HyperText Markup Language, text and graphics; applying appropriate design, color, and art; size and place graphics, including imagemaps, in a web page; creation of advanced tables, including nested tables; creation of forms that contain advanced input types and attributes, text areas, and advanced lists; use of a validation tool to debug an HTML document.

CIS-1250 Desktop Publishing *3 CR*
Students will develop an understanding of the desktop publishing process and be introduced to the basic concepts of graphic design. They will learn fundamental concepts of page layout and relevant typographical terminology and will produce a variety of desktop-published documents. Prerequisite: Microcomputer Applications I or Introduction to Word Processing.

CIS-1311 Cisco Networking 1 *4 CR*
This course, first of four Cisco Networking Academy courses, introduces students to networking technology including physical setup, terminology, protocols, and the OSI model. The course is taught using the Cisco Systems Networking Academy curriculum: Cisco Semester 1. Prerequisite: Microcomputer Applications I or II.

CIS-1312 Cisco Networking 2 *4 CR*
This course, second of four Cisco Networking Academy courses, builds on the information presented in Cisco Networking 1. Material includes the TCP/IP protocol, router configuration, and LAN/WAN management. The course is taught using the Cisco Systems Networking Academy curriculum: Cisco Semester 2. Prerequisite: Cisco Networking 1.

CIS-1313 Cisco Networking 3 *4 CR*
This course, third of four Cisco Networking Academy courses, builds on the information presented in Cisco Networking 2. Material includes review and expansion of IP networking and routing, plus LAN design using bridges, routers, and switches, Fast Ethernet, Spanning Tree Protocol and Virtual LANs, and Novell's IPX protocol. Network traffic security is also covered. The course is taught using the Cisco Systems Networking Academy curriculum: Cisco Semester 3. Prerequisite: Cisco Networking 2.

CIS-1314 Cisco Networking 4 *4 CR*
This course, last of four Cisco Networking Academy courses, builds on the information presented in Cisco Networking 3. Material includes Wide Area Networking using Frame Relay, ISDN, PPP, and DDR. The course is taught using the Cisco Systems Networking Academy curriculum: Cisco Semester 4. Prerequisite: Cisco Networking 3.

CIS-1321 Introduction to Word Processing *1 CR*
An introduction to the principles and techniques of word processing, including the desktop publishing features in word processing. Covers file management; entering, editing, and formatting; use of tabs; tables; and printing texts with word processing. Also includes the creation of a variety of desktop-published documents, from newsletters to brochures. This course does not count as credit toward a computer concentration.

CIS-1322 Intermediate Word Processing *3 CR*
A comprehensive examination of the full set of word processing features. Covers advanced editing techniques, formatting, tables, creation of databases, mail merge, and the creation and use of macros to facilitate program use. Prerequisite: Microcomputer Applications I or Introduction to Word Processing.

CIS-1350 Desktop Operating Systems *4 CR*
This course covers the Windows operating systems commonly found on the A+ Certification Exam. Students will learn how to install, configure and troubleshoot computer operating systems. Prerequisite: Microcomputer Applications I or II.

CIS-1360 Intermediate Database Management Systems *3 CR*
An introduction to data management systems and their applications in business and other settings. Students will learn database principles and apply them to developing relational databases and generating simple and complex reports. Emphasizes application of database management to work-related problems. Prerequisite: Microcomputer Applications II.

CIS-1410 Intermediate Spreadsheets *3 CR*
A comprehensive examination of spreadsheet software. Students will build a variety of spreadsheets using simple and complex formulas, functions, graphics, database features, sorts, linkages within a spreadsheet and between spreadsheets, and macros. Prerequisite: Microcomputer Applications I or Introduction to Spreadsheets.

CIS-1510 Introduction to Flash Animation *3 CR*
A hands-on introduction to creating Flash animations for the World Wide Web. Students will gain proficiency with Flash illustration and animation concepts, and learn how to set up the program interface, access documentation, and import images and sounds. Students will also learn the correct usage of frame actions, user controls, GoTo structures, and MovieClip structures, and have an introduction to ActionScript. Prerequisite: Web Site Design & Management.

CIS-2011 Visual Basic Programming *3 CR*
An introduction to computer programming and problem-solving techniques using the Basic programming language and the Visual Basic environment. Students will learn fundamental programming concepts including if/then constructs, loops, input and output methods, subroutines, and variable definition.

CIS-2012 Intermediate Computer Programming: Visual Basic *3 CR*
Students will learn to develop programs using the Visual Basic programming environment. Topics will include problem definition, solution, planning, coding, testing, and debugging. Also included will be techniques such as multi-form programs, file access, graphics controls and methods, and creating menu bars. Prerequisite: Visual Basic Programming.

CIS-2031 C/C++ Programming I *3 CR*
An introduction to computer programming and problem-solving techniques using the C and C++ programming languages. Students will learn fundamental programming concepts including if/then constructs, loops, input and output methods, subroutines, and variable definition.

CIS-2032 C/C++ Programming II *3 CR*
Students will learn computer programming using the structured programming language C and its object-oriented derivative C++. Language concepts will include variables, data structures, pointers, conditional and looping constructs, functions, objects, properties and methods. Specific object-oriented programming (OOP) concepts such as encapsulation, inheritance, and polymorphism will be explained. Emphasis will be placed on solving problems using well-written algorithms, producing readable program documentation, and creating programs that are user friendly and produce neat, attractive output. Prerequisite: C++ Computer Programming I.

CIS-2040 Management Information Systems *3 CR*
An introduction to the nature and scope of information systems in the business environment. Provides an understanding of the purposes and development of data and information systems for organizational management. A case study approach is used in applying basic principles of system design. Prerequisite: Microcomputer Applications I and II.

CIS-2110 Concepts of PC Hardware *4 CR*
This course covers the hardware concepts found on the A+ Certification Exam. In this course, students will learn how to purchase, upgrade and maintain personal computer hardware and software. In addition to hands-on experience, emphasis is placed on research and planning related to application and utility software and hardware purchases. Students will select and purchase the components necessary to build or upgrade a functioning computer and should anticipate expenses beyond the tuition for the course. Prerequisite: Microcomputer Applications I or II.

CIS-2120 Concepts of Local Area Networks *3 CR*
An overview of basic networking concepts, and the role, setup, and administration of Local Area Networks using Windows systems, in both peer-to-peer and server-based setups. Prerequisite: Desktop Operating Systems and Concepts of PC Hardware.

CIS-2125 Windows Server Administration *3 CR*
This course provides an introduction to the setup and administration of the Local Area Network server using the Windows operating system. Desktop Operating Systems and Concepts of Local Area networks or Cisco Networking I or equivalent recent experience required to enroll in this course.

CIS-2140 Programming for the Internet *3 CR*
This course provides an introduction to client-side programming for the World Wide Web, using the JavaScript language. After learning the basic syntax and structures, students use JavaScript to add dynamic, interactive elements to Web pages. In addition, students will use JavaScript and the Document Object Model to perform various tasks including checking HTML form data prior to processing at the Web server. Prerequisite: Web Site Design & Management.

CIS-2150 Introduction to Linux *3 CR*
This course covers the Linux operating system, providing an introduction to the installation, configuration, and troubleshooting of this popular software package, and ties in to the use and administration of Unix operating systems in general. Also covers the Free Software or Open Source Software movement in general, where to find packages, how to install them, and how to get support. Prerequisite: Microcomputer Applications I or II.

CIS-2152 Intermediate Linux *3 CR*
This course covers the setup and administration of the Linux operating system in small-to-medium sized businesses including its use as a mail server, Web server, database server, and file and print server. Prerequisite: Introduction to Linux.

CIS-2271 Java Programming *3 CR*
An introduction to the Java language and the way it implements object-oriented programming. Students will learn fundamental programming concepts including if/then constructs, loops, input and output methods, subroutines, and variable definition.

CIS-2272 Intermediate Java Programming *3 CR*
This course investigates more advanced features of the Java programming language, including networking, security, graphics, and multithreading. Prerequisite: Java Programming.

CIS-2310 Novell Networking *3 CR*
This course covers the Novell NetWare system, providing an introduction to the installation, configuration, and security of this popular networking system. Also covers the Z.E.N.works starter pack installation and use. Prerequisite: Cisco Networking I, Desktop Operating Systems, or Concepts of Local Area Networks.

CIS-2340 SQL Database Administration *3 CR*
This course introduces the student to the Structured Query Language (SQL) used in many database products, and how to design, create, and maintain tables, indexes, and queries on a SQL compliant database server. Also covered are SQL security options, data normalization and performance improvement using indexes and stored procedures, and connecting to SQL compliant servers using Open Database Connectivity (ODBC) from database front end products such as Microsoft Access and Microsoft Query. Prerequisite: Intermediate Database Management Systems.

CIS-2360 Computer User Support *3 CR*
This course will provide students with help-desk-specific skills. Students will learn the fundamental concepts of help desk and customer service, and focus on the knowledge, skills, and abilities needed to prepare for entry-level positions in computer user support. Students will work with real world computer support examples, case studies and activities. Prerequisites: Microcomputer Applications I, Desktop Operating Systems and Concepts of PC Hardware.

CIS-2410 Digital Image Manipulation *3 CR*
Students will learn the properties of various digital image files and their use in both Internet and print applications. Using an industry standard image editing program, students will learn how to select, modify, adjust, combine and manipulate digital images for the Internet and print applications. The technical and creative aspects of image manipulation will be covered, as well as image file types such as .jpg, .gif, .png, and .tif. Copyright issues, ethical usage of images on the Web, and explanation of the different resolution requirements between Web and print images will also be discussed.

CIS-2430 Intermediate Programming for the Internet *3 CR*
This course provides an introduction to server-side scripting technologies for the World Wide Web. These will include CGI/Perl and at least one of the following: PHP, Active Server Pages, and/or Java Server Pages. Following an introduction to the selected scripting language, students will create scripts to generate dynamic Web pages and to perform common server-side processing functions such as HTML forms and database processing. Prerequisite: Programming for the Internet.

CIS-2440 Intermediate Web Site Design & Management *3 CR*
This course covers advanced topics in HTML and Web design including server-side includes, cascading style sheets, and dynamic HTML. In addition, students will be introduced to extensible markup language (XML) and learn to incorporate XML documents into Web pages. Prerequisites: Web Site Design & Management and Programming for the Internet.

Criminal Justice

CRJ-1010 Introduction to Criminal Justice *3 CR*
An overview of the American criminal justice system, tracing its history, philosophy, and practices and assessing its strengths and weaknesses. The components of the system's enforcement agencies, courts, and corrections institutions are examined.

CRJ-2010 Law Enforcement in America *3 CR*
Covers the roles and responsibilities of American law enforcement. Examines the discretionary powers, limitations and behaviors of police officers in relation to the operational policy and administration of police agencies.

CRJ-2020 American Judicial Process *3 CR*
Provides students with an overview of the American judicial process, examining its history, structure, and operation. Topics include: court organization and administration; the courtroom work group; the trial and appellate processes; problems that plague the courts; and alternatives to courts for conflict resolution. Prerequisite: Introduction to Criminal Justice.

CRJ-2030 Victimology *3 CR*
This course examines the factors which contribute to victimization, the concepts of shared responsibility, and the relationships between victims and offenders. Surveys the programs, laws and efforts designed to assist victims.

CRJ-2050 Criminology *3 CR*
Explores the nature and causation of crime, theories of criminal behavior, and the factors which affect crime distribution and displacement. Introduces the student to research methods used in analyzing crime typologies and measuring criminal behavior.

CRJ-2060 Introduction to Corrections *3 CR*
Introduces the historical and philosophical development of correctional systems and examines the issues and problems of current practices. Includes such topics as rehabilitation programs, the juvenile offender, minimum and maximum security, collaboration with human service agencies, and probation and parole. Prerequisite: Introduction to Criminal Justice.

CRJ-2070 Forensics & Crime Scene Investigation *3 CR*
An introduction to the principles of forensics and crime scene investigation with a focus on procedures specific to various crimes. Students use forensic science techniques to recognize, collect and evaluate the importance of physical evidence discovered at the crime scene. Crime scene sketching, photography, and searches will be covered, as well as court room evidence presentation methods.

CRJ-2150 Community & Restorative Justice *3 CR*
This course provides students with an understanding of community and restorative justice principles and values, and helps them to develop skills and knowledge of current restorative justice practices in Vermont. Topics include the evolution of models of justice, differences between retributive and restorative justice, reparative probation boards and real justice conferences, and restorative models and practices that involve victims, communities and offenders as active partners.

CRJ-2160 Juvenile Justice *3 CR*
Presents an overview of the history, control, treatment and prevention of juvenile delinquency in the United States. Examines the juvenile justice system, juvenile law, and theories of causation for delinquent behavior. Analyzes influences of the family, peers, school, drugs, mass media, and the criminal justice system on delinquency. Focuses on Vermont juvenile law and procedure, including Children in Need of Supervision (C.H.I.N.S.) cases and relevant case law.

CRJ-2510 Criminal Law *3 CR*
An examination of the evolution and development of substantive criminal law. Topics include: common law vs. statutory crimes; elements of a crime; parties to a crime; criminal responsibility; and defenses to criminal culpability. Selected portions of the Vermont criminal code are also examined. Prerequisite: American Judicial Process.

NOTE ON PREREQUISITES:
Because basic academic skills (reading, writing, math) are prerequisites for CCV college-level courses, they are not always listed in each course description.

Dance

DAN-1020 Fundamentals of Jazz Dance *3 CR*
An introduction to jazz dance techniques, aesthetics, and theory through studying a variety of styles including African, Latin, and Hip-Hop. Students explore movement through dance exercises, learn movement sequences, and practice exercises in choreography. Traces the themes, history, and practice of jazz dance as an art form.

