

# CATALOG

2011 - 2012



**[www.ccv.edu](http://www.ccv.edu)**

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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, faculty, 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 CCV academic centers, is published each semester and is available at all CCV offices.

# 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 academic centers, CCV serves over 7,000 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 (VSC), 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 Tech. 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.

## **Our Mission**

Community College of Vermont, a Vermont State College, supports and challenges all students in meeting their educational goals through an abiding commitment to access, affordability, and student success.

## **Our Vision**

CCV is a learning community dedicated to the conviction that education enriches lives and strengthens Vermont communities.

## **Our Values**

*Access* - CCV welcomes all who can benefit from its academic programs and student support services.

*Affordability* - CCV commits to keeping college affordable to Vermonters.

*Accountability* - CCV develops and publishes data to demonstrate success and excellence in teaching and learning.

*Empowerment* - CCV empowers its students, faculty, and staff to change their lives in positive ways and become active members in local and global communities.

*Engagement* - Small classes and active student engagement are at the center of CCV's teaching and learning environment.

*Inclusion* - CCV is defined by its diverse community, whose members represent the rich experiences and backgrounds of those born in or drawn to Vermont.

*Innovation* - CCV utilizes the most current information and learning technologies to provide meaningful and relevant programs and services to students.

*Partnership* - CCV develops beneficial partnerships that contribute to the quality and scope of programs and services.

*Respect* - CCV holds all students, faculty, and staff to the highest standards of personal behavior and honest communication in maintaining a safe and positive learning environment.

*Success* - CCV is committed to supporting, increasing, documenting, and celebrating student success.

## **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, who intend to transfer on for a four-year degree (or beyond), or who just want to take a course or two in support of lifelong learning.

We operate in 12 academic centers located throughout Vermont, with central administrative offices in Montpelier. Every semester, over 7,000 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 approximately 500 each summer. For course descriptions and more information on times and locations, view our current course schedule at [www.ccv.edu](http://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 the opportunity for greater student participation, discussion, and personal interaction with CCV faculty.

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 faculty member 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 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 choose to take courses that CCV offers online. CCV students can now choose from more than 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. In addition to their online base, hybrid classes have several 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 13 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 plan 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 midterm 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.

# GETTING STARTED

## 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 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. CCV has a simple no-fee application process, which can be completed at anytime.

Students may seek admission as either a degree or non-degree student. Those taking classes for personal enrichment or still enrolled in high school are considered non-degree students. Those who plan to transfer their CCV courses to a degree program at another college may apply either as non-degree or degree students. However, students planning to apply for most financial aid programs must apply as degree students.

## 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 application online at [www.ccv.edu/apply](http://www.ccv.edu/apply);
- complete skills assessments in reading, sentence skills and arithmetic (and algebra for specific classes) at a CCV academic center for placement purposes. A CCV academic advisor may waive the assessments for students presenting a transcript of previous college work or sufficient SAT or ACT scores;\*
- submit official transcripts of all previous college work to: Registrar's Office, CCV, PO Box 489, Montpelier, VT 05601-0489;
- talk to an academic advisor at your local CCV academic center about your interests, course selection, and degree programs; and
- apply early if you want to use financial aid. See [www.ccv.edu/financial\\_aid](http://www.ccv.edu/financial_aid) for forms and information.

*\*Assessments are required if a student's combined SAT Critical Reading and Writing score is below 1100 (or if either score is below 500) or the SAT Math score is below 520. ACT English, Reading, and Math scores must each total 22 or higher for an assessment waiver.*

## Non-Degree Students

If you are taking CCV courses for personal interest or professional advancement, and not currently working toward a college degree, 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 application online at [www.ccv.edu/apply](http://www.ccv.edu/apply); and
- complete skills assessments at a CCV academic center 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

In order to register, new students must first be admitted to the College and are encouraged to meet all of the College's admissions requirements before the registration period begins. All CCV offices hold registration for several weeks prior to the start of the fall, spring, and summer semesters. Visit [www.ccv.edu](http://www.ccv.edu) for more information on CCV's registration dates and options.

Students may register for courses online by logging into the College's portal at <https://portal.ccv.edu> and using VSC Web Services. Students may also register in person at any CCV academic center. Payment due dates are posted at [www.ccv.edu/paying\\_for\\_college](http://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](http://www.ccv.edu) for more information on CCV's registration dates and options.

## Attendance

Attendance is absolutely essential for you to succeed in your classes and to get the financial aid you've been awarded. See your course description, syllabus, and the attendance and financial aid policies for more details.

# 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's 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, 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.

## Degree Programs

### Associate of Arts (A.A.) Degrees

- Early Childhood Education
- Education
- Graphic Design
- Liberal Studies
- Multimedia Communications
- Visual Arts

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

- Accounting
- Administrative Management
- Business
- Computer Assisted Drafting & Design
- Computer Systems Management
- Criminal Justice
- Emergency Management
- Environmental Science
- Hospitality & Tourism
- Human Services

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

- Network Administration

*The objectives and course requirements for all programs are described on pages 18 - 51.*

Additional graduation requirements are listed in the Degree Completion Policy, available at [www.ccv.edu](http://www.ccv.edu).

## General Education Program

### General Education

The purpose of the general education program at CCV is to develop engaged, self-directed, and collaborative learners who demonstrate core competencies, recognize and apply strategies of inquiry, and embrace the challenge, complexity, and wonder of our interconnected world.

**Core Competencies** are fundamental to academic learning, and personal and professional development. Courses fulfilling the core competencies requirement introduce students to the framework of the four Vermont State College's graduation standards and foster development of communication, information and technological literacy, quantitative reasoning, and writing skills. These skills are crucial for successful participation in public, private, and professional work and decision-making as well as further education.

**Areas of Inquiry** provide a variety of intellectual tools to understand the world and our place in it. CCV

broadly defines these areas as the study of the natural world through the scientific method, the study of human expression through the arts and humanities, and the study of human behavior through history and the social sciences.

Students can satisfy the areas of inquiry requirement by choosing from a wide variety of courses and learning to:

- understand vocabulary, theories and problem-solving methodologies that define scientific literacy and scientific method in the natural world;
- explore how human expression and creative processes are used within the arts and humanities to convey ideas, offer perspectives, and make meaning; and
- explain some of the ways in which social scientists and/or historians gather and interpret evidence to explain human behavior.

**Integrative Approaches** help us explore the complexity of the natural and social world over time and with respect to others. As relations between individuals, societies, and their environments become more complex,



educated individuals need to draw upon a variety of perspectives in order to guide the direction of their lives, live as informed and involved community members, and act creatively. Students can satisfy the integrative approaches requirement through successful completion of CCV's required interdisciplinary capstone course, Seminar in Educational Inquiry, and a choice of one course that promotes global awareness and an understanding of the human and natural processes that impact the future of individuals, societies and environments across the globe.

### **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: core competencies, areas of inquiry, and integrative approaches.

#### **Core Competencies (18 credits total)**

First Semester Seminar (3 cr)  
Technological Literacy (3 cr)  
Communication (3 cr)  
English Composition (3 cr)  
Mathematics (3 cr)  
Research & Writing Intensive (3 cr)

#### **Areas of Inquiry (9 credits total)**

Scientific Method (3 cr)  
Human Expression (3 cr)  
Human Behavior (3 cr)

#### **Integrative Approaches (6 credits total)**

Global Perspectives & Sustainability (3 cr)  
Seminar in Educational Inquiry (3 cr)

#### **Program Concentration Core (24 - 26 credits)**

See specific concentration requirements on pages 18 - 51.

#### **Elective Studies (0 - 9 credits)**

This includes courses from program concentration areas or other areas of interest.

#### **Residency Requirement**

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



## Vermont State Colleges Graduation Standards

Students who complete a degree program at CCV—as well as anywhere within the Vermont State Colleges—are required to demonstrate proficiency in four specific skill areas: oral communication, quantitative reasoning, writing, and information literacy. Students who gain competence in these areas are better able to work effectively with others, live as informed and involved community members, and think critically in order to solve problems and make decisions.

### Oral Communication

Upon graduation, students will be able to:

- 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; and
- use language and syntax appropriate for the audience and purpose.

*Skills focused in:*

- Communication course

*Skills strengthened in:*

- First Semester Seminar course
- Courses that integrate oral communication
- Seminar in Educational Inquiry

*Graduation standard demonstrated by:*

- Oral presentation component of Communication course

### Quantitative Reasoning

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; and
- evaluate the reasonableness of quantitative conclusions.

*Skills focused in:*

- Mathematics course

*Skills strengthened in:*

- Technological Literacy course
- Scientific Method course
- Human Behavior course

*Graduation standard demonstrated by:*

- Quantitative Reasoning Assessment

## Writing

Upon graduation, students 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; and
- follow standard practices in quotation, summary, paraphrase and citation of textual material.

*Skills focused in:*

- English Composition
- Research & Writing Intensive course

*Skills strengthened in:*

- Courses that integrate writing
- Seminar in Educational Inquiry

*Graduation standard demonstrated by:*

- final research paper requirement in Seminar in Educational Inquiry

## Information Literacy

Upon graduation, students will be able to:

- 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; and
- acknowledge and document the sources needed.

*Skills focused in:*

- First Semester Seminar

*Skills strengthened in:*

- Research & Writing Intensive course
- Courses that integrate information literacy
- Seminar in Educational Inquiry

*Graduation standard demonstrated by:*

- Final research paper requirement in Seminar in Educational Inquiry

## FROM START TO FINISH: A TYPICAL COURSE SEQUENCE

From the time you enter CCV until the moment of graduation, you will have both the opportunity and responsibility to develop and demonstrate academic skills, explore areas of study, choose a degree program, and select coursework that best meets your needs and interests. The following is a typical sequence that supports a student's successful progression from entry to graduation.