DAN-1030 Body Awareness *3 CR*
Develops the posture and movement of the body through examination and practice of a variety of body awareness techniques. Emphasis is on the importance of proper alignment, energy flow, flexibility and strength, body/breath coordination and tension-relief exercises.

DAN-1060 African & Caribbean Dance & Culture *3 CR*
An introduction to African and Caribbean dance techniques, aesthetics, theory, and context. Students will practice movement through exercises, sequences and complete dances, and apply harmonious body mechanics, proper use of breath, strength, flexibility, grounding, and centering. The origins and mythological nature of African and Caribbean dances as a personal and community dance form will be explored through readings and discussion.

DAN-1111 Modern Dance *3 CR*
An introduction to the techniques, aesthetics, theory and history of modern dance. Students explore movement through dance exercises and improvisation, learn movement sequences, and practice exercises in choreography. Traces the themes, history, and practice of modern dance as an art form.

DAN-2040 Introduction to Tap Dance *3 CR*
An introduction to tap dance techniques, aesthetics, and theory. Students explore movement through center floor exercises, traveling sequences and set group choreography. Readings, lecture and class discussion will trace the themes, history and practice of tap dance as an art form.

DAN-2050 Intermediate Jazz Dance *3 CR*
A continued study of the techniques, aesthetics, and theories of jazz dance, providing groundwork for more advanced studies. Students will explore a variety of styles including African, Latin, swing, musical comedy and hip-hop. Through dance exercises, movement sequences, and choreography, students will strengthen technical proficiency and develop personal style. Traces the themes, history, and practice of jazz dance as an art form. Prerequisite: Fundamentals of Jazz Dance.

DAN-2210 Middle Eastern Dance *3 CR*
An introduction to Middle Eastern dance techniques, aesthetics, theory and cultural context. Students will study beginning movement vocabulary and practice through exercises and choreographic sequences. The origins and development of Middle Eastern dance will be examined through lecture, discussions, readings, presentations, videos, and a field trip, if possible.

Developmental Skills

DEV-0010 Learning Center *0 CR*
Provides students with an opportunity to receive individualized help with skills essential to college learning. Instruction may include strategies for reading textbooks and taking notes, techniques for reviewing for tests or for learning new vocabulary, and ideas for getting started on an assignment or a research project. Students may make appointments or drop in for assistance anytime the center is open. Free to CCV students enrolled in credit-bearing courses.

DEV-0040 Grammar & Usage Review *0 CR*
This workshop will review parts of speech, types of sentences, punctuation and common usage errors. Designed to increase students' confidence with written English. Free to CCV students enrolled in credit-bearing courses.

DEV-0080 The Confident Writer: Overcoming Writing Anxiety *0 CR*
This workshop will give students the opportunity to analyze and discuss their own anxieties about writing. Students will develop strategies for overcoming writing anxieties and formulate methods to apply such strategies to classroom and/or life activities. Free to CCV students enrolled in credit-bearing courses.

DEV-0100 Degree Program Orientation *0 CR*
All students interested in pursuing a degree must plan to attend a degree program orientation session at a CCV site office. This session introduces CCV's degree programs, presents the options available for different concentrations, explains the college's degree requirements, and provides the information and materials students will use to develop plans for achieving their educational and career goals. Free.

DEV-0120 Online Learning Workshop *0 CR*
This workshop is an orientation to the requirements and expectations for taking a course through the Internet. It will cover technical considerations, academic issues and time management concerns. There will be a hands-on overview of Blackboard, CCV's distance learning software. Questions will be encouraged. Students must register to attend this free workshop.

DEV-0170 Get Ready for Math *0 CR*
This workshop is for students who need review of basic math skills, have anxiety about math, or have had an extended absence from math. The workshop includes individualized and self-directed study in a supportive environment to help prepare you for Basic Math. Topics will include place value, addition, subtraction, multiplication, and division as well as math study skills.

DEV-0175 Get Ready for Computers **0** *CR*
This 6 to 10-hour workshop is for students who need an introduction to basic computer skills, have anxiety about computers, or have had an extended absence from computers. The workshop includes individualized and self-directed study in a supportive environment to help prepare for Microcomputer Applications I. Topics will include basic computer workstation set up, mouse coordination and keyboard tour, saving files and basic file/folder management, checking your instructor contact information and syllabus on Blackboard, creating a free Web email account and sending email within Blackboard.

DEV-0180 Basic Math Brush-Up *0 CR*
This workshop is for students who are ready for Basic Algebra but would benefit from a quick brush-up on basic math skills. The workshop includes a brief review of whole numbers, fractions, decimals, ratio, percent, positive and negative numbers and basic arithmetic operations. Free to CCV students enrolled in credit-bearing courses.

DEV-0190 Basic Algebra Brush-Up *0 CR*
This workshop is for students who are ready for Mathematical Concepts or College Algebra but would benefit from a quick brush-up in basic algebra skills. The workshop includes a brief review of algebraic laws, polynomials, exponents, linear equations and factoring. Free to CCV students enrolled in credit-bearing courses.

DEV-0260 Basic Chemistry Workshop *0 CR*
A two-session workshop. The first session will be an intensive overview of the periodic table; chemical symbols; atomic structure of the elements; the differences between elements, molecules, compounds and ions; the peculiarities of water; and a brief discussion of the gas laws. The second session will cover definitions of salts, acids/bases and the origin of pH, and an introduction to the most commonly known organic compounds important to the body: carbohydrates, fats and both structural and nutritional proteins.

DEV-0280 Introduction to College Studies *0 CR*
Introduction to College Studies is a non-credit course that provides an orientation to the college experience for high school and new students. This course helps students make the transition to college by exploring the skills and expectations necessary at the college level. Students will develop time management, test-taking, communication and study skills. Stress management and goal setting will also be focused on, as well as learning to seek and use available informational resources. The course is generally offered in a 13-week session with classes meeting for two hours, once weekly.

DEV-0380 English as a Second Language Lab *0 CR*
Provides individualized help with writing, reading, listening, and speaking skills for English as a Second Language students enrolled in CCV courses. Of particular help in addressing grammatical, vocabulary and reading comprehension needs experienced in the English as a Second Language class or other courses.

DEV-0510 Reading & Study Techniques *0 CR*
This workshop will provide an intensive examination of essential study strategies. These will include how to read a textbook, note-taking techniques, and test-taking. Free to CCV students enrolled in credit-bearing courses.

DEV-0520 Research Paper Writing *0 CR*
This workshop reviews the essential steps in writing a college research paper. Topic selection, outlining, research procedures, note-taking, organization and writing, footnotes and bibliography will be covered. Free to CCV students enrolled in credit-bearing courses.

DEV-0540 Taking Tests & Examinations *0 CR*
This workshop will include techniques for reducing test anxiety as well as methods for preparing for and taking tests. Participants will become familiar with strategies for reading, interpreting and responding to a variety of tests: objective, essay, open-book or take-home examinations. Practice will be provided through the appropriate use of illustrative exercises. Free to CCV students enrolled in credit-bearing courses.

DEV-0550 Surviving the College Essay *0 CR*
This one day workshop will take students through the process of planning, drafting, and revising college essay tests and assignments. Free to CCV students enrolled in credit-bearing courses.

DEV-0560 College Essentials *0 CR*
Offered in partnership with Vermont Adult Learning, this free course will help students learn to think, read, write, and problem-solve in ways that are necessary for success in college.

DEV-0561 College Essentials: ESL *0 CR*
Offered in partnership with Vermont Adult Learning, this free course will help students develop skills in reading, writing and critical thinking for college. This section is designed for ESL students only. Students must call the instructor for permission to enroll: 651-1520.

DEV-0562 College Essentials: English *0 CR*
Offered in partnership with Vermont Adult Learning, this free course is designed for native speakers of English who need pre-Basic Reading & Writing skills.

DEV-0563 College Essentials: Math *0 CR*
Offered in partnership with Vermont Adult Learning, this free course is designed for any student who needs pre-Basic Math skills.

DEV-0720 Life Skills Seminar *0 CR*
This course focuses on basic life skills that participants will need in order to be successfully employed. Topics include goal-setting, time and stress management, communication skills, self-esteem building, health issues, resource management, family issues, interviewing, and resume writing skills. Participants will develop an individual employability plan describing the steps they will take to become successfully employed.

DEV-1001 Praxis I Examination Preparation *0 CR*
This workshop helps students to prepare for the Praxis I examination as part of the teacher education curriculum. The workshop will review all sections of Praxis I including: reading, writing, and mathematics.

Economics

ECO-2020 Macroeconomics *3 CR*
A study of national economic systems with emphasis on the United States. Includes gross national product, business cycles, employment and prices, recession and inflation, fiscal and monetary policy, and rudiments of international trade. Basic algebra skills required.

ECO-2030 Microeconomics *3 CR*
An introduction to the nature and study of microeconomic theory. Basic concepts of the discipline including supply and demand within markets, tax policy in the United States, monopolies and antitrust law, and a broad range of international economic principles will be examined. Basic algebra skills required.

Education

EDU-1010 Supporting Students with Challenging Behaviors *2 CR*
In this course, students will learn effective approaches to supporting students who exhibit challenging behaviors. These approaches are grounded in a framework of collaboration among professionals, students, and family members. This course is designed to inform paraprofessionals who work with a wide range of students with exceptionalities, including students with emotional disturbances.

EDU-1030 Introduction to Early Childhood Education *3 CR*
An overview of early childhood education. Examines historical, philosophical, and practical issues related to the education of children aged three to eight. Topics include: early childhood learning, behavior, and motivation; curriculum models and materials; observation techniques; and instructional issues.

EDU-1040 Fundamentals for Early Childhood Professionals *3 CR*
Introduces entry-level professionals working with young children and their families to skills and core knowledge areas including child development, teaching and learning, families and communities, healthy and safe learning environments, professionalism and program organization. Participants will meet the Level I requirement within Vermont's system of ongoing professional development for early childhood professionals.

EDU-1060 Career & Life Planning *3 CR*
This course is designed to give students the skills they need to make career choices that match their aptitudes, abilities, and values. Students produce a career portfolio, identify employability skills, learn interview skills, and prepare themselves for success in the work environment with an understanding of workplace culture and human resource issues. Highly recommended for students planning a field experience.

EDU-1070 Critical Thinking *3 CR*
This course is designed to provide a basic grounding in critical thinking. Most significantly, this course should lead to a greater awareness of how we think and what we think, and to an enhancement of those critical-thinking skills by developing strategies for thinking more effectively.

EDU-1210 Introduction to Career Development *6 CR*
This course is designed for professionals working with adults around issues of career development and career change. The course will blend theory with practical applications of career counseling and assessment. Students will gain skills to help clients make informed career choices that match their aptitudes, abilities, and values.

EDU-1220 Gender Issues in the Classroom *1 CR*
Explores the relationship between gender and equity in the classroom. Examines teaching and learning that enhances and inhibits successful educational experiences for males and females. Analyzes research on student/teacher behavior, communication patterns, teaching/learning styles, and school structures that influence the equitable treatment of males and females in the classroom.

EDU-1240 Assessment of Prior Learning *3 CR*
An opportunity for students to earn college credit for prior learning acquired either on the job or in other settings. Students explore past learning experiences, identify future educational goals, and develop an individual portfolio describing and documenting prior learning. Upon successful completion of the course, students may submit their portfolios to the Office of External Programs for review of credit requests. Prerequisite: English Composition. Students must consult an academic advisor before enrolling.

EDU-1250 Fostering Creative Learning for Children *3 CR*
Students will explore creativity in children's lives and learning environments. Emphasis will be on the exploration and integration of creative process in the learning situation. Introduces students to the concepts of creativity, materials selection, setting up and modification of classrooms. Various approaches to teaching children will be discussed as they pertain to children's age, development, and the arts, especially in a school setting.

EDU-1270 Introduction to Early Intervention *3 CR*
An introduction to working with children from birth through five-years of age who have special needs, including disabilities and special health conditions, within both center-based and family child care settings. The course will provide an overview of typical development and explore the impact of atypical development on the child and family. Concepts such as inclusion, early intervention, current legislation, at-risk populations, family-centered practice, and working with special education and health professionals will be included. Prerequisite: Early Childhood Care & Education: Birth to Five.

EDU-1320 Introduction to Afterschool Education *3 CR*
This course engages students in an exploration of the growing field of afterschool care and education. It provides students with an understanding of the history of the afterschool field and examines the skills and training needed to successfully develop and administer high-quality programming in afterschool settings. Topics include the history of afterschool education and the core competency areas for professionals, including child and youth development, health and safety, program organization, professional development, family and community, and teaching and learning.

EDU-1510 Supporting Reading Instruction *1 CR*
This course is designed to provide paraeducators with strategies and techniques for supporting reading instruction. Topics include: phonemic awareness, techniques for increasing literacy, stages of reading development, classroom inclusion, and modification strategies.

EDU-1512 Supporting Writing Instruction *1 CR*
This course is designed to provide paraeducators with strategies and techniques for supporting writing instruction. Topics will include: the writing process, rhetorical effectiveness, classroom inclusion, and modification strategies.

EDU-1514 Supporting Math Instruction *1 CR*
This course is designed to provide paraeducators with strategies and techniques for supporting math instruction. Topics include assisting instruction of mathematical concepts such as pattern recognition, symbolic representation, and mathematical relationships. Additionally, the course provides classroom inclusion and modification strategies in the area of mathematics.

EDU-1820 The Paraeducator in the Classroom *2 CR*
Examines the paraeducator's role and responsibilities in the school setting. Topics will include collaborative teamwork, inclusive education, families and cultural sensitivity, characteristics of children with various disabilities, and the implementation of teacher-planned instruction.

EDU-1830 Mother Goose's Math & Science *2 CR*
The course introduces child care providers to excellent emergent literacy practice for 3 to 7 year olds, centering in the content areas of science process skills and mathematics concepts. Students will learn how to choose and use the best age-appropriate children's literature and to incorporate mathematics and science into everyday activities and conversations with children. The course is available only through a contractual agreement with Vermont Center for the Book and is not part of CCV's regular course offerings.

EDU-1835 Mother Goose Cares about Social Studies *1 CR*
This course is designed to provide early childhood educators with strategies for incorporating thematic instruction of social studies into an early educational setting. Topics include the standards developed by the National Council for Social Studies and thematic instructional techniques.

EDU-2010 Foundations of Education *3 CR*
This course provides a survey of the history, philosophy and contemporary issues in education. Topics to be explored include curriculum development, multiculturalism and diversity, educational reform, and the political and social forces that shape contemporary education in the United States. Students will have the opportunity to explore education as a career, develop an initial philosophy of education, and discuss current issues and problems related to the field.

EDU-2015 Teaching with Writing *1 CR*
This course is an introduction to using writing in the secondary or college classroom to engage learners and promote critical and creative thinking. Through learner-centered, interactive activities, participants explore classroom-tested and research-based approaches to teaching with writing. Topics will include using writing in the classroom to build relationships, promote critical thinking, assess learning, and develop students' identities as reflective and engaged learners.

EDU-2030 Women & Education *3 CR*
Examines the history of education for girls and women in the United States. Explores recent scholarship describing the issues of gender in learning and education, and the roles of women as teachers.

EDU-2041 Leadership, Mentoring & Supervision for Early Education Practitioners *3 CR*
This course focuses on the development of leadership and mentoring by practitioners in early education settings. It provides a basic understanding of leadership and group dynamics theory including goal setting, decision making, problem solving, delegation, motivation, and performance evaluation. Students will develop a personal philosophy of leadership and become familiar with strategies for mentoring early childhood education professionals.

EDU-2042 Program Management for Early Childhood Education *3 CR*
The course is designed to provide an overview of the role and responsibilities of the early childhood program administrator. Topics will include philosophy and design, personnel and resource management, and legal and financial considerations. Students will develop skills and identify resources to better prepare themselves for meeting the challenges faced by early childhood administrators.

EDU-2045 Curriculum Development for Early Childhood Education *3 CR*
In this course, learners develop an understanding of the philosophical principles, societal expectations, and practical demands of building curriculum for early childhood education. Emphasis is on developing a child-centered, integrated, and developmentally appropriate curriculum for the early years from infancy to age eight. A variety of curricular approaches will be modeled and assessed.

EDU-2055 Teaching Methods *3 CR*
This course provides an introduction to teaching methods. Topics include: educational research related to instruction, approaches to teaching, instructional lessons and units, classroom management and communication, strategies for authentic assessment, and self-reflective teaching practices.

EDU-2060 Science for the Early Childhood Years *3 CR*
Introduces students to the skills needed to develop a discovery-based science curriculum for children aged 3 to 8. Emphasizes the integration of science into the preschool and primary school curriculum. Provides practical experience in curriculum planning and implementation within a sound theoretical framework.

EDU-2070 Development of the School-Age (6-12 year old) Child *1 CR*
A study of the processes of normal human development for the 6 to 12 year old child. Emphasis is on physical, emotional, social and cognitive growth, with attention to the increasing social and peer influences of school-age children.

EDU-2075 Literature for Children *3 CR*
Survey of historical and contemporary literature for children. Topics include who and what defines literature as "for children" and how books impact on children's lives personally, socially, and educationally. Examines censorship and the selection of books for children.

EDU-2110 Introduction to Exceptional Populations *3 CR*
An introduction to mentally, physically, and emotionally challenging conditions, and approaches to working with children and young adults with special needs in various settings. This course provides a study of the history, philosophy and current practices relating to education of children with special needs and assists participants in defining their roles with these children.

EDU-2130 Creative Activities for Children *1 CR*
Students will learn to encourage and support the creative abilities of children. Introduces students to the selection, setting up, and modifying of play materials. Emphasis will be on the use of open-ended or complex materials. Various approaches to teaching children will be discussed as they pertain to materials used, especially in a school setting.

EDU-2150 Management of the Classroom *3 CR*
This course provides an introduction to the research, theory and practice of classroom management. Research and theory are used to examine current practice in local classrooms. The course is designed to prepare those entering the teaching profession to create positive and productive classrooms that maximize student learning.

EDU-2160 The Multi-Age Classroom *3 CR*
Introduces teaching as interaction with a focus on the facilitation of learning. Topics include the rationale and theoretical framework for multi-age grouping with an emphasis on establishing a learning community to facilitate the process of opening the world to children. Provides practical experience in preparing the learning environment, adapting curriculum for continuous progress, recordkeeping and assessment, and parent involvement.

EDU-2210 Foundations of Education: Elementary & Special Education *3 CR*
This course introduces the fields of education and special education with an emphasis on history, philosophy, legislation, and current trends in education. The course introduces careers in education and the concept of teaching and learning as processes.

EDU-2310 Multiculturalism in Education *3 CR*
This course integrates an understanding of multiculturalism with principles of democratic education. Historical, sociological, cultural, political and philosophical foundations of multiculturalism are explored as they relate to issues of pedagogy in a pluralistic society.

EDU-2450 Instructional Technologies in Teaching & Learning *3 CR*
This course provides an overview of instructional technologies in the classroom. Topics will include: integrating computer technology effectively for communication, research, and assessment; the application of multimedia in the classroom; and integrating technologies for learning accessibility. Prerequisite: Microcomputer Applications I. Students should have a home Internet access and email account.

EDU-2480 Introduction to Online Teaching *1 CR*
This course introduces learners to the pedagogy, methodology, and facilitation methods necessary for effective online instruction. Topics will include: online course design, facilitating online dialogue, using the Web as a resource, building community and collaborative learning in the online classroom, and evaluating the progress of students in online courses.

EDU-2720 Nurturing Early Literacy *3 CR*
Introduces students to emergent literacy theory and practice for children to age five. Students will learn to choose and use age-appropriate literature and other materials with children. An emphasis will be placed on curriculum development.

EDU-2820 Integrating the Arts into the Classroom *3 CR*
Examines the potential of the arts for enhancing the cognitive, affective, social, and physical development of children. Introduces students to the skills needed to integrate visual art, drama, and music into the early childhood and elementary school curriculum. Also emphasizes themes as a way of organizing the curriculum.

EDU-2830 Assessing & Understanding Reading Problems *3 CR*
A study of the current views on the development of reading, stages of learning to read and assessment of reading problems. Effective strategies for working with students who experience reading difficulties will be examined. Word recognition, vocabulary building and cognitive skills will be discussed and practiced.

EDU-2860 Community & Work Experience *3 CR*
This course connects classroom learning to experience in a workplace or community setting. Students design a field study that meets their personal and degree program goals. The classroom component may include critical analysis and reflection on work, service to the community, the roles and responsibilities of citizens, and the relationship between learning and the field study. The course consists of at least 15 hours of class time and 80 - 90 hours in the field. Students must meet with an academic advisor and receive approval before enrolling in this class. Prerequisite: Community & Work Experience Workshop (CED-0286); at least 30 credits of college-level learning including English Composition; and all core courses for degree program.

English

ENG-0001 Writing Laboratory *0 CR*
Provides individualized help with mechanics, organization, and style of written assignments and term papers for English, history, social science, and other CCV courses. Instruction in research skills is also available. Free to CCV students enrolled in credit-bearing courses.

ENG-0025 Basic Reading *3 CR*
Students will gain critical reading skills that are essential to the successful completion of college reading requirements. A variety of readings will be used that may include short stories and essays, a novel, sample readings from textbooks, and newspaper and magazine articles. Students will also investigate a personal learning style and apply it to their learning. Credits earned in this course do not apply to the associate degree.

ENG-0041 Basic Writing *3 CR*
A review of grammar, punctuation, spelling, and sentence mechanics and structure, preparing students to write on a college level. Students will learn to analyze and organize thoughts and express them clearly in paragraph and short essay form. Credits earned in this course do not apply to the associate degree.

ENG-0120 Foundations of Reading & Writing: the Self *3 CR*
Using a thematic approach, students will gain critical reading and writing skills that are essential to the successful completion of college courses. Students will learn effective strategies for completing reading and writing assignments and will refine language skills to promote clarity and comprehension. Credits earned in this course do not apply to the associate degree.

ENG-0121 Foundations of Reading & Writing: Society *3 CR*
Using a thematic approach, students will gain critical reading and writing skills that are essential to the successful completion of college courses. Students will learn effective strategies for completing reading and writing assignments and will refine language skills to promote clarity and comprehension. Credits earned in this course do not apply to the associate degree.

ENG-1020 Introduction to Research Methods *3 CR*
Introduces students to basic research methods across disciplines. Topics include various methodologies (e.g., interviewing, questionnaires, literature search), presentation formats (e.g., written vs. oral), and documentation procedures (APA and MLA). Also examines Internet-based research techniques.

ENG-1030 Research Paper Writing *1 CR*
This course provides a structured process for students writing research papers. Narrowing topics, note taking, research procedures, drafting and revising will be covered. Quoting, paraphrasing, summarizing and documenting sources will be emphasized.

ENG-1040 Academic Writing Online *3 CR*
Students willrefine their reading, writing and critical thinking skills through an exploration of communication in the online environment. Students write, revise and edit a variety of assignments that present their positions on events and issues. In addition, they learn the processes and strategies used by effective writers, and they read and analyze a range of texts from online and print sources.

ENG-1061 English Composition *3 CR*
Develops effective essay and composition skills. Through extensive writing, students learn strategies for organizing, evaluating, and revising their work. Examines a variety of essay styles, building toward construction of a final paper that includes an implied or explicit thesis statement, integrates relevant outside source material, and demonstrates proficiency in essay and composition writing. Because the final paper is essential in demonstrating writing proficiency, students must complete it with a grade of C- or better in order to pass the course.

ENG-1062 English Composition II *3 CR*
An introduction to interdisciplinary writing and an opportunity to refine critical reading and writing skills. Students construct complex essays, polish writing skills, and experiment with a greater variety of strategies to interest, inform, and persuade. Includes selected readings and individual writing projects. Prerequisite: English Composition.

ENG-1070 Effective Speaking *3 CR*
Students develop clarity and confidence in interpersonal spoken communication by preparing and delivering various types of presentations before a class group. Emphasizes organization of material, clear and lively language, adaptation to the audience, and control of nervousness. Also covers researching the speech and using visual aids.

ENG-1230 Business & Professional Writing *3 CR*
Students are introduced to the skills and strategies required to present business and professional topics in clear easy-to-read language for a variety of audiences. May include formal and informal reports, instructions, memoranda, letters, resumes, and oral reports.

ENG-1310 Introduction to Literature *3 CR*
Students read fiction, poetry, and drama with an emphasis on how to study literature: understanding plot and character; identifying themes and the author's point of view; and analyzing techniques in prose and verse. A good preparation for further literature courses. Includes appropriate writing exercises.

ENG-1320 Plays & Playwrights *3 CR*
An introduction to dramatic literature. Students will explore plays from the Greek origins to works by contemporary playwrights. Representative works will be discussed in their social, cultural, and historical context.

ENG-1340 Women's Journals & Memoirs *3 CR*
An introduction to contemporary women writers' journals with emphasis on such topics as solitude, independence, art, nature and women's issues. May include selections from May Sarton, Emily Carr, Isak Dinesen, Anne La Bastille, and Toi Derricotte. Students will explore the literary form of the journal, develop writing skills and confidence by writing daily journals, and complete a biographical research project.

ENG-1350 Mythology *3 CR*
An exploration of the meaning of mythology and the evolution of mythical thought from an interdisciplinary standpoint. Consideration will be given to mythology as an explanation of the way the world is ordered and how human beings respond to that order. The course will examine the relevance of myths in our daily lives.

ENG-1410 Introduction to the Novel *3 CR*
This course introduces students to the novel as a literary form, exploring its many elements (plot, characterization, genre, theme, voice, etc.); its development in historical, cultural, and thematic contexts; and the timeless moral and ethical questions posed by great novelists. Students are led by the instructor in discussions through which they develop their own interpretations, supported with evidence from the text and outside reading.

ENG-2041 Journalism I *3 CR*
Students practice news and feature writing, primarily for print media, but writing for online and broadcast media will be included as well. Develops the student's journalistic writing style and includes techniques of interviewing, finding stories, researching, story shaping, editing, marketing, and layout. Explores the role and responsibilities of journalists, including a discussion of ethical issues relating to the field.

ENG-2050 Interpreting Global Issues *3 CR*
This writing course examines the world-wide reporting of key issues in a range of audio, print and electronic media. Students will study and write about several of the most significant issues facing today's world and discover how the language and style employed in creating and communicating news can affect public understanding and response to world events.

ENG-2090 Travel Writing *3 CR*
Critical reading of published travel memoirs to discover how writing can evoke a sense of time, place and personal journey. Students will focus on developing point of view and description and will draw upon personal experience to develop skills in autobiographical and memoir writing. A day-long class road trip and individual local travel experiences will be required.

ENG-2101 Creative Writing *3 CR*
An exploration of creative writing as a means of self-expression. Emphasizes the process of creative writing: topic selection and form, planning, developing imagination and revising drafts. Focuses on characteristics of good writing and the discipline, practice, and self-awareness required. Prerequisite: English Composition.

ENG-2102 Creative Writing II *3 CR*
Students pursue individual creative writing activities. Emphasizes developing an individual voice and acquiring greater technical resources for use in creative writing. Prerequisite: Creative Writing.

ENG-2110 Creative Writing Workshop *3 CR*
Students continue their work in fiction or poetry, acting as a sympathetic, critical audience for each other's writing. Students' own work serves as primary course content as they develop greater ability to analyze, critique, and revise their writing to achieve greater control and solve more difficult artistic problems. Prerequisite: Creative Writing.