<p><b>Skills Assessments, Advising, &amp; Development</b></p> <p>Proficiency in the basic skills of reading, writing, arithmetic, and computing 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 skills necessary for success. Many students find that they need some developmental work to be ready for college-level courses.</p>	<p><b>Opportunities for Skill Development:</b></p> <p><i>Introduction to College Studies</i>  <i>Introduction to Reading &amp; Writing for College</i>  <i>Foundations of Reading &amp; Writing</i>  <i>Basic Mathematics</i>  <i>Foundations of Computing</i></p>
<p><b>First Semester Seminar</b></p> <p>The First Semester Seminar course is an ideal choice for a first class at the college level. Two themes for this course are offered at CCV: Dimensions of Freedom and Dimensions of Work.</p>	<p><b>Seminar Theme Choices:</b></p> <p><i>Dimensions of Freedom</i>  <i>Dimensions of Work</i></p>
<p><b>Basic Algebra</b></p> <p>Many students find they have the reading, writing, arithmetic, and computing skills necessary to begin college-level work in the First Semester Seminar, but still require additional work in developing basic algebra skills. Basic Algebra is an ideal pre-college mathematics course to take with or immediately after the First Semester Seminar in preparation for other courses requiring college-level mathematics skills.</p>	<p><b>Opportunities for Skill Development:</b></p> <p><i>Basic Algebra</i>  <i>Self-Study</i></p>
<p><b>Core Competencies &amp; Introductory/ Exploratory Program Courses</b></p> <p>Courses fulfilling the general education Core Competencies requirement for technological literacy, communication, writing and research, and mathematics, as well as an introductory course in the program(s) of interest to you, are ideal next choices in your academic program. Your advisor can help you choose from a variety of courses for the balance of interest, workload, and skill development that is best for you.</p> <p>Your communication course will include an oral presentation, successful completion of which fulfills the first of four VSC graduation standards.</p>	<p><b>General Education Core Competency Requirements:</b></p> <p><i>Technological Literacy</i>  <i>Communication*</i>  <i>English Composition</i>  <i>Mathematics</i>  <i>Research &amp; Writing Intensive</i></p> <p><b>Example Introductory Program Courses:</b></p> <p><i>Introduction to Business</i>  <i>Introduction to Criminal Justice</i></p> <p>* <i>Fulfills VSC graduation standard</i></p>

<p><b>Areas of Inquiry &amp; Core Program Courses</b></p> <p>By this point you are into the middle part of your academic program at CCV. You will have the opportunity to focus on courses that complete your degree program concentration as well as choose from a wide variety of courses across three general education areas of inquiry: scientific method, human expression, and human behavior.</p>	<p><b>General Education Areas of Inquiry:</b></p> <p><i>Scientific Method</i>  <i>Human Expression</i>  <i>Human Behavior</i></p> <p><b>Core Program Courses:</b>  See pp. 18 - 51.</p>
<p><b>Integrative Approaches &amp; Capstone Program Experiences</b></p> <p>You are getting close to graduation! At this point in your studies, you are ready to take on the challenge of more complex interdisciplinary courses, field experiences, and fulfillment of the graduation standards.</p> <p>At any time following completion of a college-level mathematics course, you may register for CCV's Quantitative Reasoning Assessment. Successful completion of this assessment fulfills the VSC graduation standard in quantitative reasoning.</p> <p>When you take CCV's Seminar in Educational Inquiry (SEI), you will develop and present a culminating thesis that integrates relevant source material. Successful completion of the final paper in SEI fulfills the final two VSC graduation standards in writing and information literacy. As you prepare to finish your degree at CCV, your advisor is also available to discuss opportunities for job placement and/or transfer to four-year programs.</p>	<p><b>General Education Integrative Approaches:</b></p> <p><i>Global Perspectives &amp; Sustainability Seminar in Educational Inquiry*</i>  <i>Quantitative Reasoning Assessment*</i></p> <p><b>Example Program Experience:</b></p> <p><i>Community &amp; Work Experience</i></p> <p>* <i>Fulfills VSC graduation standard(s)</i></p>

# STUDENT SERVICES

<p>CCV's student development goals augment classroom learning by providing activities and resources that give students the opportunity to:</p> <ul style="list-style-type: none"> <li>• set long- and short-term goals, celebrate success, assess challenges, and re-evaluate goals in light of new learning;</li> <li>• demonstrate self-reliance, self-advocacy and active engagement in their learning;</li> <li>• devote attention to the process of learning, as well as the mastery of content;</li> <li>• demonstrate healthy decision-making skills by gathering information, weighing options, and making informed choices;</li> <li>• transition smoothly into the next phase of their education and work life; and</li> <li>• participate in an inclusive community where differences, safety, respect, and justice are valued.</li> </ul>	<p>CCV offers a variety of support services to help students thrive in a college setting. Some services are actively used by nearly all students, and others may be appropriate for certain populations. Among the services CCV offers are:</p> <p><b>Advising</b></p> <p>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.</p>
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## **CCV Student Portal & Web Services**

The student portal, accessed at <https://portal.ccv.edu>, is the gateway to a full range of resources and student services at CCV. Students can log in to the portal to obtain general services such as Hartness Library, announcements, job/internship opportunities, online tutoring, classifieds, and orientation to CCV, which provides 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 these fit into a particular degree program. The portal permits a student anytime/ anywhere access to vital information about CCV and her/his individual situation.

## **Computer Access at CCV**

CCV is committed 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 Moodle course websites, use of the College portal for access to course evaluations and grades, use of the Hartness Library (serving CCV students statewide), and, for degree students, use of specialized functions such as Program Evaluation. Certain courses may require additional computer technology such as a broadband Internet connection and a webcam and headset. CCV provides Internet access and assistance to students in our 12 academic centers. If you have concerns about Internet access, please consult with a CCV advisor.

## **Student Email**

One of CCV's major methods of communicating with students is via email. CCV expects all students to provide the College with an active email account and to notify us when this email address has been changed. If you do not have an active email account, CCV will help you get one. To receive help getting an email account, please contact the CCV Help Desk through <https://portal.ccv.edu>.

## **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 important 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.

## **First Semester Seminar: Dimensions Classes**

Dimensions of Freedom (INT-1060) and Dimensions of Work (INT-1050) are ideal choices for a first class at the college level. Dimensions classes enhance 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.

## **The Learning Center**

Each CCV academic center provides students with an opportunity to receive personalized assistance with skills related to their academic work. Learning Centers are available to help students with writing and research assignments, eTutoring and other online support, math and quantitative reasoning tasks, computer literacy questions, college portal navigation and online learning tools, basic library skills and access to Hartness Library's collection, full-text articles, and online reference resources. Learning Center staff can also provide referrals to CCV librarians and other experts to assist with specific needs.

## **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. 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. Accommodations are intended to provide access to the educational experience.

# PAYING FOR COLLEGE

## Financial Aid

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 Planner* and at [www.ccv.edu](http://www.ccv.edu).

## Veterans' Benefits

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. 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; and
- 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 preapproved by the V.A. prior to enrollment. For information about veterans' benefits and support go to [www.ccv.edu/veterans\\_benefits](http://www.ccv.edu/veterans_benefits).

## Scholarships

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

## 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 2007, and varied state-funded programs.

*See the Tuition & Fees page (93) for more information on tuition waivers, audit and refunds.*



# OUTSIDE THE CLASSROOM

## Career Services

CCV Career Services resources offer general information as well as links to various tools to help students with:

- **Self-Assessment** to help students define their skills, strengths, values and interests;
- **Career Exploration** to help students match assessment results with career paths that fit; and
- **Decision-Making Information** to help students make effective financial decisions, build a professional image, and display their skills in cover letters, resumes, and job interviews.

Access CCV Connections through the portal or at [www.ccv.edu/career\\_development](http://www.ccv.edu/career_development).

## Student Leadership

CCV's Student Advisory Board (SAB) provides students with a forum to discuss the programs and services offered by CCV and review student-related policies and procedures. The board is made up of two student representatives from each of the College's 12 academic centers and meets at least once every semester with CCV's SAB staff advisor and/or other College administrators. The names of student representatives are posted in every CCV academic center.

We encourage students to share with their representatives any ideas, requests, concerns, and recommendations for improving the College's ability to serve students effectively. Students who are interested in serving on the Student Advisory Board should contact their 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. The SAB annually selects a student to serve a one-year term on Academic Council, CCV's academic governance body.

## Transfer to Other Programs

Each year numerous CCV students apply to four-year schools and many 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 information on the portal can assist students as they plan and apply to transfer from CCV to other institutions.

## CCV Community

Although a nonresidential college, CCV sponsors performing and visual arts nights, lectures and events, concerts, and Winooski'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 these themes. Additionally, CCV sponsors short trips each spring, typically to Boston, Washington D.C., or New York, for cultural events and occasionally for service projects.

## Hartness Library System

The Hartness Library System serves CCV and Vermont Tech. In addition to a large collection of online periodical and eBook collections, faculty, staff, and students can borrow materials from the Hartness Library and other VSC libraries through the online Library Catalog. All of these resources are accessible 24/7 through the CCV Hartness Library website at <http://hartness.vsc.edu>. VSC usernames and passwords are used to borrow books and for off-site access to the periodical databases.

Among the services available to CCV students are:

- a toll-free phone number (800-431-0025), chat and email ([library@ccv.edu](mailto:library@ccv.edu)) for reference assistance;
- an online system for home delivery of library materials;
- research guides, video tutorials; and
- access to thousands of full-text articles in more than twenty periodical databases.

Learning Centers in each CCV location also provide basic library support from friendly and resourceful staff, and computer equipment for accessing library materials. Library staff are available for in-depth research assistance by appointment.

# VALUABLE LEARNING OPPORTUNITIES

## 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 faculty, interactive learning environment, and academic support that CCV is known for. In online classes students post messages to a discussion board each week, and faculty establish guidelines and deadlines for discussion board contributions. Class assignments also include tests, quizzes, projects, essays, and research papers that are 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 – required for new online students – 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 faculty in online and hybrid classes is written, students need to have strong reading and writing skills. Students 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 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](http://www.ccv.edu/online).

## Field Experiences

Most program/concentration areas require a student to complete an internship or field experience for one semester. Students participating in a field experience do so by enrolling in Community & Work Experience specific to their program, 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 to select the appropriate program designation and receive approval before enrolling in the course.

## Study Abroad

Students can study abroad with CCV and earn credit while experiencing other countries and cultures. Since 2002, CCV has taken students to Belize, England, France, Greece, Ireland, Italy and Mexico on 10-day study trips in courses ranging from Art Appreciation to Ornithology. With a class size limit of 15, students can expect the same student-centered learning experience as in other CCV courses. Study abroad courses include pre- and post-trip classes, as well as the 10-day study trip led by CCV faculty and a staff member. Course fees can be covered by financial aid. Study abroad classes are offered each fall and spring semester.

## 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.

CCV offers certificate programs in:

- Allied Health Preparation
- Childcare
- Clinical Lab Assistant
- Computer Business Applications
- Computer Systems Management
- Essential Workplace Skills
- Health Information Specialist
- Medical Assistant
- Substance Abuse Services
- Sustainable Building Technology
- Web Site Design

For more information, see pages 52 - 57.

## Credit Courses

CCV courses, in the classroom and online, cover a wide range of discipline areas and are listed on pages 60 - 92. Each semester, the College publishes a *Schedule* giving times and locations of courses being offered. Course descriptions are also available online.

## Credit by Examination

Extensive college-level knowledge in a field gained through individual and non-college study can result in credit through the national College Level Examination Program (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. Additional information is available at [www.collegeboard.com/CLEP](http://www.collegeboard.com/CLEP).

## Assessment of Prior Learning

College-level learning acquired through work, community experience, self study or other non-college experiences may be assessed for the award of college credit. In the Assessment of Prior Learning (APL) course, offered at all CCV academic centers at least once a year, students are guided through the process of describing and documenting their experiential learning in a portfolio. This portfolio is then reviewed for credit by a committee composed of appropriate faculty and professionals. The recommended credit 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](http://www.ccv.edu/apl). Information sessions about this program are scheduled regularly and are announced in the *CCV Schedule* and on the website. See also page 75.

## 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 training may have been evaluated for college credit. Students should contact the CCV Registrar's Office (802-828-2800) with questions about military transcripts. Some organized in-service trainings may have been evaluated by the Education and Training Evaluation Service (ETES) of the Vermont State Colleges. Students should contact the Office of External Programs (802-828-4064) regarding information about ETES credit.

## Transfer Credit

Degree students must have official transcripts of all previous college courses sent to the Registrar at CCV's central office in Montpelier for evaluation of transfer credit. CCV accepts eligible credits earned at accredited institutions or gained through the Assessment of Prior Learning program, CLEP or DANTES examinations, ETES, CEEB Advanced Placement examinations, and certain vocational programs. Advisors can answer your questions about how transferred credits may meet your degree program requirements.

Please note that in order to complete a degree program at CCV, you must successfully complete at least 15 credits here.



# PLANNING YOUR ASSOCIATE DEGREE

## GENERAL EDUCATION REQUIREMENTS

### I. Core Competencies

#### 1. First Semester Seminar

The purpose of the First Semester Seminar at CCV is to assist new students in achieving success, understanding academic freedom and responsibilities, and developing core 21st century skills and knowledge for lifelong learning and active participation in a diverse community.

#### Courses Meeting Requirement:

INT-1050: Dimensions of Work  
INT-1060: Dimensions of Freedom  
or

*Approved waiver for transfer students with a full semester of successful equivalent college-level learning or approved transfer course*

#### 2. Technological Literacy

This competency is satisfied by courses in which students use critical thinking to apply technological tools in the learning process and real-world scenarios. Completion of this requirement prepares students to function in a technologically evolving workplace and global community.

#### Courses Meeting Requirement:

CIS-1041: Microcomputer Applications I  
CIS-1045: Introduction to Multimedia Applications & Tools  
CIS-1151: Website Development  
CIS-1322: Intermediate Word Processing  
CIS-1360: Intermediate Database Management Systems  
CIS-1410: Intermediate Spreadsheets  
or  
*Approved transfer or upper-level CIS-designated course*

#### 3. Communication

Communication is essential in many aspects of our lives. Courses in this category focus on interpersonal communication skills and the effective verbal expression of ideas. Courses which fulfill this requirement also satisfy the Vermont State Colleges graduation standard in Oral Communication.

#### Courses Meeting Requirement:

COM-1010: Effective Workplace Communication  
COM-1015: Communication in the Early Childhood Education & Afterschool Workplace  
COM-1020: Interpersonal & Small Group Communication

COM-1030: Intercultural Communication  
COM-2010: Principles of Persuasion  
COM-2360: Conflict Resolution  
ENG-1070: Effective Speaking  
PSY-2420: Group Process: Theory & Practice  
or  
*Approved transfer course*

#### 4. English Composition

The ability to express oneself clearly and accurately in written form, develop a thesis, and support it with evidence drawn from appropriate sources of information are elements of strong writing skills. Through extensive practice, students learn strategies for organizing, evaluating, and revising their work and ultimately demonstrate proficiency in first-year college writing.

#### Courses Meeting Requirement:

ENG-1061: English Composition  
or  
*Approved transfer course*

#### 5. Mathematics

This competency is satisfied by courses in which the emphasis is on developing general quantitative understanding and using mathematics as a problem-solving tool in business, education, human services and other professional fields, as well as in everyday life. Completion of this requirement prepares students to think critically, and apply mathematical problem-solving skills to a variety of real-world problems.

#### Courses Meeting Requirement:

MAT-1030: Mathematical Concepts  
MAT-1221: Finite Mathematics  
MAT-1225: Applied Quantitative Reasoning  
MAT-1230: College Algebra  
MAT-1330: Pre-Calculus Mathematics  
MAT-1531: Calculus I  
MAT-2021: Statistics I  
MAT-2022: Statistics II  
MAT-2532: Calculus II  
or  
*Approved transfer course*

*Note: The VSC graduation standard will be met by a quantitative reasoning assessment administered outside of college math courses.*

## 6. Research & Writing Intensive

This competency is satisfied by a course that integrates all aspects of research writing within the context of other disciplinary approaches to writing. Students' work will culminate in a final paper that includes an implied or explicit thesis statement and integrates relevant source material from five or more credible sources using standard MLA or APA form.

### Courses Meeting Requirement:

ENG-1020: Introduction to Research Methods  
ENG-1062: English Composition II  
ENG-1310: Introduction to Literature  
ENG-2050: Global Issues in the Media

or

*Approved transfer course*

## II. Areas of Inquiry

### 1. Scientific Method

Scientific literacy is essential to understanding and evaluating the impact and advances of science now and in the future. This competency is satisfied by courses in which students develop a working knowledge of the scientific method and the vocabulary and foundational theories of one or more fields of science.

### Courses Meeting Requirement:

#### 3-credit courses

AHS-2120: Wellness for Life  
ANT-1020: Introduction to Physical Anthropology  
BIO-1030: Introduction to Nutrition  
BIO-1140: Human Biology  
BIO-1150: Principles of Botany  
BIO-1240: Forest Ecology  
BIO-1250: Wildlife Ecology  
BIO-1260: Dinosaurs  
BIO-2110: Principles of Microbiology  
BIO-2330: Principles of Animal Behavior  
BIO-2350: Introduction to Ornithology  
BIO-2360: Fossils, Evolution, Environments  
ENV-1010: Introduction to Environmental Science  
ENV-1055: Fundamentals of Earth Science  
ENV-1070: Introduction to Wetlands  
ENV-1230: Current Environmental Issues  
ENV-2010: Moving Toward Sustainability  
ENV-2020: Streams & Rivers  
ENV-2050: Natural History of Vermont  
MET-1020: Meteorology  
PHY-1110: Introduction to Astronomy

#### 4-credit lab courses

BIO-1020: Introduction to Environmental Biology  
BIO-1120: Bio-Diversity with Lab  
BIO-1210: Introduction to Biology  
BIO-1220: Botany

BIO-2011: Human Anatomy & Physiology I  
BIO-2012: Human Anatomy & Physiology II  
BIO-2120: Elements of Microbiology  
BIO-2320: Zoology  
CHE-1020: Introductory Chemistry  
CHE-1031: General Chemistry I  
CHE-1032: General Chemistry II  
CHE-2110: Introduction to Organic Chemistry & Biochemistry  
GEY-1030: Dynamic Earth  
PHY-1041: Physics I  
PHY-1042: Physics II  
PHY-2025: Physics for the Environment

or

*Approved transfer course*

### 2. Human Expression

Courses in this area are designed to give students exposure to aspects of the arts and humanities that develop and broaden their perspectives in relation to the world and human experience.

### Courses Meeting Requirement:

#### Any course in:

- Art (ART)
- Art History (ARH)
- Dance (DAN)
- English (above ENG-1300)
- Film Studies (FLM)
- Humanities (HUM) *except HUM-2010*
- Music (MUS)
- Philosophy (PHI)
- Theater Arts (THA)

or

*Approved transfer course*

### 3. Human Behavior

Social sciences and history provide tools for observing, analyzing, and interpreting human behavior. These courses offer an introduction to the major research methods, theories, and core concepts of human interaction.