ENG-2120 Creative Writing: Poetry *3 CR*
Introduction to fundamental techniques of writing poetry including imitation, creation, adaptation of verse forms, control of meaning, language choice, and revision and polishing. Participants will be expected to contribute original work for study.

ENG-2150 Creative Writing: Autobiography & Memoir *3 CR*
This creative writing course will include the critical reading of published essays, autobiographies and memoirs to examine point of view, use of time, place, details, and language. Student writing will focus on these techniques and will draw upon personal experience to facilitate personal essay and memoir writing.

ENG-2160 The Bible as Literature *3 CR*
Focuses on the study of the Old and New Testaments as world literature. Students also examine the social, historical, and philosophical context of the Bible and determine its influence on the development of Western Civilization and culture.

ENG-2161 World Literature: Through the Renaissance *3 CR*
Survey of major works of literature from other languages that have had an important impact on the English-speaking world, up to and including the European Renaissance. Considers myths, stories, plays, and drama as the creation of imaginative landscapes which cross race, ethnicity, class and culture. Examines the range of human experience expressed in ancient world literature.

ENG-2162 World Literature: From the Renaissance to the Present *3 CR*
Introduces the diversity of national literatures and multi-cultural texts. Considers contemporary stories, plays, and drama as the creation of imaginative landscapes which cross race, ethnicity, class, and culture. Examines the range of human experience expressed in international literature.

ENG-2230 African Literature *3 CR*
The course includes traditional oral works, contemporary novels, short fiction, critical prose, and poetry that address the political, historical, social, linguistic and cultural experiences of African peoples. Includes the development of African literature in relation to oral traditions, such as storytelling, song, drumming, dance, proverbs, and chant.

ENG-2310 Introduction to Shakespeare *3 CR*
An introduction to Shakespearean drama in the context of Elizabethan England. Students will read comedies, tragedies and historical plays for study, evaluation and critical insight.

ENG-2311 American Literature: Colonial to the Civil War *3 CR*
Surveys important works in the development of American literary tradition from Colonial days to the Civil War. Readings include works of poetry, fiction, and critical prose. Students explore what it means to be "American,'" including paying close attention to how race, class, and gender are represented in these works. Prerequisite: English Composition.

ENG-2312 American Literature: Civil War to the Present *3 CR*
Surveys important works in the development of American literary tradition from the Reconstruction period following the Civil War to the present day. Readings include works of poetry, fiction, drama and critical prose. Students explore what it means to be "American," including paying close attention to how race, class, and gender are represented in these works. Prerequisite: English Composition.

ENG-2330 African American Literature *3 CR*
A survey of literature by African Americans including non-fiction, fiction, poetry, and drama from the Colonial Period to the present. Focuses upon Black Americans' cultural heritage and contributions to American life.

ENG-2340 Native American Literature *3 CR*
A survey of literature by and about Native Americans. This course includes traditional oral works, turn-of-the-century autobiographies, and contemporary novels, short fiction and poetry that address the political, historical, ethnographic and cultural experiences of native peoples. Students will also explore writings in relation to oral traditions, such as storytelling, song, dance, and chant.

ENG-2350 Contemporary Latin American & Latino Literature *3 CR*
A survey of literature by Latin American and Latino/Latina authors including fiction, poetry, non-fiction, and drama. The course will focus on comparison of work by these authors and the ways this literature influences and is influenced by the culture of the United States.

ENG-2360 The Literature of New England *3 CR*
Explores representative literature of New England viewed against the backdrop of its history, culture and geographical landscape, with special emphasis on the character of the New England people. May include selections from the literary works of Thoreau, Emerson, Dickinson, Jewett, Frost, and Sarton.

ENG-2370 American Detective Fiction *3 CR*
Introduces the works of authors such as Edgar Allen Poe, Raymond Chandler, Dashiell Hammett, James Cain, Jim Thompson, Cornell Woolrich, Chester Himes, Rex Stout, Sue Grafton, Sara Paretsky, Robert Block, Walter Mosley, and Robert B. Parker, creators of a uniquely American style of detective fiction. These authors will be studied with an emphasis on defining and appreciating their evocative style and their influence on contemporary American culture.

ENG-2395 Contemporary World Literature *3 CR*
Introduces a variety of works of contemporary world literature. Through readings in fiction, drama and poetry, explores the range of human experience across national and cultural boundaries.

ENG-2450 Modern Short Fiction *3 CR*
A survey of masterpieces of short fiction from the twentieth century. Students read, discuss, and write about short stories and short novels to gain understanding and appreciation of the special qualities of the shorter fictional form in literature.

ENG-2510 Women & Literature *3 CR*
A culturally diverse approach to women and literature. Includes study of writings by women authors, women as characters in fiction, and the condition of women as theme and subject matter in literature.

ENG-2550 Science Fiction Literature *3 CR*
Examines the characteristics, history, and significance of science fiction literature. Includes the political, cultural, and social circumstances to which science fiction responds and/or anticipates.

ENG-2560 Nature & Literature *3 CR*
Explores the treatment of nature in literature: poetry, fiction and non-fiction. Focuses on the degree to which our culture shapes our perceptions of the natural world and how these perceptions are reflected in our literary works. Also addresses current environmental issues. Includes traditional literary figures as well as environmental writers.

ENG-2580 War Literature *3 CR*
A survey of war literature across historical periods, cultures, and regions that examines the literary treatment of war's dimensions and its effects on individuals and societies. Explores war's purposes and causes as well as its perceived successes or failures. Readings will include novels, essays, poetry, and memoirs from a broad spectrum of writers and socio-cultural perspectives.

English as a Second Language

ESL-0150 English as a Second Language *3 CR*
Reading, writing, speaking and listening skills for students whose native language is not English. Designed for intermediate level ESL students. Students must meet with an advisor before enrolling. Credits earned in this course do not apply to the associate degree.

Environmental Science

ENV-1010 Introduction to Environmental Science *3 CR*
This course is a multi-disciplinary study of the interrelationship between living things and their environment. The fundamentals of biology, chemistry, geology, and energy flow are studied so that current environmental issues can be understood and discussed from a scientific perspective. Emphasis is placed on maintaining and restoring sustainable ecosystems.

ENV-1230 Current Environmental Issues *3 CR*
This course is an analysis of environmental and resource issues from the perspective of a variety of academic disciplines. The sources of possible solutions to environmental problems will be explored. In addition to scientific analysis, topics may include environmental law, policy, ethics, economics, and ecological design.

ENV-2010 Moving toward Sustainability *3 CR*
This course explores the paths that can lead to a sustainable future. The concept of sustainability will be defined; current issues that promote or hinder sustainability will be discussed. Energy, agriculture, forestry, and green building are a few of the topics to be covered. Emphasis on a vision for the future with practical applications for today will be emphasized. Field trips are required.

ENV-2020 Streams & Rivers *3 CR*
This course examines the study of running water as a geologic agent in its natural setting. Topics will include: stream flow and drainage characteristics, erosive and sedimentary processes, flood hazards, and landforms produced by rivers and streams. Local field trips are recommended.

ENV-2050 Natural History of Vermont *3 CR*
Introduces the geology, weather, wildlife and vegetation of Vermont as part of the larger northeast natural region. Compares and relates present day natural history to that of ancient times. Students uncover patterns in the natural environment that demonstrate both the uniqueness of Vermont and its place within the larger northeast region. Field trips required.

Film Studies

FLM-1050 Introduction to Filmmaking *3 CR*
With a focus on technical and narrative structure, students are introduced to the basics of filmmaking by producing short individual and group projects. Topics include storyboard and script development, lighting, cinematography, sound, editing and directing. Film promotion and distribution, as well as career opportunities in filmmaking, are also discussed. Students will acquire hands-on experience in film or video production.

FLM-1060 The Documentary Film *3 CR*
This course examines the art of documentary filmmaking and the role of documentary films in exploring current social issues and the means by which film can be used to affect public opinion and social policy. The language and techniques of film, propaganda and fairness, theme and point of view will be examined as the class views and critiques a number of films.

FLM-2050 Introduction to Film Study *3 CR*
How to read a film: the study of film as an item of commerce, as an art form, and as a method of communication. Topics include the film industry, history, vocabulary, techniques, and the aesthetics of film. Critical interpretation of films is an integral part of the course.

French

FRE-1111 French I *3 CR*
An introduction to the fundamentals of the French language: grammar, vocabulary and pronunciation. Includes simple conversation, reading, and writing exercises. Also provides an introduction to the culture of France.

FRE-1112 French II *3 CR*
Further study of the elements of the French language: review and development of vocabulary and grammar leading to more advanced usage. Provides increased practice in conversation, written expression, interpretation of selected readings, and further study of elements of the culture. Prerequisite: French I.

FRE-2011 French III *3 CR*
Further development of oral proficiency, supported by continued study of grammar, vocabulary and syntax to enhance students' ability to converse, read and write in French. Includes writing exercises and selected readings in French. Prerequisite: French II.

FRE-2012 French IV *3 CR*
Continued development of oral proficiency including further study of grammar, vocabulary, syntax, and idiomatic expression to refine students' ability to converse, read and write in French. Includes writing exercises and literary and specialized readings. Prerequisite: French III.

Geography

GEO-1010 Introduction to Geography *3 CR*
This introductory course examines the four traditions of geography: the earth science tradition, the culture-environment tradition, the locational tradition, and the area analysis tradition. Landforms, weather and climate, the human impact on the environment, world cultures, populations, spatial interactions, political geography, economic geography, and urban geography are considered.

GEO-1050 Geography & Economic Development *3 CR*
This course focuses on the complex interaction of the world's regions and people through a study of geography and economic development. Examines the effects of economic development in the developing countries and in the world as a whole. Students will explore the historical and political forces at work in regions which may include: the Middle East and North Africa, sub-Saharan Africa, South Asia, China, Japan, and the United States.

Geology

GEY-1020 Geology *3 CR*
An introduction to the minerals and rocks that make up the Earth, and the surface and internal geologic processes that shape their arrangement and distribution. Topics to be covered include mineral and rock composition, the surface processes of weathering, erosion and deposition, plate tectonics theory, the Earth's internal structure, and the nature of geologic time.

GEY-1030 Dynamic Earth: Introduction to Physical Geology *3 CR*
An introduction to the minerals and rocks that make up the earth, and the surface and internal geologic processes that shape their arrangement and distribution. Topics to be covered include mineral and rock composition, the surface processes of weathering, erosion and deposition, plate tectonics theory, the earth's internal structure, and the nature of geologic time. Includes a lab.

German

GER-1111 German I *3 CR*
An introduction to the fundamentals of the German language: grammar, vocabulary, and basic conversation forms. Includes elementary reading selections and writing. Also provides an introduction to the culture of Germany.

GER-1112 German II *3 CR*
Further study of the elements of the German language. Focus will include development of vocabulary, grammar, usage, and basic conversational forms, as well as attention to elements of the culture. Elementary reading selections will also be included. Prerequisite: German I.

History

HIS-1011 Western Civilization I *3 CR*
An introduction to the foundations of Western civilization up to the time of the formation of modern nation states. Students will study major events in Western civilization, together with social, political, and economic forces associated with them.

HIS-1012 Western Civilization II *3 CR*
Beginning with the early modern period in Europe, students study the events and forces shaping modern western civilization: industrialization, urbanization, world politics, changing social awareness and the rise of competing economic and political systems.

HIS-1120 Modern World History *3 CR*
Historical approach to understanding the cultural, intellectual, political and economic issues and problems of twentieth-century societies. Includes such topics as World War I, the Depression, socialism, communism, the Third Reich, World War II, and the Cold War and its aftermath.

HIS-1211 American History I *3 CR*
A survey of the major events in United States history from colonial days to the time of the Civil War and Reconstruction. Students will examine forces behind these events and their social, economic, and political implications for the development of society in the United States.

HIS-1212 American History II *3 CR*
Beginning with Reconstruction, students will trace the social, economic, political, and cultural forces that have shaped the history of the United States to the present day. Emphasizes understanding of contemporary issues in light of our past.

HIS-1220 Native American Histories & Cultures *3 CR*
An interdisciplinary course exploring indigenous cultures of North America. Students will consider the pre-Columbian world, history of contacts between Indians and settlers, and contemporary issues including legal sovereignty, land claim, resource policy, poverty, and cultural autonomy.

HIS-1230 History of North America to 1763 *3 CR*
An introduction to the early history of North America to 1763. Explores the cultural interactions and clashes among Native American, European, and African peoples using a variety of perspectives.

HIS-1240 Colonial America & the American Revolution *3 CR*
Explores the political, social, and economic events of Colonial America. Covers topics such as significant British and American figures and American attitudes to the Revolutionary War. Includes extensive use of primary source documents.

HIS-2070 Vermont History *3 CR*
Surveys the history of Vermont from early days to the present. Students explore political, social, cultural, and economic aspects of the history of the state.

HIS-2110 United States History 1945 to Present *3 CR*
An introduction to the major political events and social issues in the United States between World War II and the present. Topics will include the Korean War, the Cold War, the Civil Rights Movement, Vietnam, Women's Movement, Watergate, mass media and pop culture, and the conservative resurgence.

HIS-2130 African American History *3 CR*
A survey of African-American culture and social and political developments in the United States, Canada, and the Caribbean as they have shaped African-American history. Course will consider American history from the perspective of slaves and free blacks, from the arrival of Africans in the Americas through Black nationalism, the Civil Rights Movements and legislation.

HIS-2140 The Civil War *3 CR*
Explores the causes and effects of the Civil War, focusing on issues important both then and now such as states' rights, the treatment of blacks and minorities, a political Supreme Court, and reactions to war.