### Courses Meeting Requirement:

#### History

HIS-1011: Western Civilization I  
HIS-1012: Western Civilization II  
HIS-1111: World History I  
HIS-1112: World History II  
HIS-1211: American History I  
HIS-1212: American History II  
HIS-1220: Native American Histories & Cultures  
HIS-1240: The American Revolution  
HIS-2070: Vermont History  
HIS-2110: United States History from 1945 to Present  
HIS-2130: African-American History  
HIS-2140: The Civil War  
HIS-2150: The United States in the 1960s  
HIS-2210: Women in United States History

HIS-2220: The Wild West  
HIS-2230: Modern Russian History  
HIS-2250: Modern Middle Eastern History  
HIS-2270: Society & Environment in History  
HIS-2410: Latin American History & Culture  
HIS-2560: History of Homosexuality in Western Civilization  
HIS-2730: Peace & Turmoil in the Modern World

### **Social Sciences**

ANT-1010: Introduction to Cultural Anthropology  
ANT-1020: Introduction to Physical Anthropology  
ANT-2010: Archaeology  
ECO-2020: Macroeconomics  
ECO-2030: Microeconomics  
GEO-1010: Introduction to Geography  
POS-1010: Introduction to Political Science  
PSY-1010: Introduction to Psychology  
PSY-1050: Human Growth & Development  
PSY-2010: Child Development  
SSC-1010: Introduction to the Study of Community  
SWK-2011: Human Behavior in the Social Environment  
SOC-1010: Introduction to Sociology  
SOC-1020: Ethnicity & Diversity in the United States  
SOC-1030: Social Problems  
SOC-2010: Global Social Problems  
SOC-2040: Race, Ethnicity, Class & Gender  
SOC-2170: Gender Studies  
SOC-2220: The Family in Society  
WMG-1020: Introduction to Women's Studies

or

*Approved upper-level social science or transfer course*

## **III. Integrative Approaches**

### **1. Global Perspectives & Sustainability**

The ability to address the challenges of an interconnected and global 21st century requires knowledge of interdisciplinary strategies of investigation and an appreciation of cultural differences. This competency is satisfied by courses that promote global awareness and an understanding of the human and natural processes that impact the future of individuals, societies and environments across the globe.

#### **Courses Meeting Requirement:**

ANT-1010: Introduction to Cultural Anthropology  
ANT-2010: Archaeology: Tracing the Human Past  
ANT-2020: Language, Culture & Communication  
ARH-2020: Visual Cultures of the Modern World  
BIO-1020: Introduction to Environmental Biology  
BIO-1120: Biodiversity with Lab  
BIO-1240: Forest Ecology  
BIO-1250: Wildlife Ecology  
BIO-2360: Fossils, Evolution, Environments: Four Billion Years of Life on Earth  
COM-1030: Intercultural Communication  
DAN-1060: African & Caribbean Dance & Culture

DAN-2210: Middle Eastern Dance & Culture  
EDU-2340: Teaching in a Global Community  
ENG-1350: World Mythology  
ENG-2050: Global Issues in the Media  
ENG-2162: World Literature: From the Renaissance to the Present  
ENG-2230: African Literature  
ENG-2340: Native American Literature  
ENG-2395: Contemporary World Literature  
ENG-2580: War Literature  
ENV-1010: Introduction to Environmental Science  
ENV-1055: Fundamentals of Earth Science  
ENV-1070: Introduction to Wetlands  
ENV-1230: Current Environmental Issues  
ENV-2010: Moving Toward Sustainability  
ENV-2020: Streams & Rivers  
ENV-2050: Natural History of Vermont  
GEO-1010: Introduction to Geography  
GEO-2020: World Regions & Cultures  
GEO-2230: Globalization in the Modern World  
HIS-1111: World History I  
HIS-1112: World History II  
HIS-1220: Native American Histories & Cultures  
HIS-2230: Modern Russian History  
HIS-2250: Modern Middle Eastern History  
HIS-2270: Society & Environment in History  
HIS-2410: Latin American History & Culture  
HIS-2730: Peace & Turmoil in the Modern World  
HUM-2110: Vietnam War in Literature & Film  
HUM-2120: The Power of Food in Literature, Culture & Film

HUM-2140: Latin America in Literature, Film & Music  
HUM-2150: Ireland through Words, Images & Music  
MET-1020: Meteorology  
MUS-1060: Introduction to World Music  
PHI-2010: Comparative Religion  
POS-2070: National Security & Terrorism  
SOC-2010: Global Social Problems  
SSC-1010: Introduction to the Study of Community

or

*Approved transfer or study abroad course*

### **2. Seminar in Educational Inquiry**

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. Successful completion of SEI satisfies the VSC graduation standards in writing and information literacy.

#### **Course Meeting Requirement:**

HUM-2010: Seminar in Educational Inquiry

# ACCOUNTING (A.S.)



CCV's Accounting program prepares you for entry-level positions in a variety of settings. It allows you to transfer to a bachelor's degree program or may be the first step in pursuing CPA licensure. In addition to taking courses in accounting, you will gain a broader knowledge of the business environment by studying technology, communication and management. If you are interested in Vermont's licensing requirements for accounting, visit [www.vermont.gov](http://www.vermont.gov) for more information.

## PROGRAM 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-1010 Computerized Accounting *or*  
CIS-1410 Intermediate Spreadsheets\*
- ACC-2210 Cost Accounting (4 cr)
- BUS-1320 Principles of Supervision *or*  
BUS-2020 Principles of Management *or*  
BUS-2210 Small Business Management
- ECO-2020 Macroeconomics *or*  
ECO-2030 Microeconomics \*
- BUS-2450 Business Law (4 cr)

\*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
ACC-1010 - Computerized Accounting *or*  
CIS-1410 - Intermediate Spreadsheets
- Communication  
*Meets graduation standard in oral communication*  
\_\_\_\_\_

- English Composition  
\_\_\_\_\_
- Mathematics  
\_\_\_\_\_

- Research & Writing Intensive  
\_\_\_\_\_

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
\_\_\_\_\_
- Human Expression  
\_\_\_\_\_
- Human Behavior  
ECO-2020 - Macroeconomics *or*  
ECO-2030 - Microeconomics

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
\_\_\_\_\_
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# ACCOUNTING (A.S.)

## Accounting Program Outcomes

Successful graduates will be able to:

- identify, explain, and apply generally accepted accounting principles (GAAP) and managerial concepts upon which accounting is based;
- apply generally accepted accounting principles and managerial 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;
- prepare accurate financial statements, schedules and reports, and conduct appropriate analyses to determine financial impacts upon an organization;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

CCV's Accounting program combines both theoretical and practical education in this high-demand field. The core accounting courses provide a solid foundation upon which you will build additional accounting and business skills. You are also required to complete courses in business law, technical accounting and general management. The end result is a well-rounded accounting and business education that includes both traditional and contemporary theory and practice. Our accounting faculty bring the best of both worlds to you—a strong commitment to student success coupled with years of practical experience in everything from financial management to forensic accounting.

## Why Our Degree Works

Our Associate of Science degree in Accounting has a proven record of preparing students for advanced studies in accounting and employment in business and industry. Ninety-five percent of our 2001 to 2005 graduates report that they are either employed or continuing their studies at a four-year college.

## Career Opportunities

Students often find employment in the financial and accounting world in a wide variety of industries. Graduates of the program report that they are employed as accountants, bookkeepers, tax preparers, accounting supervisors, accounts payable and receivable clerks, and payroll accountants. Careers in sales, supervision, management, retail, and food service have also been reported by graduates of the program.

## Transfer Options

Our transfer agreements make it possible to transfer easily to a number of four-year colleges including:

- Castleton State College
- Champlain College
- Johnson State College
- Lyndon State College
- Vermont Tech

CCV graduates also report attending Norwich University, Franklin Pierce College, SUNY-Plattsburgh, Southern New Hampshire University, and University of Vermont.



*"CCV was a great starting point. CCV instructors don't just teach – they also help. As a result, I was very prepared for both my bachelor's program and graduate courses, as well as for my career."*

*– Cynthia Borck  
Executive Vice President,  
Union Bank, Morrisville, VT*

# ADMINISTRATIVE MANAGEMENT (A.S.)



The Administrative Management program prepares you for entry-level professional positions in a variety of settings. The program provides you with the skills necessary to manage administrative processes. You also enjoy the flexibility to explore opportunities in various career fields.

## PROGRAM REQUIREMENTS

- CIS-1041 - Microcomputer Applications I\*
- CIS-1322 - Intermediate Word Processing *or*  
CIS-1410 - Intermediate Spreadsheets
- ACC-1001 - Office Accounting I *or*  
ACC-2121 - Financial Accounting (4 cr)
- COM-1010 - Effective Workplace Communication\*
- BUS-1320 - Principles of Supervision *or*  
BUS-2020 - Principles of Management
- BUS-2410 - Human Resource Management
- 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 – 5 - 6 credits

- \_\_\_\_\_
- \_\_\_\_\_

\*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
CIS-1041 - Microcomputer Applications I
- Communication  
*Meets graduation standard in oral communication*  
COM-1010 - Effective Workplace Communication
- English Composition
- Mathematics  
\_\_\_\_\_
- Research & Writing Intensive  
\_\_\_\_\_

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
\_\_\_\_\_
- Human Expression  
\_\_\_\_\_
- Human Behavior  
\_\_\_\_\_

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
\_\_\_\_\_
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# ADMINISTRATIVE MANAGEMENT (A.S.)

## Administrative Management Program Outcomes

Successful graduates 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 meet the needs of the workplace;
- perform the functions of human resource management;
- perform financial functions associated with administrative management;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

The CCV Administrative Management degree is designed to help you develop technical and communication skills required in the office of today and tomorrow. The degree prepares you to be successful in all of these areas through coursework in supervision or management, accounting, computer technology, and communication. In addition, this program allows you the flexibility to choose additional coursework related to context in which you might perform those skills.

## Why Our Degree Works

CCV's associate degree in Administrative Management provides the technical and hands-on training necessary to manage a modern office environment. We have combined traditional writing and communications skills with contemporary computer skills to create a degree designed specifically for job placement in an office environment. Ninety-seven percent of program graduates report being employed or continuing with their education at a four-year college.

## Career Opportunities

Administrative managers are in demand in a variety of industries, and in companies large and small. Health care and business environments are common placements for our graduates. Graduates report being employed in such positions as: administrative assistant, office assistant, administrative secretary, patient services representative, department leader, and medical billing manager.

## Transfer Options

Our transfer agreements make it possible to transfer easily to a number of four-year colleges including:

- Castleton State College
- Champlain College
- Johnson State College
- Lyndon State College
- Vermont Tech

CCV students also report attending Norwich University, Franklin Pierce College, SUNY-Plattsburgh, Southern New Hampshire University, and University of Vermont.

*"Human Resource Management provides students with an overview of several core competencies including strategic management, compensation and benefits, training and development, recruitment and retention, risk management and health and safety programs.*

*By gaining a better understanding of an organization's most important asset – their employees – students will learn the skills necessary to be more effective managers and administrators."*

*– Susan C. Loynd, SPHR,  
CCV faculty, Director of  
Human Resources,  
Washington County Mental  
Health Services*

# BUSINESS (A.S.)



CCV's Business degree prepares you for a variety of career options in business, industry, government and education. You can follow a traditional curriculum meant to prepare you for employment in a corporate setting or select from courses meant to help develop entrepreneurial skills that will prepare you to own and operate your own small business. The popularity of small business ownership is well addressed in business courses at CCV, and the program provides ample opportunity for you to explore the possibilities for business ownership.

PROGRAM REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
<p> <input type="checkbox"/> BUS-1010 - Introduction to Business  <input type="checkbox"/> ACC-2121 - Financial Accounting (4 cr)  <input type="checkbox"/> BUS-2230 - Principles of Marketing <i>or</i>                BUS-2430 - Small Business Marketing  <input type="checkbox"/> BUS-2020 - Principles of Management <i>or</i>                BUS-2210 - Small Business Management  <input type="checkbox"/> ECO-2020 - Macroeconomics <i>or</i>                ECO-2030 - Microeconomics*  <input type="checkbox"/> BUS-2450 - Business Law (4 cr)  <input type="checkbox"/> Choose any 3-credit CIS course (except CIS-1041)*  <hr/> <input type="checkbox"/> BUS-2740 - Business Analysis &amp; Decision Making    <b>Electives – 7 credits</b>  <input type="checkbox"/> _____  <input type="checkbox"/> _____  <input type="checkbox"/> _____         </p>	<p> <b>Core Competencies (see pp. 15-16)</b>  <input type="checkbox"/> First Semester Seminar  <hr/> <input type="checkbox"/> Technological Literacy                Any 3-credit computer course  <hr/> <input type="checkbox"/> Communication                <i>Meets graduation standard in oral communication</i>  <hr/> <input type="checkbox"/> English Composition  <input type="checkbox"/> Mathematics  <hr/> <input type="checkbox"/> Research &amp; Writing Intensive  <hr/>   <b>Areas of Inquiry (see pp. 16-17)</b>  <input type="checkbox"/> Scientific Method  <hr/> <input type="checkbox"/> Human Expression  <hr/> <input type="checkbox"/> Human Behavior                ECO-2020 - Macroeconomics <i>or</i>                ECO-2030 - Microeconomics    <b>Integrative Approaches (see p. 17)</b>  <input type="checkbox"/> Global Perspectives &amp; Sustainability  <hr/> <input type="checkbox"/> Seminar in Educational Inquiry                <i>Meets graduation standard in writing &amp; information literacy</i>  <input type="checkbox"/> Quantitative Reasoning Assessment                <i>Meets graduation standard in quantitative reasoning</i> </p>
<p>* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.</p>	<p align="center"><b>MINIMUM TOTAL CREDITS IN DEGREE: 60</b></p>

# BUSINESS (A.S.)

## Business Program Outcomes

Successful graduates 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
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

The Business program prepares you for a variety of career settings and possibilities. In this program, you gain the foundational knowledge and skills needed to work in the business field in such areas as communication, information technology, management, marketing and accounting.

The program is structured to combine theoretical and practical learning needed for continued business education and placement in the workforce. The curriculum helps you to develop a full range of skills in preparation for positions in management, transfer to a four-year institution, or self-employment and small business management.

## Why Our Degree Works

Graduates of this program are fully prepared for entry level positions in supervision and management, as well as entry into four-year degree programs in business or entrepreneurship. Ninety-five percent of our program graduates report being employed or continuing their education at a four-year institution of higher learning.

## Career Opportunities

Graduates report holding a variety of employment positions including business owner, export clerk, human resource supervisor, investment counselor, warehouse supervisor and sales manager. Many students work at the same time they attend CCV, gaining knowledge and skills that assist them with their current job responsibilities, and opening the door to promotion or job change.

## Transfer Options

Our transfer agreements make it possible to transfer easily to a number of four-year colleges including:

- Castleton State College
- Champlain College
- Johnson State College
- Lyndon State College
- Vermont Tech

CCV students also report attending Norwich University, Franklin Pierce College, SUNY-Plattsburgh, Southern New Hampshire University, and University of Vermont.



*“As a business owner, my time is at a premium. CCV offered me the opportunity to build a class schedule that fit around my many obligations. The staff at CCV realizes that not only do I have responsibilities at school, but that I also have commitments outside of the classroom. This understanding of their students is what made CCV a great choice for me.”*

*– Shane Leonard,  
CCV graduate*

# COMPUTER ASSISTED DRAFTING & DESIGN (A.S.)



The Computer Assisted Drafting & Design (CADD) program combines general education and workplace skills with a strong focus on computer-aided drafting and design. You will develop foundational skills in blueprint reading and architectural drafting, along with specialized skills in computer-aided design, including three-dimensional drafting. The program is designed to prepare 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 Winooski.

## PROGRAM REQUIREMENTS

- CIS-1041 - Microcomputer Applications I\*
  - 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 I (4 cr)\*
  - MAT-1330 - Pre-Calculus Math (4 cr)\*
  - Business Management course
- 
- Choose any 3-credit art course\*
- 
- ARC-2860 - Community & Work Experience

### Electives – 1 - 3 credits

- \_\_\_\_\_

\*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar

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- Technological Literacy  
CIS-1041 - Microcomputer Applications I
- Communication  
*Meets graduation standard in oral communication*

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- English Composition
- Mathematics  
MAT-1330 - Pre-Calculus Mathematics (4 cr)
- Research & Writing Intensive

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
PHY-1041 - Physics I (4 cr)
- Human Expression  
Any 3-credit art course

---

- Human Behavior

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability

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- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# COMPUTER ASSISTED DRAFTING & DESIGN (A.S.)

## Computer Assisted Drafting & Design Program Outcomes

Successful graduates 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
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

CCV's Computer Assisted Drafting & Design degree is a sequential program that allows you to build your skills over four semesters. The required courses for this degree are offered in Winooski, and the general education and elective courses are available at CCV's 12 academic centers statewide and online. The program will prepare you for an entry-level position as a drafting technician in a variety of career fields where you can further specialize at your place of employment. In addition to acquiring a general education and useful workplace skills, you will develop a foundation in blueprint reading and architectural drafting. You'll also develop proficiency in computer-aided design, including three-dimensional drafting.

## Why Our Degree Works

CCV offers courses using the most up-to-date CAD software. Nevertheless, once you begin work in the field, you will find that learning new skills, keeping current with technology changes and communicating with other members of a design team are critical to your career. A CCV degree prepares you for long-term success by including essential skills in communication and business management as part of the program.

## Career Opportunities

According to the U.S. Bureau of Labor Statistics, industrial growth and increasingly complex design problems associated with new products and manufacturing processes will increase the demand for drafting services. Opportunities are expected to be best for individuals with at least two years of college or post-secondary training, strong technical skills, and considerable experience with CAD systems.

Employers prefer applicants who have completed post-secondary school training in drafting and who have strong drafting and mechanical drawing skills; knowledge of drafting standards, mathematics, science, and engineering technology; and a solid background in computer-aided design and drafting techniques. In addition, communication and problem-solving skills are important. Many employers pay for continuing education, and with appropriate college degrees, drafters may go on to become engineering technicians, engineers, or architects.

## Transfer Options

Graduates of CCV's Computer Assisted Drafting & Design program may continue their education in a related field at four-year colleges. CCV graduates have attended Vermont Tech and New School of Architecture & Design and can go on to pursue degrees in mechanical engineering, architectural engineering and civil engineering.

*"With the support of CCV's faculty and staff, and the program's flexibility, I was able to hold my full-time job and attend classes in the evenings. My CCV degree has allowed me to gain experience in a field that has always been of interest and is now something I pursue passionately. Through CCV I have exceeded my expectations and built a strong foundation for personal success in all my future endeavors."*

*—Rich Crook,  
CCV graduate in CADD  
B.A. candidate in  
Architecture & Design,  
San Diego, CA.*

# 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 you the skills necessary to be a computer administrator in a small business or any environment that uses computers in its daily operations. You 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. Upon completion of the program, you will also be prepared for the CompTIA A+ and Network+ certification exams.

PROGRAM REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
<ul style="list-style-type: none"> <li><input type="checkbox"/> CIS-1151 - Website Development*</li> <li><input type="checkbox"/> CIS-1350 - Desktop Operating Systems (4 cr)</li> <li><input type="checkbox"/> CIS-2040 - Management Information Systems</li> <li><input type="checkbox"/> CIS-2110 - Concepts of PC Hardware (4 cr)</li> <li><input type="checkbox"/> CIS-2120 - Concepts of Local Area Networks</li> <li><input type="checkbox"/> CIS-2245 - Concepts of Computer Security</li> <li><input type="checkbox"/> CIS-2360 - Computer User Support</li> <li><input type="checkbox"/> CIS-2860 - Community &amp; Work Experience</li> <li><input type="checkbox"/> Choose any 3-credit introductory programming course _____</li> </ul> <p><b>Elective – 1 credit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> </ul>	<p><b>Core Competencies (see pp. 15-16)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First Semester Seminar _____</li> <li><input type="checkbox"/> Technological Literacy CIS-1151 - Website Development</li> <li><input type="checkbox"/> Communication <i>Meets graduation standard in oral communication</i> _____</li> <li><input type="checkbox"/> English Composition</li> <li><input type="checkbox"/> Mathematics _____</li> <li><input type="checkbox"/> Research &amp; Writing Intensive _____</li> </ul> <p><b>Areas of Inquiry (see pp. 16-17)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scientific Method _____</li> <li><input type="checkbox"/> Human Expression _____</li> <li><input type="checkbox"/> Human Behavior _____</li> </ul> <p><b>Integrative Approaches (see p. 17)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Global Perspectives &amp; Sustainability _____</li> <li><input type="checkbox"/> Seminar in Educational Inquiry <i>Meets graduation standard in writing &amp; information literacy</i></li> <li><input type="checkbox"/> Quantitative Reasoning Assessment <i>Meets graduation standard in quantitative reasoning</i></li> </ul>
<p>*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.</p>	<p style="text-align: center;"><b>MINIMUM TOTAL CREDITS IN DEGREE: 60</b></p>

# COMPUTER SYSTEMS MANAGEMENT (A.S.)

## Computer Systems Management Program Outcomes

Successful graduates 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
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

CCV's Computer Systems Management program gives you the skills necessary to be a computer administrator in a small business or any environment that uses computers in its daily operations. You will use a wide variety of computer applications software, develop an understanding of network environments, and build technical skills to maintain hardware and software systems.