HIS-2150 The United States in the 1960s *3 CR*
An interdisciplinary examination of culture and society in the United States during a turbulent, eventful decade in its history. Topics to be studied include the Great Society, the Civil Rights Movement, the war in Vietnam, the Women's Movement, and popular culture. Students will develop skills in analyzing social movements, political conflicts, mass media, and issues of gender, class, and race as a means of studying history.

HIS-2210 Women in United States History *3 CR*
Examines the experience of women in United States history and the evolving role of women in U.S. society and culture, from the colonial era to the present.

HIS-2220 The Wild West *3 CR*
The Westward Movement is America's epic story. But was it a story of continuing progress or a legacy of conquest? This course examines the Turner thesis and the New Western History challenge. It also focuses on the West of myth and film.

HIS-2230 Modern Russian History *3 CR*
This course will explore the major events of Russian history from 1865 to the present, with an emphasis on the major revolutions of the Soviet and post-Soviet period and how they have affected life in contemporary Russia. Other topics may include major Russian leaders, Russian and Soviet foreign policy and the relationship between Russian culture and politics.

HIS-2250 Modern Middle Eastern History *3 CR*
A political, social, cultural, and economic study of the modern Middle East, focusing on the twentieth century. Students explore Middle Eastern religious traditions, interactions between Middle Eastern and Western cultures, the Arab-Israeli conflict, the resurgence of Islamic politics, and nationalism, rebellion, and terrorism in the region.

HIS-2420 Modern Latin American History *3 CR*
An introduction to Latin American history, this course will consider historical events in the Americas from the wars for independence to the present and explore the changing relationships of these new countries with Europe and the United States. This course will consider regional geography, culture, economics, and sociology and an in-depth investigation of five countries chosen by the instructor.

HIS-2560 History of Homosexuality in Western Civilization *3 CR*
A survey of the attitudes of various societies toward homosexuals and homosexuality from the beginnings of Western civilization to contemporary times. Students will increase their understanding of homosexuality in various societies and their awareness of the contributions of gay men and women to the development of our culture.

HIS-2730 Peace & Turmoil in the Modern World *3 CR*
Can world peace exist? The last hundred years have been a time of unprecedented war and unprecedented peace. This course examines the failures of peace by identifying how and why wars have begun, by considering the cultural environment of various wars, and by studying the roles of individuals, organizations, and nations in creating conditions for war. Equally, this course examines the successes of peace in the 20th Century and beyond by defining basic factors necessary for peace, identifying how conditions for peace have been created in various cultures, and considering theories for creating and maintaining peace in the 21st Century.

NOTE ON PREREQUISITES:
Because basic academic skills (reading, writing, math) are prerequisites for CCV college-level courses, they are not always listed in each course description.

Humanities

HUM-1000 Dimensions of Learning *3 CR*
Introduces students to readings in literature, philosophy, and history. Working through texts, students acquire and apply skills necessary for successful academic work and for self-reliant learning. Focus is placed on reading for comprehension and analysis, writing, critical thinking, discussion, and effective study skills.

HUM-1010 Exploring the Humanities *6 CR*
An introduction to various fields of the humanities including literature, history, theater, and visual arts, and an exploration of how they contribute to our understanding of western culture. Students will develop their critical appreciation of the humanities through classroom discussion and study, assigned writings and readings, museum visits, films and plays. Students will make full use of the academic, cultural, and recreational resources of the area. Substantial independent study and writing and participation in group meetings will be required.

HUM-2010 Seminar in Educational Inquiry *3 CR*
Inquiry is the foundation for this interdisciplinary capstone course. It provides a forum for critical thinking about substantive issues, problems, and themes that affect the world, our society, our communities, and ourselves. Throughout the semester, students will be challenged to ask critical questions, evaluate evidence, create connections, and present ideas orally and in writing. This process prepares students for developing and presenting a culminating thesis through which they demonstrate proficiency in the graduation standards of writing and information literacy. Because the final paper is essential in demonstrating this proficiency, students must complete the final paper with a grade of C- or better in order to pass the course. This course is required for students planning to graduate and should be taken within the year prior to graduation once all competency area requirements have been satisfied. Prerequisite: English Composition.

HUM-2020 Bioethics *3 CR*
An exploration of ethical issues from beginning of life to end of life, from legal, medical, and philosophical perspectives. Topics include assisted reproduction, abortion, euthanasia, genetic experimentation and cloning, and homosexuality.

HUM-2030 Folklore *3 CR*
An exploration of how the traditional beliefs of a culture have developed over time and how they appear today. Studies tales, legends, stories, and superstitions as expressive and artistic forms in our everyday life.

HUM-2040 The Holocaust *3 CR*
An exploration of the Holocaust from historical, political, moral, and religious perspectives. Students use historical documents, film, literature, and art to explore various dimensions of this watershed event in Western civilization.

HUM-2050 Women's Spirituality *3 CR*
This course will examine current thought on women's theology and compare it to traditional theological paradigms. Ancient and modern expressions of women's religious and spiritual experience, women authors whose works deal with the spiritual life, and basic instruction in feminist readings will be included.

HUM-2070 The Vampire in Literature, Culture & Film *3 CR*
In this course, students will examine the role of the vampire in literature, film and popular culture. More than any other archetypal figure, American popular culture is infused with images of the vampire. This course explores the origins of the vampire myth, its transformation into literary legend, its cultural and social significance, and its inception in literature, film, advertisements, television and music, as well as its broader cultural significance in the 20th and 21st centuries.

HUM-2110 Vietnam War in Literature & Film *3 CR*
This course looks at the Vietnam war era from a variety of perspectives, examining the conflict through the literature and film of the cultures involved: Vietnamese, American, and French. This course also explores the larger genre of war literature, comprised of classics like The Iliad and Beowulf, and the particular questions, issues, and values raised by such an exploration.

Interdisciplinary Studies

INT-1050 Dimensions of Critical Thinking *3 CR*
Through a process of inquiry and problem solving, students will explore the strategies and resources for building and applying knowledge in various academic areas. Students will experience how strong information literacy and critical thinking skills are the basis of creative and rational thinking, as well as decision-making, in educational, work and personal contexts. A significant portion of student participation will take place electronically, thereby equipping the student with the skills to learn online.

INT-2520 Introduction to Genealogy *3 CR*
An introduction to the field of genealogy. Students will develop the ability to uncover resources needed for genealogical research, explore those resources, conduct an actual search for ancestors, and develop charts outlining the pedigree and descendants of a specific ancestor. Students will document their research in a way that allows other researchers to verify ancestral lineage.

Italian

ITA-1011 Italian I *3 CR*
An introduction to the fundamentals of the Italian language: grammar, vocabulary and pronunciation. Includes simple conversation, reading, and writing exercises. Also provides an introduction to the culture of Italy.

ITA-1012 Italian II *3 CR*
Further study of the elements of the Italian language: review and development of vocabulary and grammar leading to more advanced usage. Provides increased practice in conversation, written expression, interpretation of selected readings, and further study of elements of the culture. Prerequisite: Italian I

CCV'S NON-DISCRIMINATION POLICY APPEARS ON THE INSIDE BACK COVER OF THIS CATALOG

Mathematics

MAT-0001 Math Laboratory *3 CR*
Highly recommended for all students enrolled in CCV math courses. Provides help with mathematical concepts, processes, problems, and applications. Free to CCV students enrolled in credit-bearing courses.

MAT-0010 Basic Math Review *1 CR*
An opportunity for students to review basic mathematical concepts and processes. Covers basic arithmetic: fractions, decimals, percentages, whole numbers, and integers; and the arithmetic operations of addition, subtraction, multiplication and division. Credits earned in this course do not apply to the associate degree. Students must take a math assessment for placement purposes prior to registration.

MAT-0210 Basic Mathematics *3 CR*
An opportunity for students to master basic mathematical concepts and processes. Topics include a complete study of arithmetic and elementary algebra: fractions, decimals, percentages, whole numbers, and integers; and the arithmetic operations of addition, subtraction, multiplication, and division. Credits earned in this course do not apply toward graduation. Students must take a math assessment for placement purposes prior to registration.

MAT-0221 Basic Algebra *3 CR*
A beginning course in algebra. Includes algebraic laws, polynomials, exponents, linear equations, and factoring. Provides a foundation for further study of mathematics as well as for course work in many technical and scientific fields. Prerequisite: Basic Mathematics. Credits earned in this course do not apply to the associate degree. Students must take a math assessment for placement purposes prior to registration.

MAT-0230 Basic Geometry with Trigonometry *3 CR*
Introduction to both two- and three-dimensional geometry and trigonometry. Emphasizes logical thinking and uses a variety of application problems, proofs, and constructions to discover and establish geometric and trigonometric relationships. Prerequisite: Basic Algebra. Credits earned in this course do not apply to the associate degree. Students must take a math assessment for placement purposes prior to registration.

MAT-1020 Intermediate Algebra *3 CR*
A course for those interested in additional in-depth study of algebra skills. Includes algebraic laws, polynomials, exponents, linear equalities and inequalities, factoring, functions, set notation, graphing in the Cartesian Coordinate system and applications. Prerequisite: Basic Algebra. This course counts as credit for a CCV degree, but would not, by itself, satisfy the math requirement in the Math, Science and Technology competence area. Students must take a math assessment for placement purposes prior to registration.

MAT-1030 Mathematical Concepts *3 CR*
A course for students who wish to learn and apply the fundamental concepts of computation and algebra to the solution of practical problems. Emphasis is on developing general mathematical understanding and using mathematics as a problem-solving tool in business, education, human services and other professional fields, as well as in everyday life. Includes such topics as sets, number systems, geometry, linear equations and systems, probability and statistics. Prerequisite: Basic Algebra. Students must take a math assessment for placement purposes prior to registration.

MAT-1221 Finite Math *3 CR*
This problem-solving course will focus on applications in business, finance, the social sciences, and human services. Topics may include set theory and symbolic logic, linear systems and programming, coordinate systems and graphic techniques, elementary matrix operations, probability, and math of finance. Prerequisite: Intermediate Algebra. Students must take a math assessment for placement purposes prior to registration.

MAT-1230 College Algebra *3 CR*
This course is intended to prepare students for pre-calculus by reviewing the fundamental concepts of algebra. Topics include equations and inequalities, exponents, radicals, functions, systems of equations, polynomials, and applications. Prerequisite: Intermediate Algebra. Students must take a math assessment for placement purposes prior to registration.

MAT-1330 Pre-Calculus Mathematics *3 CR*
A study of the functions used in calculus, including the exponential, logarithmic and trigonometric functions. Prerequisite: College Algebra. Students must take a math assessment for placement purposes prior to registration.

MAT-1421 Technical Mathematics, Part I *3 CR*
A study of selected topics and applications of mathematics, including algebraic expressions, linear equations and inequalities, algebraic equations in one, two, and three variables, quadratic equations and right angle trigonometry. The use of graphing calculators is integrated into the course. Prerequisite: Basic Algebra and/or Basic Geometry with Trigonometry. Students must take a math assessment for placement purposes prior to registration.

MAT-1422 Technical Mathematics, Part II *3 CR*
A continued study of selected topics and applications of mathematics in vocational fields. Topics include: an introduction to analytic geometry, vectors and oblique triangles, trigonometric identities and equations, graphs of trigonometric functions, exponents and radicals, exponential and logarithmic equations, complex numbers, systems of equations and an introduction to statistics. The use of graphing calculators is integrated into the course. Prerequisite: Technical Mathematics, Part I. Students must take a math assessment for placement purposes prior to registration.

MAT-1531 Calculus I *3 CR*
A review of analytical geometry and introduction to the calculus of one variable. Topics include limits, derivatives of algebraic, transcendental, and trigonometric functions, rates of change, optimization, curve sketching, elements of integration of algebraic, transcendental, and trigonometric functions, area, volume, and practical applications in many fields. Prerequisite: Pre-Calculus Mathematics. Students must take a math assessment for placement purposes prior to registration.

MAT-2021 Statistics *3 CR*
An introduction to the basic ideas and techniques of probability and statistics. Topics may include numerical and graphical descriptive measures, probability, random variables, the normal distribution, sampling theory, estimation, hypothesis testing, correlation and regression. The use of technology may be required. Students must take a math assessment for placement purposes prior to registration.

MAT-2022 Statistics II *3 CR*
Further study in statistics with an applications focus. Topics studied include multiple regression and correlation, analysis of variance (ANOVA), non-parametric methods, and statistical applications in various discipline areas. Prerequisite: Statistics.

MAT-2532 Calculus II *4 CR*
A continuation of Calculus I. Includes techniques and applications of integration, indeterminate forms and improper integrals, sequences and series. Prerequisite: Calculus I.

MAT-2560 Math Complexity Theory *3 CR*
This course will deal with a variety of topics within the framework of complexity, beginning with the study of the mechanism by which complex systems suddenly move from stability to periodic behavior to chaos and back and forth between these alternatives. It will explore fractal geometry, emergence, chaos and iterated functions where a few simple rules can create great diversity and complexity. Prerequisite: Intermediate Algebra.

Meteorology

MET-1010 Elementary Meteorology with Lab *4 CR*
An introductory course to study how the atmosphere interacts with solar energy to create dynamic weather systems. Applies basic meteorological and climatological principles to the study of local, regional and global weather patterns. Includes a discussion of global climate. Includes a lab. Prerequisite: Basic Algebra.

MET-1020 Meteorology *3 CR*
An introductory course that investigates how the atmosphere interacts with solar energy to create dynamic weather systems. Applies basic meteorological and climatic principles to the study of local, regional and global weather patterns. Includes a discussion of global climate. Field trips are recommended. Prerequisite: Basic Algebra.

Music

MUS-0001 Music Laboratory *0 CR*
Provides individualized help for students enrolled in music classes. Students should bring specific questions or assignments with them to the lab. Topics might include reading music, music theory, composition and sight singing. Free to CCV students enrolled in credit-bearing courses.