## Why Our Degree Works

CCV offers courses using current hardware, software and learning technologies that prepare you for a number of industry certifications. Many of our courses are offered online or in hybrid format, using a combination of distance learning with classroom-based labs. By including a variety of learning environments from classroom-based courses, to distance education and community and work experience, CCV's degree prepares you for a successful career in information technology.

## Career Opportunities

CCV graduates have found employment as assistant network administrators, database and application specialists, and computer support specialists for Internet service providers and other employers. The range of skills covered in the degree program allows you to select from an assortment of employment specialty areas or to pursue a baccalaureate degree in a technical area such as web development, engineering, programming and information management.

## Transfer Options

CCV has articulation agreements with Champlain College, University of Vermont, and Marlboro College. CCV advisors can help you select courses that will transfer to your four-year program. Graduates have also transferred successfully to University of Vermont, Champlain College, Lyndon State College, Johnson State College, and Massachusetts College of Liberal Arts, as well as to colleges and universities nationwide.



*"CCV's program offers students solid learning using today's technologies so they can gain the skills necessary to take their place among Vermont's IT professionals."*

*– Tony Harris, CCV Graduate,  
Assistant Chief Technology  
Officer, CCV*

# CRIMINAL JUSTICE (A.S.)



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

## PROGRAM REQUIREMENTS

- CRJ-1010 - Introduction to Criminal Justice
- ENG-1020 - Introduction to Research Methods\*
- SOC-1020 - Ethnicity & Diversity in the U.S. *or*  
SOC-2040 - Race, Ethnicity, Class & Gender\*
- POS-1050 - The Constitution
- PHI-1040 - Introduction to Ethics\*
- CRJ-2010 - Law Enforcement in America *or*  
CRJ-2150 - Community & Restorative Justice
- CRJ-2050 - Criminology
- POS-2070 - National Security & Terrorism\* *or*  
any 3-credit criminal justice course
- CRJ-2020 - American Judicial Process
- CRJ-2860 - Community & Work Experience

### Electives – 9 credits

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
\_\_\_\_\_
- Communication  
*Meets graduation standard in oral communication*  
\_\_\_\_\_
- English Composition
- Mathematics  
\_\_\_\_\_
- Research & Writing Intensive  
ENG-1020 - Introduction to Research Methods

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
\_\_\_\_\_
- Human Expression  
PHI-1040 - Introduction to Ethics
- Human Behavior  
SOC-2040 - Race, Ethnicity, Class, & Gender *or*  
SOC-1020 - Ethnicity & Diversity in the U.S.

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
POS-2070 - National Security & Terrorism
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# CRIMINAL JUSTICE (A.S.)

## **Criminal Justice Program Outcomes**

Successful graduates will be able to:

- describe methods social scientists use to research and interpret evidence about patterns of human behavior, including principal methods for measuring criminal behavior;
- demonstrate an understanding of the interrelationship of the police, courts, and correctional system, and the role the Constitution plays in the criminal justice system;
- exhibit professional conduct in a criminal justice organization including legal and ethical responsibilities, roles, and boundaries;
- explain how data on crime, recidivism, and crime prevention are collected, reported, and analyzed;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## **How & Why Our Degree Works**

CCV's Criminal Justice program boasts an excellent track record in providing a solid foundation for entering such career areas as investigation and legal research, advocacy, community and protective services, police work and national and world security. Over the past five years, 92% of our graduates report that they are either working in the field, serving in the military, or continuing their education at a four-year college. Our faculty are experts in the field and experienced teachers who offer focused, relevant approaches to current criminal justice issues. In addition, this program is flexible and convenient, since most courses are available online within a one-year cycle and are also offered regularly at several CCV academic centers.

## **Career Opportunities**

The demand for qualified workers in law enforcement and criminal justice has never been greater, as the industry is experiencing a period of steady growth at all governmental levels. Local, state, and federal jobs in the field are expected to increase nationwide by over 800,000 by the end of this decade (Bureau of Labor Statistics, 2004). CCV's criminal justice degree will prepare you for positions in law enforcement, advocacy, corrections, parole and probation, private security, or legal investigation, as well as the growing field of homeland security. It is also an excellent credential for advancement to higher levels of responsibilities for those already working in the field.

## **Transfer Options**

CCV's Criminal Justice degree will transfer easily to these bachelor's programs:

- Castleton State College – B.A. degree in criminal justice
- College of St. Joseph – B.A. degree in criminal justice and B.A. degree in criminal justice (focus on corrections)
- Southern Vermont College – B.S. degree in criminal justice

CCV and the Vermont Criminal Justice Council (Vermont Police Academy) now offer 15 credits in criminal justice courses for graduates of the full-time certification program.

*"I find that being involved with students and other faculty members in the Criminal Justice program at CCV keeps me motivated and well informed. CCV offers students learning opportunities that empower them to challenge themselves and ultimately be more prepared to enter the criminal justice field."*

*– Trevor Whipple  
Chief of Police, South  
Burlington Police Department  
Appointed to the Public  
Safety Officer Medal of Valor  
Review Board by the US  
Department of Justice (2008)*

# EARLY CHILDHOOD EDUCATION (A.A.)



In the Early Childhood Education program, you will develop knowledge, skills, and experience to help you work effectively with children and families. These are based on industry skill standards and the five areas of professional competency in Vermont: child development, family and community, teaching and learning, health and safety, professionalism and program organization.

## PROGRAM REQUIREMENTS

- EDU-1030 - Introduction to Early Childhood Education *or*  
EDU-2010 - Foundations of Education
- EDU-2110 - Introduction 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\*\*

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- Choose any 3-credit EDU, PSY, or SOC course\*\*

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- Choose any 3-credit EDU, PSY, or SOC course\*\*

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- EDU-2860 - Community & Work Experience

### Electives – 9 credits

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two 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.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar

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- Technological Literacy

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- Communication  
*Meets graduation standard in oral communication*  
COM-1015 - Communication in the Early Childhood  
& Afterschool Education Workplace *or*  
COM-1020 - Interpersonal & Small Group  
Communication
- English Composition
- Mathematics

---

- Research & Writing Intensive

---

### Areas of Inquiry (see pp. 16-17)

- Scientific Method

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- Human Expression

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- Human Behavior  
PSY-2010 - Child Development

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability

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- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# EARLY CHILDHOOD EDUCATION (A.A.)

## Early Childhood Education Program Outcomes

Successful graduates will be able to:

- practice and model effective communication, observation strategies, and partnerships with children and their families;
- apply professionally accepted practices and adaptations used in childcare or school settings to promote inclusion of children with special needs or different learning styles and maintain a safe, healthy, and nurturing learning environment for children;
- demonstrate professional conduct when dealing with legal and ethical issues in childcare and early education settings;
- develop an individual professional development plan that articulates a personal philosophy of early care and education;
- demonstrate a working knowledge of leadership, administrative and sound business practices in the childcare industry;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

Coursework includes the theoretical study of how children learn and strategies for educating children in a holistic manner suited to their development and individual needs. The program requires a field placement in an early education environment where you will gain hands-on experience and explore future career connections. You will round out your degree with elective courses in an area of interest to you such as curriculum development, early literacy, program management, creative learning, afterschool education, children's literature, or family advocacy.

## Why Our Degree Works

In CCV's Early Childhood Education program, you will develop the knowledge, skills, and experience to help you work effectively with children and families based on early childhood standards in Vermont. We help you to gain your degree by providing flexible scheduling of classes for adult learners and a wide variety of online courses developed specifically for this program. Our program integrates with our childcare certificate and requirements for Vermont's Early Childhood Program Director credential and the Vermont Afterschool Professional credential. Learners in this program will also complete a field internship that provides key experience and knowledge for directing a child care center, teaching in a preschool setting, working in a social services agency, or transferring into a four-year program of study.

## Career & Transfer Opportunities

More than 5,000 early educators provide services to children in Vermont and there is a high demand for well-trained early educators. Our graduates easily find employment in the field and are in a good position to continue their studies beyond the associate degree. Our transfer agreements make it possible to transfer seamlessly to a number of four-year colleges, including:

- Goddard College
- Lyndon State College
- University of Vermont

## DID YOU KNOW...?

- More than 5,000 people in the state of Vermont work in early education careers.
- You can pursue CCV's one-year childcare certificate program while you complete your associate degree.
- CCV offers more than 1,000 day, evening, and weekend courses taught by more than 600 qualified faculty each semester.
- As a student in the early childhood education program, you will have access to an academic advisor, tutorial services, and online courses.
- Career advising for early childhood professionals is available through the Vermont Northern Lights Career Development Center <http://northernlights.vsc.edu>.

# EDUCATION (A.A.)



CCV's associate degree in Education is a pathway program designed to provide you with the first two years of a teacher preparation degree. Coursework in the program will provide you with both theoretical and practical applications to the field of education. This degree also provides the required credential for paraprofessionals in Vermont.

## PROGRAM REQUIREMENTS

- EDU-2010 - Foundations of Education
- EDU-2110 - Introduction to Exceptional Populations
- EDU-2150 - Management of the Classroom
- EDU-2055 - Teaching Methods for Literacy Development
- CIS-1045 - Introduction to Multimedia Applications & Tools\*
- PSY-2010 - Child Development
- EDU-2340 - Teaching in a Global Community\* *or*  
EDU-2075 - Literature for Children
- EDU-2330 - Assessment in the Education Setting
- EDU-2350 - History & Philosophy of Education (capstone)

### Content Area Requirements – 6 credits

Choose 6 credits in one content area, including ART, ANT, BIO, ENG, ENV, HIS, MAT, MUS, POS, PSY, SOC.

- \_\_\_\_\_
- \_\_\_\_\_

- Praxis I Examination (*or equivalent*)

\*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
CIS-1045 - Intro. to Multimedia Applications & Tools
- Communication  
*Meets graduation standard in oral communication*  
\_\_\_\_\_
- English Composition
- Mathematics  
\_\_\_\_\_
- Research & Writing Intensive  
\_\_\_\_\_

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
4-credit lab science  
\_\_\_\_\_
- Human Expression  
3 credits in art, humanities, or philosophy  
\_\_\_\_\_
- Human Behavior  
3 credits in history  
\_\_\_\_\_

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
EDU-2340 Teaching in a Global Community
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 61

# EDUCATION (A.A.)

## Education Program Outcomes

Successful graduates will be able to:

- demonstrate a variety of effective methods to promote the intellectual and social development of learners that include relevant curricular materials and activities;
- demonstrate proficiency with learning technologies;
- complete the Praxis I examination (or equivalent) with a passing score;
- describe professional conduct including legal and ethical responsibilities of the K-12 educator;
- analyze what it means to be an educator in an increasingly global community;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

CCV's Education program provides you with the first two years of a teacher preparation program. Successful completion of this program results in: (a) completion of Praxis I, a first-level examination required for educators with a composite score of 526 as required by the State of Vermont (or equivalent); (b) foundational learning within a liberal arts discipline area; and (c) a starter electronic portfolio that includes documentation and artifacts of your learning based on the five Vermont Standards for Professional Educators (Learning, Professional Knowledge, Collegueship, Advocacy, and Accountability). Our two-year degree also provides the required credential for paraprofessionals in Vermont.

## Why Our Degree Works

CCV's Education degree is specifically designed to prepare you for the rigor and demands of four-year teacher licensure programs at Vermont's public colleges or any baccalaureate program you choose to attend. Our program is especially flexible for working adults, offering a variety of curriculum options, including many online courses.

## Career & Transfer Options

CCV's associate degree in Education is designed to make your transition to a bachelor's degree a smooth and successful process. Over the past 5 years, more than 80% of our graduates have transferred successfully from CCV into programs for teacher licensure. Depending on the endorsement area you choose, the time needed to complete your four-year degree may vary.

*"Studying education is not just learning about what schools are, it's about understanding what schools might become."*

*David Amsden,  
CCV-Faculty and  
Director of Education,  
Transitional Services  
for Youth & Families,  
Burlington, VT*

# EMERGENCY MANAGEMENT (A.S.)



The Emergency Management program will prepare you to respond to and be an effective leader before, during, and after any local, statewide, or national emergency. In this program, you will develop skills in leadership, emergency planning, critical decision-making and problem-solving, effective communication, and the management of community resources to effectively respond to emergencies and disasters.

## PROGRAM REQUIREMENTS

- EMP-1010 - Principles of Emergency Management
- EMP-1020 - Emergency Planning
- EMP-1030 - Public Information Officer
- EMP-2010 - Emergency Exercise Design & Evaluation
- EMP-2020 - Decision-Making & Problem-Solving in a Crisis
- EMP-2030 - NIMS Incident Command System
- BUS-2360 - Leadership Development
- POS-2070 - National Security & Terrorism\*

### Electives – 6 credits

- \_\_\_\_\_
- \_\_\_\_\_

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
\_\_\_\_\_
- Communication  
*Meets graduation standard in oral communication*  
\_\_\_\_\_
- English Composition
- Mathematics  
\_\_\_\_\_
- Research & Writing Intensive  
\_\_\_\_\_

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
\_\_\_\_\_
- Human Expression  
\_\_\_\_\_
- Human Behavior  
\_\_\_\_\_

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
POS-2070 - National Security & Terrorism
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

\* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

MINIMUM TOTAL CREDITS IN DEGREE: 60

# EMERGENCY MANAGEMENT (A.S.)

## Emergency Management Program Outcomes

Successful graduates will be able to:

- develop personnel, safety, and fiscal management plans and procedures that mitigate a wide variety of emergency situations;
- apply principles and protocols of incident management through case studies and simulations;
- demonstrate effective problem-solving, leadership and communication strategies with first responder colleagues and the public at large;
- explain potential impacts of natural disasters and acts of terrorism on Vermont and more globally;
- complete the Associate Emergency Manager (AEM) certification examination with a passing score;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How & Why Our Degree Works

The Emergency Management program will prepare you for work in the emerging area of Homeland Security and emergency management leadership. One of only 19 associate degree programs in this field currently available in the United States, our degree works well for students just beginning their college careers as well as professionals looking to enhance their skills in this growing field. The unique design of our degree allows you the flexible option for completing the majority of your coursework online. Students who already have professional experience in emergency management may use our Assessment of Prior Learning (APL) process to request credits for learning gained through such experience. You may also be eligible to transfer in a block of approved training based on fieldwork and hours from a variety of protective services fields.

## Career & Transfer Options

This degree is intended for emergency management personnel employed in business and industry; state, county, and local administrators with emergency planning responsibilities; community agency administrators, staff, and volunteers; public safety and risk management professionals with emergency management responsibilities; active and reserve military personnel involved in emergency management; and students who are just entering the field and aspire to be emergency management professionals. This program will enhance your career if you are just starting out in the field and will also prepare you for transfer to a four-year school in the fields of emergency management or public administration.

*"It's time for a Vermont program that educates residents of the North Country to become involved in real public safety issues in small towns and the region."*

*- Bill O'Leary, Lt. (ret.)  
Vermont State Police*

## COMBINE YOUR PROFESSIONAL EXPERI- ENCE IN THE FIELD WITH YOUR STUDIES AT CCV.

*CCV offers an assessment program for students who have gained college-level learning through professional experience, community involvement, or self-study. Interested students enroll in the three credit Assessment of Prior Learning course at CCV to prepare a portfolio that describes and documents such learning. Portfolios are assessed by college faculty and college credits are awarded. These credits can be transferred to CCV, helping students accelerate degree completion. For more information about the APL program, or other options to have already-gained knowledge assessed, speak to a CCV advisor or go to [www.ccv.edu/apl](http://www.ccv.edu/apl).*

# ENVIRONMENTAL SCIENCE (A.S.)



The Environmental Science program is designed to prepare students for employment in areas of the environment or for transfer to a four-year institution of higher learning. Students choose a focus area geared toward conservation/preservation of natural resources, energy efficiency, or environmental literacy. In this multidisciplinary program, you will learn to relate underlying scientific theory to environmental considerations affecting our everyday lives. You will gain an understanding of environmental problems and obtain the knowledge and skills to begin developing solutions.

PROGRAM REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
<p> <input type="checkbox"/> ENV-1010 - Introduction to Environmental Science*  <input type="checkbox"/> ENV-1055 - Fundamentals of Earth Science  <input type="checkbox"/> BIO-1020 - Introduction to Environmental Biology (4 cr)  <input type="checkbox"/> ENV-1230 - Current Environmental Issues*  <input type="checkbox"/> ENV-2310 - Field Methods in Environmental Science (program capstone)                 </p> <p><b>Choose one of the following focus areas:</b></p> <p><b>Natural Resources</b></p> <p> <input type="checkbox"/> CHE-1020 - Introduction to Chemistry (4 cr) <i>or</i>                      CHE-1031 - General Chemistry I (4 cr)  <input type="checkbox"/> ENV-2050 - Natural History of Vermont  <input type="checkbox"/> ENV-1070 - Introduction to Wetlands  <input type="checkbox"/> ENV-2020 - Streams &amp; Rivers  <input type="checkbox"/> BIO-1240 - Forest Ecology  <input type="checkbox"/> BIO-1250 - Wildlife Ecology                 </p> <p><b>Sustainable Building Technology</b></p> <p> <input type="checkbox"/> ENV-1310 - Sustainable Buildings  <input type="checkbox"/> ARC-1011 - Introduction to Drafting &amp; Blueprint Reading  <input type="checkbox"/> ARC-1211 - CAD I  <input type="checkbox"/> PHY 2025 - Physics for the Environment (4 cr)  <input type="checkbox"/> BUS-2230 - Principles of Marketing <i>or</i>                      BUS-2430 - Small Business Marketing  <input type="checkbox"/> BUS-2020 - Principles of Management <i>or</i>                      BUS-2210 - Small Business Management                 </p> <p><b>Environmental Literacy/Education</b></p> <p><i>Note: Students interested in teaching K-12 should consider CCV's Education program.</i></p> <p> <input type="checkbox"/> EDU-2010 - Foundations of Education  <input type="checkbox"/> EDU-2150 - Management of the Classroom  <input type="checkbox"/> EDU-2340 - Teaching in a Global Community  <input type="checkbox"/> ENV-2010 - Moving toward Sustainability  <input type="checkbox"/> ENV-2050 - Natural History of Vermont  <input type="checkbox"/> SOC-1030 - Social Problems <i>or</i>                      SOC-2120 - Community Development                 </p>	<p><b>Core Competencies (see pp. 15-16)</b></p> <p> <input type="checkbox"/> First Semester Seminar  <hr/> <input type="checkbox"/> Technological Literacy                      CIS-1041 - Microcomputer Applications I  <input type="checkbox"/> Communication  <i>Meets graduation standard in oral communication</i>  <hr/> <input type="checkbox"/> English Composition  <input type="checkbox"/> Mathematics  <hr/> <input type="checkbox"/> Research &amp; Writing Intensive  <hr/> </p> <p><b>Areas of Inquiry (see pp. 16-17)</b></p> <p> <input type="checkbox"/> Scientific Method                      ENV-1010 - Introduction to Environmental Science  <hr/> <input type="checkbox"/> Human Expression  <hr/> <input type="checkbox"/> Human Behavior                      ECO-2020 Macroeconomics <i>or</i>                      ECO-2030 Microeconomics                 </p> <p><b>Integrative Approaches (see p. 17)</b></p> <p> <input type="checkbox"/> Global Perspectives &amp; Sustainability                      ENV-1230 - Current Environmental Issues  <input type="checkbox"/> Seminar in Educational Inquiry  <i>Meets graduation standard in writing &amp; information literacy</i>  <input type="checkbox"/> Quantitative Reasoning Assessment  <i>Meets graduation standard in quantitative reasoning</i> </p>
<p><i>*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.</i></p>	<p><b>MINIMUM TOTAL CREDITS IN DEGREE: 61</b></p>