MUS-1010 Music Appreciation *3 CR*
A survey of the history of Western music including the Middle Ages, Renaissance, Baroque, Classical, Romantic and contemporary periods. Through directed listening, students learn to distinguish styles and composers and discuss major historical developments.

MUS-1025 Introduction to Jazz Music *3 CR*
Combines a look at the major events of jazz history with a study of the basic structure of jazz to enable students to effectively listen to and appreciate the music. Students will discuss the social and economic conditions that fostered jazz, and the artists who have contributed to its development. Through directed listening, students learn to distinguish a variety of jazz styles and musicians.

MUS-1028 Introduction to Rock & Roll *3 CR*
A survey of rock-and-roll from its origins through contemporary rock. Students will discuss the social, economic and political conditions that influenced the development of rock music and the artists who have contributed to its form. Through extensive listening, students will explore a variety of rock styles from the 1950s through the present.

MUS-1030 Music Fundamentals *3 CR*
An introduction to the principles of rhythm, melody and harmony for the beginning student. Emphasizes the skills needed to read, write, analyze and compose basic musical forms. Open to students with no previous musical training. Access to a piano keyboard for regular practice is required.

MUS-1041 Class Piano I *3 CR*
An introduction to the piano through group instruction. Reading music, simple chord constructions, and keyboard techniques will be emphasized. Access to a piano for regular musical practice is required. Open to students with no previous musical training.

MUS-1042 Class Piano II *3 CR*
A continuation of piano practice through group instruction. Sight reading, playing chords and keyboard technique are emphasized. Students begin to develop an individual repertoire. Access to a piano keyboard for regular musical practice is required. Prerequisite: Class Piano I.

MUS-1060 Introduction to World Music *3 CR*
Surveys selected music and rhythms from throughout the world. Through extensive listening, students will explore folk music from every continent and survey the development of musical traditions from a variety of cultures. Elements of world music theory and harmony will also be addressed.

MUS-1070 Introduction to Vocal Performance *2 CR*
An introduction to vocal technique for the beginning singer. Students develop improved pitch, increased vocal range and improve their aural memories as they hear and sing vocal exercises, songs and simple harmonies. Awareness of how the body supports the voice is emphasized. Open to students with no previous musical training.

MUS-1131 Percussion I *3 CR*
An introduction to the fundamentals of ensemble and solo drumming. Topics will include tones, pulse, clave, syncopation, counter rhythm and graphic notation. The course also includes a survey of African and Caribbean styles. Open to students with no previous musical training.

MUS-1210 Chorus *1 CR*
Students rehearse and perform a wide variety of choral arrangements and musical styles. Open to singers at all levels; no musical background is required.

MUS-1231 Music Theory I *3 CR*
Designed for students who already have a grasp of music fundamentals, this course includes the study and practice of scales, intervals, chords, analysis, four-part harmony and voice leading. Access to a piano keyboard for regular musical practice is required. Prerequisite: Music Fundamentals or permission of the instructor.

MUS-1232 Music Theory II *3 CR*
Continued study of the structure and conventions of musical composition including musical form, non-chord tones, and four-part writing using triads in inversion and 7th chords. Access to a piano keyboard for regular musical practice is required. Prerequisite: Music Theory I.

MUS-2010 Jazz & Blues Vocal Performance *2 CR*
Vocalists will focus on basic skills in improvisation, melodic and rhythmic phrasing, embellishments, using tone colors, hearing basic blues patterns and understanding song forms. Jazz and blues standard repertoire will be studied through listening and learning from the masters and performing individual interpretations of these songs. This class will also cover technique for communicative performance: stage presence, microphone technique, and communication with an accompanist. Students perform regularly in class and in a final public performance. Prerequisite: Music Fundamentals.

MUS-2011 Jazz/Contemporary Theory I *3 CR*
A study of the basic elements of music geared toward contemporary composition and improvisation. Melody, harmony, rhythm, and form will be explored through analysis of jazz and popular classics. Students will craft their own musical compositions. Prerequisite: Music Theory I.

MUS-2160 Introduction to Technology in Music *3 CR*
Surveys the ways in which technology interacts with music, from microphones to MIDI. Starting with the fundamentals of acoustics, concepts and processes of sound reinforcement, recording synthesis, and manipulation will be discussed. Includes hands-on experience with digital recording, MIDI, music notation, and other computer-based music applications. Introductory computer skills required.

MUS-2220 Music Ensemble *1 CR*
Students rehearse and perform a variety of musical works in a small group environment. Permission of the instructor is required.

MUS-2341 Guitar I *3 CR*
An introduction to basic picking, fingerpicking, chords, rhythms, bass lines, and accompanying vocals on the six-string guitar. Includes such styles as folk, blues, rock, jazz, country, and classical. Students are introduced to music theory, notation, and history related to guitar. Access to a guitar is required. Open to students with no previous musical training.

MUS-2342 Guitar II *3 CR*
Students build on elementary skills to explore a variety of guitar styles. Includes further development of individual techniques and continued study of musical notation, history, and theory. Access to a guitar is required. Prerequisite: Guitar I.

MUS-2343 Guitar III *3 CR*
Students apply intermediate plectrum and fingerstyle techniques to pieces from several musical genres. Approaches to chords, melody, rhythm, bass lines and improvised lead lines will be discussed and developed. Includes the study of intermediate music theory and notation as it relates to the guitar. Access to a guitar is required. Prerequisite: Guitar II.

Outdoor Education & Recreation

OER-1160 Introduction to Sailing *3 CR*
An introduction to sailing and water safety pertinent to the sport. In this class students will learn about sailing safety, rigging, capsize recovery, points of sail, steering, sail trim, basic maneuvers, leaving and returning to the dock, and basic sailing theory. The overall goal of this class is for students to develop confidence in their ability to sail on their own or with non-sailing friends or family.

Philosophy

PHI-1010 Introduction to Philosophy *3 CR*
Students explore fundamental issues of western philosophy such as existence, the purpose of life, right and wrong, the nature of happiness, appearance and reality, knowledge and speculation. These issues are explored through reading and discussion of major philosophers, ancient and modern.

PHI-1040 Introduction to Ethics *3 CR*
Examines personal and professional issues from an ethical point of view, emphasizing how we decide what is right and wrong in our daily lives. Issues might include: civil rights, health care, political concerns, business decisions, war, and the environment.

PHI-2010 Comparative Religion *3 CR*
Introduces and compares such major religions as Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Taoism. Students study mythical, ethical, and cultic aspects of these religions through reading and discussion of both sacred writings and literature of religious commentary.

PHI-2080 Science & Spirituality *3 CR*
This course examines the evidence of an emerging common ground between mystical, spiritual, and scientific perspectives on the nature of reality, making difficult concepts accessible and exciting. The course examines modern scientific discoveries from a non-mathematical perspective and compares some of the implications to the writings of clerics, mystics, and poets from major religions and other spiritual traditions. Included also is an examination of the scientific study of the paranormal, including remote viewing, energy medicine, near death experiences, and successful healing through prayer.

Physics

PHY-1041 Physics I *4 CR*
Provides insight into how basic physics principles are used and applied. Develops practical problem-solving and analytical thinking skills as applied to Newtonian mechanics, energy, fluids, and the mechanical properties of matter. Includes a laboratory. Prerequisite: Pre-Calculus or Technical Mathematics Part I.

PHY-1042 Physics II *4 CR*
A follow-up to Physics I, this course provides continued opportunities for problem solving and practical application of physics principles. Topics include thermodynamics, electricity, magnetism and light. Includes a laboratory. Prerequisite: Physics I.

PHY-1110 Introduction to Astronomy *3 CR*
This course focuses on planets, stars and other celestial bodies; the history and methods of astronomy; the theory of relativity; the origin and evolution of the universe. The course also focuses on scientific procedure, the necessity of rational thinking in problem solving, and the limitations of science. Field trips are recommended. Prerequisite: Basic Algebra.

Political Science

POS-1010 Introduction to Political Science *3 CR*
A survey and analysis of political phenomena in both theoretical and functional aspects. Focus will be on developing a critical understanding of concepts, institutions, values and processes of government and politics.

POS-1020 American Politics & Government *3 CR*
An examination of the theory and practice of the U.S. political system, from town meetings to Washington, D.C. Topics may include presidential elections, the role of Congress, the President and the Supreme Court, the growth of special interest groups and political action committees, and conflicts between local needs and national policies.

POS-1050 The Constitution *3 CR*
From historical and contemporary perspectives, this course surveys the framing, revision, and interpretation of the U.S. Constitution. Examines how the original document and subsequent amendments have helped to shape our laws and way of life. Explores contemporary Constitutional issues such as abortion rights, hate speech, gun control, and affirmative action. Includes study of the Vermont Constitution.

POS-1060 Law & the Individual *3 CR*
An examination of the effects of U.S. law and the legal system on individuals. Includes legal rights and responsibilities of citizens, access to legal systems and the history of significant legal issues that affect the individual. Students will review current laws in such areas as housing, employment, education, and the rights of minors.

POS-2020 Family Law *3 CR*
Provides an understanding of the basic elements of the law as they apply to families. This course covers the topics of marriage, separation, annulment, adoption, spousal and child support, spousal and child abuse, divorce, and more. Students will become familiar with laws relevant to these areas and will be able to discuss law-related issues pertaining to married couples, unmarried cohabitants, and the children who are or may become part of either of these groups.

POS-2070 National Security & Terrorism *3 CR*
A survey of domestic and international terrorism and national security issues. Topics include a brief history of terrorism and its evolution; financing, attack, recruitment and training methods of terrorist groups; terrorist exploitation of the media; and counter-terrorism strategies.

Psychology

PSY-1010 Introduction to Psychology *3 CR*
A survey of the basic issues, concepts, theories and methods of psychology. Students will increase their awareness of the scientific approach to understanding human behavior through a study of sensory processes, perception, emotion, motivation, intelligence, learning and personality formation.

PSY-1020 Child Abuse & Neglect *3 CR*
Introduction to issues of child abuse and neglect. Topics include historical and cultural context, identification, protective services, treatment and prevention of child abuse and neglect. Especially helpful to workers and parents who deal with children in daycare or human service settings.

PSY-1030 Psychology of Consciousness *3 CR*
This course examines various ways that people have constructed the world in which they live. Topics will include sleep, dreams, meditation, biofeedback, hypnosis, false memories, special states of awareness, and attributional styles.

PSY-1050 Human Growth & Development *3 CR*
A survey of human growth and development throughout the life cycle including physical, cognitive, linguistic, ethical and psychosocial dimensions.

PSY-1130 Introduction to Substance Abuse *3 CR*
An introduction to the causes, symptoms, and stages of drug and alcohol abuse. Topics may include factors which lead to drug use and abuse, signs and symptoms of abuse and addiction, stages of chemical dependency, and career opportunities for those interested in substance abuse counseling and treatment. Includes six hours of relevant ethics training.

PSY-1140 Substance Abuse: the Family & Society *3 CR*
Examines the effects of substance abuse on the abuser, the family, and society. Includes legal, ethical, emotional, and physical impact of substance abuse on society. Prerequisite: Introduction to Substance Abuse.

PSY-1150 Substance Abuse: Services & Treatment *3 CR*
An examination of theoretical approaches and current therapeutic models in the treatment of substance abuse. Topics include prevention theories, intervention and treatment methods, and local and state services available. Also addresses public health, ethical, and legal factors as they relate to current policy and research. Prerequisite: Introduction to Substance Abuse and Interpersonal & Small Group Communication.

PSY-2010 Child Development *3 CR*
A study of child development from conception to preadolescence. The course emphasizes physical, emotional, social, and cognitive growth of the child. Developmental theories and their practical applications will be examined.

PSY-2020 Infant & Toddler Development *3 CR*
This course explores processes of human development from conception through thirty-six months of age. Emphasis is on the physical, emotional, social, and intellectual growth of infants and toddlers. Topics include: developmental theories and research, assessment tools, inclusion, and design of curriculum for infants and toddlers.

PSY-2025 Development of the Young Child: Ages 3-8 *3 CR*
This course explores processes of human development from 36 months to 8 years of age. Emphasis is on the physical, emotional, social, and intellectual growth of the child. Topics include: developmental theories and research, assessment tools, design of inclusive integrated curriculum, and the concept of transition.

PSY-2040 Social Psychology *3 CR*
A psychological approach to social phenomena through a systematic study of social factors in individual and group behaviors. Attention is given to social perception, motivation and learning, attitudes and norms, the development and dynamics of groups, and the effects of social and cultural factors on the individual.

PSY-2060 Abnormal Psychology *3 CR*
An introduction to the study of abnormal psychology which explores the description, classification, and treatment of deviant behaviors. Topics will include anxiety disorders, depression, personality disorders, schizophrenia, and organic brain syndromes. Prerequisite: Introduction to Psychology.

PSY-2110 Educational Psychology *3 CR*
An examination of the principles and theories of learning as they apply to the developmental changes of the child. Special emphasis will be placed on how the child learns and ways of producing optimal conditions for childhood learning.

PSY-2120 Human Sexuality *3 CR*
Topics include societal and historical influences on sexual attitudes and values, psychosexual development, sex roles, reproductive anatomy and physiology, and contemporary political issues.

PSY-2130 Death & Dying *3 CR*
Examines the nature of our society's attitudes toward death. Special attention will be given to the ways in which society, families, medical, economic and religious institutions respond to death. Psychological aspects of impending death and the grieving process will be emphasized through the study of the work of Kübler-Ross.

PSY-2180 Co-occurring Issues in Substance Abuse & Mental Health *3 CR*
This course will introduce the complex relationship between chemical dependency and numerous mental health conditions. Working with case studies, students will learn practical skills and basic theoretical tools needed for understanding, detecting, diagnosing, and treating co-occurring disorders. Emphasis will be on intervention strategies, screening, assessing risk levels, crisis stabilization, and various treatment responses in dual diagnoses, highlighting the effectiveness of integrated and collaborative treatment programs within family or community-based networks. The course will also examine the secondary effects of co-occurring disorders on individual relapse and recovery, and explore connections with social and family systems through domestic violence, family breakdown, trauma, poverty, and delinquency. Prerequisites: Introduction to Substance Abuse; Human Growth & Development or Introduction to Psychology and/or Abnormal Psychology.

PSY-2240 Theories of Personality *3 CR*
A systematic study of the development, dynamics and structure of personality. Major contributions to theory, methodology, and research from psychoanalytic, behavioral, experimental, humanistic, and biological disciplines will be considered. Prerequisite: Introduction to Psychology.

PSY-2310 Adolescent Development *3 CR*
An examination of the physiological, psychological, and social development of adolescents. Explores puberty, adolescent sexuality, adolescent rebellion and identity formation, peer relations, idealism and alienation. Prerequisite: Introduction to Psychology.

PSY-2320 Adult Development *3 CR*
A study of the developmental processes from adolescence through death. The course examines the dominant stages, phases, transitions, and problems of adulthood from several different theoretical perspectives including psychosocial, structural, and learning style. The course also examines the physiological, social, and psychological issues surrounding the aging process. Prerequisite: Introduction to Psychology.

PSY-2340 Psychology of Women *3 CR*
An examination of current theories and research on the psychological nature of women. Emphasizes a developmental view of the life span, including social, biological, cognitive, and environmental influences on gender similarities and differences. Prerequisite: Introduction to Psychology or Introduction to Human Growth & Development.

PSY-2345 Psychology of Men *3 CR*
An examination of current theories and research on the psychological nature of men. Emphasizes men's gender role socialization over the life span, including developmental issues, gender role conflicts, and interpersonal dynamics with women, other men, and children. Prerequisite: Introduction to Psychology or Introduction to Human Growth & Development.

PSY-2350 Near Death Experiences *3 CR*
This course will examine the validity and significance of current research on near-death experiences (NDEs). It will place NDEs within the context of historical and religious perspectives on life-after-death and examine the significant differences between true NDEs and other types of experiences reported by dying patients.

PSY-2360 Introduction to Alternative Therapies *3 CR*
An introduction to alternatives that may be used to replace, complement, or supplement the traditional approaches to psychological well-being and healing. Examines the philosophical assumptions behind these therapies, the therapeutic processes involved, and some of the potential outcomes of nontraditional therapeutic methods. Develops a basis for assessing the relative effectiveness among the alternatives studied and for determining which therapies are the most compatible with students' personal values and beliefs about the human condition. Prerequisite: Introduction to Psychology.

PSY-2370 Introduction to Counseling Theories & Practice *3 CR*
An introduction to basic concepts and applications of selected contemporary and traditional counseling theories. Course content is directed to applications in the helping professions. Prerequisite: Introduction to Psychology.

PSY-2420 Group Process: Theory & Practice *3 CR*
This course acquaints students with current theory and practice in interpersonal communication and group dynamics, including recent social, educational, and therapeutic uses of small groups. Prerequisite: Introduction to Psychology (PSY-1010).

Sign Language Studies

SLS-1011 Sign Language I *3 CR*
Teaches elementary communication with the deaf and hard of hearing. Emphasizes basic aspects of American Sign Language. Attention is given to issues and concerns of the deaf and hard of hearing communities.

SLS-1012 Sign Language II *3 CR*
Builds on students' basic knowledge of Sign Language. Emphasis on improving clarity, speed, fluency, and increasing expressive and receptive proficiency. Prerequisite: Sign Language I.

SLS-2013 Sign Language III *3 CR*
Students increase vocabulary and fluency at an advanced level with emphasis on expressive and reverse signing. Students will practice their signing through interaction with the deaf community. Prerequisite: Sign Language II.

Social Science

SSC-1010 Introduction to the Study of Community *3 CR*
Characteristic insights of geographers, historians, and sociologists applied to small-scale societies through first hand observation on field trips as well as reading and classroom work.

Social Work

SWK-1010 Introduction to Human Services *3 CR*
Topics include general categories of services and detailed exploration of specific agencies and programs, how they are organized, whom they serve, and criticisms of delivery of service. Also examines career opportunities and educational requirements in the human service field.

SWK-2010 Introduction to Case Management *3 CR*
This course provides an overview of social work methods with an emphasis on case management services. Students will use observational, problem-solving, recording, and relationship-building skills to explore topics such as the history and development of the social service profession, the nature of social work practice, the interface between individuals and the environment, and ethical dilemmas inherent in case management, including needs and issues related to developmental and physical disabilities, socioeconomic status, education, substance abuse, and family violence.

SWK-2011 Human Behavior in the Social Environment *3 CR*
An examination of the life cycle from a perspective of systems analysis. Studies conception to adolescence, focusing on the interrelationships among physiological, psychological, social, and cultural systems. Specific emphasis is on the social institutions that affect movement of the individual through the life cycle. Prerequisite: Introduction to Sociology, Introduction to Psychology, or Human Anatomy & Physiology I.

SWK-2020 Family Violence *3 CR*
A study of the social and psychological dynamics of family violence in America. Focuses on spouse abuse, physical and sexual child abuse, neglect, and emotional responses to family violence. Prerequisite: Introduction to Psychology or Introduction to Sociology.

SWK-2110 Adoption & Foster Care *3 CR*
Addresses the psychological, social, political, and legal aspects of adoption and foster care as they affect the family, school, and social service system in Vermont. Topics include issues that relate to the experiences of adopted and foster children and their adult counterparts, prospective adoptive or foster parents, women managing unplanned pregnancies, and the professionals who serve them.

Sociology

SOC-1010 Introduction to Sociology *3 CR*
A survey of the basic issues, concepts, theories and methods of sociology. Students learn to think critically about the nature of society and social institutions, and the relationship among individuals and groups. Topics will include social organization, socialization and social change, social stratification, class and class conflict, gender, race, and ethnicity.

SOC-1020 Ethnicity & Diversity in the United States *3 CR*
Explores aspects of ethnic, regional, racial, religious, and economic diversity as they influence contemporary United States society and culture. Students will examine different assumptions and attitudes about diversity and "multiculturalism" and examine the changing demographics of the U.S. population.

SOC-1030 Social Problems *3 CR*
Current social problems will be studied, including poverty, population, substance abuse, crime, urban and rural issues, and family and community problems.

SOC-2040 Race, Ethnicity, Class & Gender *3 CR*
Explores the relationship between race, class and gender in the construction of human society. Students will learn to apply these concepts in order to better understand social forces in their own experience and to identify the social and psychological interests served by discrimination based on race, class, gender and sexual orientation.

SOC-2070 Aging in Modern Society *3 CR*
A study of the physical, emotional, and psychological changes experienced by the aging person. Examination of the social context of growing older in the United States: quality of life, demographic, economic and political implications. Cultural differences and attitudes toward aging will be compared.

SOC-2120 Community Activism *3 CR*
Students will translate ideas and passions into actions that promote positive change in their communities. After identifying areas of personal interest, students will develop the knowledge, skills, and confidence to interact within their neighborhoods or institutions as change agents. Topics will include problem identification, coalition building, resource allocation, public relations, and development of an action plan.

SOC-2160 Women & Contemporary Social Issues *3 CR*
A study of contemporary issues in American society as they relate to the lives of women. Surveys a wide range of topics and themes about women's status, roles, and experiences today. Examines research and theories pertaining to social issues and women.

SOC-2170 Gender Studies *3 CR*
This course examines gender in relation to diverse aspects of identity. Students will gain an understanding of the social construction of gender and the effects of gender on individuals within their socio-cultural contexts. The course covers sociological, psychological and anthropological theories related to gender and addresses current topics in the study of gender in the United States and around the world.

SOC-2220 The Family in Society *3 CR*
A study of the family as a social institution. Explores the historical, psychological and sociological aspects of the family through topics and issues such as sex-roles, dating and courtship, married life and children, dual-career marriages, divorce, the single-parent family, and changing family structures.

Spanish

SPA-1011 Spanish I *3 CR*
The first course in a two-course sequence. Systematic introduction to the Spanish language. Development of aural comprehension, speaking, reading, and writing skills. Also provides an introduction to the culture of Latin America and Spain.

SPA-1012 Spanish II *3 CR*
The second course in a two-semester sequence designed to introduce students to the Spanish language. Continued development of aural comprehension, speaking, reading, and writing skills. Further study of elements of the culture of Latin America and Spain. Prerequisite: Spanish I.

SPA-2011 Spanish III *3 CR*
A systematic and intensive review of first-year college Spanish (or the first two years of high-school Spanish), followed by work leading to the further development of oral proficiency, the continued study of Spanish grammar, directed composition, and acquisition of vocabularies for everyday use. Informal oral and written reports. Laboratory work may be required. Prerequisite: Spanish II.

SPA-2012 Spanish IV *3 CR*
The further development of oral proficiency, continued study of Spanish grammar, directed composition, and acquisition of vocabularies for everyday use. Informal oral and written reports. Laboratory work may be required. Prerequisite: Spanish III.

Theater Arts

THA-1041 Introduction to Theater Arts *3 CR*
An introduction to theater arts including its history, dramatic literature, and theatrical production. Students will develop skills that enable them to understand, evaluate and appreciate the theater and its role in society.

THA-2121 Acting I *3 CR*
An introduction to the theoretical and practical principles of the craft of acting. Includes exercises in breathing, relaxation, voice and diction, concentration, and imagination, as well as improvisations, monologues, and dramatic scenes. Explores psychological and physical techniques, textual analysis, role preparation, and character development.

THA-2122 Acting II *3 CR*
Provides the student with an opportunity to develop acting skills beyond the elementary level. Extended vocal training, character and script analysis, sense memory, film and television vs. stage acting, imagination, audition and rehearsal techniques, and acting styles will all be covered. Prerequisite: Acting I.

Women's Studies

WMS-1020 Introduction to Women's Studies *3 CR*
A multicultural study of women and their relationship to the world around them. An interdisciplinary survey of research and literature by and about women, with topics drawn from the social sciences, humanities, and the biological sciences.

TUITION & FEES

Tuition

(includes academic support and computer fees)

In-state students	$180 per credit
Out-of-state students	$360 per credit
NEBHE students	$270 per credit

Fees

Registration fee	$50
Independent study	$80
Field experience	$80
Course-specific fees	as stated
Non-credit workshops	as stated
Assessment of Prior Learning fee	$220
Course challenge fee	$175
CCV transcripts to other colleges	free
Evaluation of transcripts from other colleges	free

Residency for In-state Tuition

In-state tuition rates apply to students who have lived in Vermont for one continuous year immediately preceding the date of enrollment. The New England Board of Higher Education (NEBHE) Regional Student Program provides that students from other New England states may enroll in a CCV degree program and pay a special tuition rate of approximately 150 percent of the current in-state tuition, provided that no comparable program is available closer to the student's home.

Tuition Waivers for Senior Citizens

Vermont citizens who are 65 or older are eligible for a tuition waiver at any VSC institution. To be eligible, senior citizens must be non-matriculated. Classes must first attain a sufficient enrollment level, and a senior citizen may not take the place of a paying student in classes with enrollment limits. Seniors must pay relevant registration and course fees. Suitable evidence of eligibility must be provided before a waiver can be issued. Call your local CCV office for more information.

Audit

CCV allows students who are not interested in receiving academic credit to audit courses. Audit students pay full tuition and fees and must declare their audit status at the time of registration. Audit students receive a grade of AU and do not receive credit or documentation for the course.

Refunds

The registration fee is not refundable when a student drops a course. A student may be eligible for a refund of tuition and fees when officially dropping a course using one of three methods:

1. Logon to https://blackboard.vsc.edu, scroll down and choose *Student* menu from the VSC Web Services module, then *Register* and *Drop Sections*.
2. Submit a completed drop form, available at any CCV office and at www.ccv.edu/dropping_a_class *or*
3. Call the toll-free number (1-888-689-8895) and leave the requested information in a recorded message.

If the College cancels a course, students will receive a full refund of tuition and fees.

Refunds will be determined according to the following schedule:

For an on-ground course:

Notification by student	*Refund*
Day before the first class	100%
Day before the second class	80%
Day before the third class meeting	50%
On or after the day of the third class	None

For an online or hybrid course:

Notification by student	*Refund*
By the first Friday of the semester	100%
By the second Friday of the semester	80%
By the third Friday of the semester	50%
After the third Friday of the semester	None

NOTE: A 100% refund is provided for non-credit courses, independent studies, and field experience that the student drops by the day before the first class meeting. After the start of the class, no refund is provided.

When extraordinary circumstances warrant a student's withdrawal from a course(s), a student may request an exception to the refund policy, as per the administrative section of the Complaint Resolution for Students Policy. In general, requests for exceptions should be filed not later than 60 days following the withdrawal.

NOTES

NOTES

NOTES

NOTES

NOTES

COURSE INDEX

3D Applications 53
Abnormal Psychology 79
Academic Writing Online 69
Accounting Laboratory 50
Acrylic Painting I 55
Acrylic Painting II 55
Acting I 81
Acting II 81
Acupressure 52
Adolescent Development 79
Adoption & Foster Care 80
Adult Development 79
Advertising 57
African & Caribbean Dance & Culture 64
African American History 73
African American Literature 70
African Literature 70
Aging in Modern Society 80
American Detective Fiction 70
American History I 72
American History II 72
American Judicial Process 63
American Literature: Civil War to the Present 70
American Literature: Colonial to the Civil War 70
American Politics & Government 78
Anatomy & Physiology for Massage - Eastern Perspective ..52
Anatomy & Physiology for Massage - Western Perspective .52
Anatomy & Physiology of the Eye 53
Archaeology: Tracing the Human Past 53
Architectural Drafting I 53
Architectural Drafting II 53
Art Appreciation 54
Art History: Visual Cultures of the Modern World 56
Assessing & Understanding Reading Problems 68
Assessment of Prior Learning 66
Basic Algebra 75
Basic Algebra Brush-Up 65
Basic Chemistry Workshop 65
Basic Geometry with Trigonometry 75
Basic Math Brush Up 65
Basic Mathematics 75
Basic Reading 68
Basic Writing 68
Bio-Diversity with Lab 56
Bioethics 74
Body Awareness 64
Botany 56
Business & Professional Writing ..69
Business Analysis & Decision Making 59
Business Ethics 58
Business Law 59
Business Management for Opticians 51
C/C++ Programming I 62
C/C++ Programming II 62
CAD I 53
CAD II 53
CAD Presentations I 54
CAD Presentations II 54
Calculus I 75
Calculus II 76
Calligraphy 55
Career & Life Planning 66
Ceramics I 54
Ceramics II 55
Child Abuse & Neglect 78
Child Development 78
Chorus 76
Cisco Networking 1 61
Cisco Networking 2 61
Cisco Networking 3 61
Cisco Networking 4 61
Class Piano I 76
Class Piano II 76
Clinical Lab Techniques 57
College Algebra 75
College Essentials 65
College Essentials: English 65
College Essentials: ESL 65
College Essentials: Math 65
Colonial America & the American Revolution 73
Color Photography 55
Color Theory 55
Communication in the Early Childhood Edu. Workplace 60
Community & Restorative Justice 63
Community & Work Experience 68
Community Activism 81
Comparative Religion 77
Computer Laboratory 60
Computer User Support 62
Computerized Accounting 50
Concepts of Local Area Networks 62
Concepts of PC Hardware 62
Conflict Management 58
Conflict Resolution 60
Contact Lenses - Clinical 53
Contemporary Latin American & Latino Literature 70
Contemporary World Literature ..70
Co-occurring Issues in Substance Abuse & Mental Health 79
Cost Accounting 50
Creative Activities for Children ..67
Creative Writing 69
Creative Writing II 70
Creative Writing Workshop 70
Creative Writing: Autobiography & Memoir 70
Creative Writing: Poetry 70
Criminal Law 63
Criminology 63
Critical Appreciation of Photography 56
Critical Thinking 66
Current Environmental Issues 71
Current Issues in Management ...58
Curriculum Development for Early Childhood Education 67
Death & Dying 79
Deep Tissue Approaches 52
Degree Program Orientation 64
Desktop Operating Systems 61
Desktop Publishing 61
Development of the School-Age (6-12 year old) Child 67
Development of the Young Child: Ages 3-8 79
Digital Image Manipulation 63
Digital Photography I 55
Digital Photography II 55
Dimensions of Critical Thinking ..74
Dimensions of Learning 74
Dinosaurs 56
Drawing I 54
Drawing II 55
Dynamic Earth: Introduction to Physical Geology 72
Educational Psychology 79
Effective Hiring & Performance Management 58
Effective Leadership 58
Effective Presentations 60
Effective Speaking 69
Effective Workplace Communication 59
Elementary Meteorology with Lab 76
Elements of Microbiology 57
Energy Massage & Bodywork 52
English as a Second Language 71
English as a Second Language Lab 65
English Composition 69
English Composition II 69
Ethnicity & Diversity in the United States 80
Exploring the Humanities 74
Family Law 78
Family Violence 80
Federal Taxes 50
Financial Accounting 50
Finite Math 75
Folklore 74
Forensics & Crime Scene Investigation 63
Forest Ecology 56
Fossils, Evolution, Environments: Four Billion Years of Life on Earth 57
Fostering Creative Learning for Children 66
Foundations of Computing 60
Foundations of Education 67
Foundations of Education: Elementary & Special Education 68
Foundations of Reading & Writing: Society 68
Foundations of Reading & Writing: the Self 68
Foundations of Sculpture 54
French I 72
French II 72
French III 72
French IV 72
Fundamentals for Early Childhood Professionals 66
Fundamentals of Jazz Dance 64
Gender Issues in the Classroom ..66
Gender Studies 81
Geography & Economic Development 72
Geology 72
German I 72
German II 72
Get Ready for Computers 64
Get Ready for Math 64
Grammar & Usage Review 64
Graphic Design I 54
Graphic Design II 54
Graphic Design Project Management 55
Group Process: Theory & Practice 80
Guitar I 77
Guitar II 77
Guitar III 77
History of Homosexuality in Western Civilization 73
History of North America to 1763 73
Human Anatomy & Physiology I 57
Human Anatomy & Physiology II 57
Human Behavior in the Social Environment 80
Human Biology 56
Human Growth & Development 78
Human Resource Management ...59
Human Sexuality 79
Hydrotherapy 51
Infant & Toddler Development ..79
Information Processing I 57
Instructional Technologies in Teaching & Learning 68
Insurance & Reimbursement Procedures in Medical Practice ..58
Integrating the Arts into the Classroom 68
Intercultural Communication 60
Intermediate Accounting I 50
Intermediate Accounting II 50
Intermediate Algebra 75
Intermediate Computer Programming: Visual Basic 62
Intermediate Database Management Systems 61
Intermediate Drafting & Blueprint Reading 53
Intermediate Java Programming ..62
Intermediate Jazz Dance 64
Intermediate Linux 62
Intermediate Programming for the Internet 63
Intermediate Spreadsheets 61
Intermediate Web Site Design & Management 63
Intermediate Word Processing ...61
Internet Business Models & Strategies 59
Internet Marketing: Concepts & Cases 59
Interpersonal & Small Group Communication 60
Interpreting Global Issues 69
Introduction to Afterschool Education 66
Introduction to Alternative Therapies 79
Introduction to Astronomy 78
Introduction to Biology 56
Introduction to Book Arts 55
Introduction to Business 57
Introduction to Career Development 66
Introduction to Case Management 80
Introduction to College Studies ..65
Introduction to Contact Lenses ..53
Introduction to Corrections 63
Introduction to Counseling Theories & Practice 80
Introduction to Criminal Justice ..63
Introduction to Cultural Anthropology 53
Introduction to Database Management Systems 60
Introduction to Drafting & Blueprint Reading 53

Introduction to Early Childhood Education 66
Introduction to Early Intervention 66
Introduction to e-Commerce 59
Introduction to Environmental Science 71
Introduction to Ethics 77
Introduction to Exceptional Populations 67
Introduction to Film Study 71
Introduction to Filmmaking 71
Introduction to Fine Crafts 54
Introduction to Flash Animation .61
Introduction to Genealogy 74
Introduction to Geography 72
Introduction to Governmental & Nonprofit Accounting 50
Introduction to Health Care Services 51
Introduction to Human Services ..80
Introduction to Jazz Music 76
Introduction to Linux 62
Introduction to Literature 69
Introduction to Mass Communication 60
Introduction to Massage Therapy & Bodywork 51
Introduction to Nutrition 56
Introduction to Online Teaching .68
Introduction to Organic Chemistry & Biochemistry 59
Introduction to Ornithology 57
Introduction to Paper Arts 55
Introduction to Philosophy 77
Introduction to Physical Anthropology 53
Introduction to Political Science ..78
Introduction to Psychology 78
Introduction to Quality Science ..57
Introduction to Research Methods 69
Introduction to Rock & Roll 76
Introduction to Sailing 77
Introduction to Shakespeare 70
Introduction to Sociology 80
Introduction to Spreadsheets 60
Introduction to Studio Art 54
Introduction to Substance Abuse 78
Introduction to Tap Dance 64
Introduction to Technology in Music 77
Introduction to the Novel 69
Introduction to the Study of Community 80
Introduction to Theater Arts 81
Introduction to Vocal Performance 76
Introduction to Women's Studies 81
Introduction to Word Processing .61
Introduction to World Music 76
Introductory Chemistry 59
Italian I 74
Italian II 74
Java Programming 62
Jazz & Blues Vocal Performance ..77
Jazz/Contemporary Theory I 77
Journalism I 69
Juvenile Justice 63
Landscape in Art 54
Law & the Individual 78
Law Enforcement in America 63
Leadership Development 59
Leadership, Mentoring & Supervision for Early Education Practitioners 67
Learning Center 64
Life Drawing I 55
Life Drawing II 55
Life Skills Seminar 65
Literature for Children 67
Macroeconomics 65
Management Information Systems 62
Management of the Classroom ...68
Managerial Accounting 50
Math Complexity Theory 76
Math Laboratory 75
Mathematical Concepts 75
Medical Assisting 51
Medical Terminology I 51
Medical Terminology II 52
Meteorology 76
Microcomputer Applications I ...60
Microcomputer Applications II ...61
Microeconomics 65
Middle Eastern Dance 64
Modern Dance 64
Modern Latin American History ..73
Modern Middle Eastern History ..73
Modern Russian History 73
Modern Short Fiction 71
Modern World History 72
Mother Goose Cares about Social Studies 67
Mother Goose's Math & Science .67
Moving toward Sustainability 71
Multiculturalism in Education ...68
Music Appreciation 76
Music Ensemble 77
Music Fundamentals 76
Music Laboratory 76
Music Theory I 76
Music Theory II 77
Mythology 69
National Security & Terrorism ...78
Native American Histories & Cultures 73
Native American Literature 70
Natural History of Vermont 71
Nature & Literature 71
Near Death Experiences 79
Negotiations 58
News Media in the Information Age 60
Novell Networking 62
Nurturing Early Literacy 68
Office Accounting I 50
Office Accounting II 50
Office Management 58
Office Procedures 57
Oil Painting I 54
Oil Painting II 54
Online Learning Workshop 64
Ophthalmic Dispensing I 51
Ophthalmic Dispensing I - Clinical 51
Ophthalmic Dispensing II 51
Ophthalmic Dispensing II - Clinical 51
Ophthalmic Dispensing III & ABO Review 52
Ophthalmic Laboratory I 52
Ophthalmic Laboratory I - Clinical 52
Ophthalmic Laboratory II 52
Ophthalmic Laboratory II - Clinical 52
Optical Theory I 52
Organizational Behavior & Management 58
Painting from the Spiritual Self ..54
Pastels I 54
Pastels II 54
Pathophysiology for Massage 52
Payroll Accounting 50
Peace & Turmoil in the Modern World 73
Percussion I 76
Personal Finance 58
Photography I 55
Photography II 55
Physics I 77
Physics II 77
Plays & Playwrights 69
Praxis I Examination Preparation 65
Pre-Calculus Mathematics 75
Principles of Animal Behavior ...57
Principles of Banking 57
Principles of Botany 56
Principles of Financial Management 58
Principles of Investment 59
Principles of Management 58
Principles of Marketing 58
Principles of Microbiology 57
Principles of Persuasion 60
Principles of Supervision 58
Principles of Zoology 57
Printmaking I 55
Printmaking II 55
Professional Practitioner Internship 53
Professional Self-Development for Bodywork Practitioners 51
Program Management for Early Childhood Education 67
Programming for the Internet 62
Psychology of Consciousness 78
Psychology of Men 79
Psychology of Women 79
Public Relations 57
Race, Ethnicity, Class & Gender ..80
Reading & Study Techniques 65
Reflexology 51
Research Paper Writing 65
Research Paper Writing 69
Science & Spirituality 77
Science Fiction Literature 71
Science for the Early Childhood Years 67
Security in the e-Commerce Environment 59
Seminar in Educational Inquiry ...74
Sign Language I 80
Sign Language II 80
Sign Language III 80
Small Business Management 58
Small Business Marketing 59
Social Problems 80
Social Psychology 79
Spanish I 81
Spanish II 81
Spanish III 81
Spanish IV 81
SQL Database Administration ...62
Stained Glass I 55
Stained Glass II 56
Statistics 75
Statistics II 76
Strategies to Improve Workplace Communication 60
Streams & Rivers 71
Substance Abuse: Services & Treatment 78
Substance Abuse: the Family & Society 78
Supporting Math Instruction 66
Supporting Reading Instruction ..66
Supporting Students with Challenging Behaviors 66
Supporting Writing Instruction ...66
Survey of Western Art I 56
Survey of Western Art II 56
Surviving the College Essay 65
Swedish Massage 51
Taking Tests & Examinations 65
Teaching Methods 67
Teaching with Writing 67
Technical Mathematics, Part I ...75
Technical Mathematics, Part II ..75
Television in America 60
The Bible as Literature 70
The Civil War 73
The Confident Writer: Overcoming Writing Anxiety ...64
The Constitution 78
The Documentary Film 71
The Family in Society 81
The Holocaust 74
The Literature of New England ..70
The Multi-Age Classroom 68
The Paraeducator in the Classroom 67
The United States in the 1960s ..73
The Vampire in Literature, Culture & Film 74
The Wild West 73
Theories of Personality 79
Travel Writing 69
Two-Dimensional Design 54
United States History 1945 to Present 73
Using Windows 60
Vermont History 73
Victimology 63
Vietnam War in Literature & Film 74
Visual Basic Programming 61
War Literature 71
Watercolor Painting I 54
Watercolor Painting II 54
Web Design 61
Website Development 61
Western Civilization I 72
Western Civilization II 72
Wildlife Ecology 56
Windows Server Administration ..62
Women & Art 56
Women & Contemporary Social Issues 81
Women & Education 67
Women & Literature 71
Women in Management 58
Women in United States History .73
Women's Journals & Memoirs 69
Women's Spirituality 74
World Literature: from the Renaissance to the Present 70
World Literature: through the Renaissance 70
Writing Laboratory 68
Zoology 57

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