# ENVIRONMENTAL SCIENCE (A.S.)

## Environmental Science Program Outcomes

Successful graduates will be able to:

- examine the impact of man on the environment from scientific, sociological, political and economic viewpoints;
- demonstrate awareness of local environmental problems and efforts;
- apply concepts and implement the skills learned in the sciences, mathematics and humanities to real-world environmental issues;
- demonstrate an ability to critically examine scientific evidence demonstrating how human activities affect many ecosystems, and recommend alternatives to present practices;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

The CCV Environmental Science degree integrates 27 credits of CCV's general education curriculum and core learning requirements within the field of environmental science. The program is designed to help you develop skills in applying biological, chemical, and physical principles to the study of the environment and the solution of environmental problems. You will have an opportunity to select one focus area in which to deepen your learning: natural resources, sustainable building technology or environmental literacy. Within each focus area, you will be provided opportunities to experience hands-on lab activities, field-based real world scenarios and service learning connections.

## Why Our Degree Works

CCV's associate degree in Environmental Science can be completed through CCV's 12 academic centers and online. By providing pathways into diverse environmentally-focused areas, the degree provides entry-level career opportunities within rapidly expanding sectors of Vermont's and the nation's economy. Through service learning-based and project management courses, you will have an opportunity to connect with businesses and industries across Vermont. The curriculum was developed in collaboration with experts in the field, faculty, and representatives of four-year institutions.

## Career Opportunities

Upon completion of CCV's Environmental Science program, you will be prepared for a variety of employment opportunities or continued study at the bachelor's degree level. You may gain employment in environmentally-focused industries including energy efficiency administration, land conservation, water resource management, or environmental education. Employment may be secured in state and local government, public and private sectors, and nonprofit agencies.

## Transfer Options

CCV's Environmental Science program is excellent preparation for students who want to pursue a four-year degree.



*"The number and types of career opportunities in the environmental science field continue to expand, not only here in Vermont but across the country. CCV's environmental science program will offer a great foundation of study providing the skills needed to enter into the workforce or to continue your education beyond the associate degree level."*

*- Shaun Fielder  
Executive Director  
Vermont Rural Water Association*

# GRAPHIC DESIGN (A.A.)



CCV's Graphic Design program provides you with the design fundamentals and technical savvy you need to find employment in the creative field of commercial arts. You will 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. You will develop a professional design portfolio and connect classroom learning with real-world expertise. As a graduate, you 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

- ART-1111 - Graphic Design I
- ART-1112 - Graphic Design II
- ART-1011 - Drawing I
- ART-1060 - Two Dimensional Design
- ART-1310 - Digital Photography *or*  
CIS-2410 - Digital Image Manipulation
- BUS-1230 - Advertising
- CIS-1151 - Website Development\*
- CIS-1510 - Introduction to Flash Animation
- Choose any 3-credit art history/appreciation course\*

- 
- ART-2226 - Multimedia & Graphic Design Project Management

### Elective - 3 credits

- \_\_\_\_\_

\* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
CIS-1151 - Website Development
- Communication  
*Meets graduation standard in oral communication*  
\_\_\_\_\_
- English Composition
- Mathematics  
\_\_\_\_\_
- Research & Writing Intensive  
\_\_\_\_\_

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
\_\_\_\_\_
- Human Expression  
3-credit art history or appreciation course  
\_\_\_\_\_
- Human Behavior  
\_\_\_\_\_

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
\_\_\_\_\_
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# GRAPHIC DESIGN (A.A.)

## Graphic Design Program Outcomes

Successful graduates 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 and effectively integrates content and form;
- demonstrate academic knowledge required of all CCV graduates, including competency in writing, information literacy, oral communication and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

In CCV's Graphic Design program, you will 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. Most graphic design courses are offered both at CCV academic centers and online. We continually update our computer programs to give you current state-of-the-art learning opportunities. Throughout the program, you will develop a professional design portfolio and connect classroom learning with real-world expertise.

## Why Our Degree Works

Our program provides graduates with the design fundamentals and technical savvy needed to find employment in the creative field of commercial arts. The curriculum is relevant to today's design world, with special attention focused on current technological tools. Classes are small and interactive, providing individualized attention and feedback.

## Career Opportunities

Career opportunities in graphic design can be found in small or large graphic design companies, the print media, and marketing and public relations departments of public institutions or commercial firms. The knowledge and learning gained in this degree program also helps self-starters set up their own graphic design business.

## Transfer Options

Students interested in transfer can use their portfolios to apply to four-year colleges within the Vermont State College system. Through an articulation agreement with Castleton State College, students who complete the Graphic Design program and meet certain academic requirements can transfer to the Bachelor of Science program in Communication/Digital Media. Through an articulation agreement with Lyndon State College, students who complete the Graphic Design program and meet certain academic requirements may transfer to the Bachelor of Arts program in Digital Media or Graphic Design - Print.

*"It's very exciting to see students master the digital technology after learning and applying design skills. Technology is a major component of today's graphic design field, and CCV offers state-of-the-art technology here in local Vermont communities."*

*– Carol Gargon,  
CCV faculty  
Art & Graphic Design*

# HOSPITALITY & TOURISM (A.S.)



The Hospitality & Tourism program prepares you for entry-level positions in the travel services and hospitality industry within the local and global marketplace. In this interdisciplinary program global and sustainable perspectives will be emphasized. You will develop skills in communication, computer systems, customer and guest services, marketing, human relations, geography, supervision and management.

## PROGRAM REQUIREMENTS

- HTM-1030 - Introduction to Travel & Tourism *or*  
HTM-1010 - Survey of Hospitality & Tourism
- CIS-1041 - Microcomputer Applications I\*
- GEO-2020 - World Regions & Cultures\*
- COM-1030 - Intercultural Communication\*
- BUS-2230 - Principles of Marketing
- HTM-1040 - Introduction to Lodging & Resort Management *or*  
HTM-2030 - Adventure Travel & Recreation Planning
- HTM-2040 - Special Event & Tour Management
- XXX-XXXX - Study Abroad Course

- 
- HTM-2080 - The Business of Leisure: Hospitality & Tourism (capstone & internship)

### Electives – 9 credits

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar
  - Technological Literacy  
CIS-1041 - Microcomputer Applications I
  - Communication  
*Meets graduation standard in oral communication*  
COM-1030 - Intercultural Communication
  - English Composition
  - Mathematics
- 
- Research & Writing Intensive

### Areas of Inquiry (see pp. 16-17)

- Scientific Method
- 
- Human Expression
- 
- Human Behavior

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
GEO-2020 - World Regions & Cultures
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# HOSPITALITY & TOURISM (A.S.)

## Hospitality & Tourism Program Outcomes

Successful graduates will be able to:

- describe the geographic, economic, and cultural factors of tourism as they influence hospitality, leisure, travel, and recreational activities;
- demonstrate an understanding of and appreciation for sustainability in tourism;
- demonstrate strong interpersonal and communication skills pertaining to customer and guest services;
- display visual literacy and proficiency with computer skills, including the use of application software such as word processing, reservation systems, spreadsheets, webpage design, and Internet research;
- apply principles of hospitality, marketing and sales to business situations through case studies, simulation, or internships;
- develop a professional starter ePortfolio that documents a critical understanding of principles in human resources, leadership, and decision-making as applied to the business of leisure;
- demonstrate academic skills required of all CCV graduates including competency in critical thinking, writing, information literacy, oral communication and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How & Why Our Degree Works

The Hospitality & Tourism program is flexible, giving you the opportunity to specialize in the area of travel and tourism, or in hospitality services. It also provides you with the professional qualifications for the industry, as well as a broad business and liberal arts foundation that will extend employment opportunities and contribute to career advancement.

Our program has several unique features including an opportunity to be paired with a mentor in the industry; development of your own professional portfolio for future employment; internship experiences; and a unique "guest" experience through a study abroad course of your choice taken during your study at CCV. Students who already have professional experience in the tourism industry are encouraged to use our Assessment of Prior Learning (APL) process to request credits for learning gained through such experience.

## Career & Transfer Options

As a hospitality & tourism professional, you will be working in a dynamic and growing industry that demands the leadership of professionally educated individuals. Graduates find positions in resorts and spas, restaurants, bed and breakfasts, travel agencies, cruise lines, forest and recreational management, hotels, state and national parks, amusement parks/attractions, in tour operations and as guides, tourist boards, airlines, country clubs, convention expositions, in event and meeting planning, and visitor's bureaus. CCV's associate degree will prepare you for transfer into Johnson State College's four-year program in hospitality & tourism.

## COMBINE YOUR PROFESSIONAL EXPERIENCES IN THE FIELD WITH YOUR STUDIES AT CCV

*CCV offers an assessment program for students who have gained college-level learning through professional experience, community involvement, or self-study. Interested students enroll in the three-credit Assessment of Prior Learning course at CCV to prepare a portfolio that describes and documents such learning. Portfolios are assessed by college faculty and college credits are awarded. These credits can be transferred to CCV, helping accelerate degree completion. For more information about the APL program, or other options to have already-gained knowledge assessed, speak to a CCV advisor or go to [www.ccv.edu/apl](http://www.ccv.edu/apl).*

# HUMAN SERVICES (A.S.)



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

## PROGRAM REQUIREMENTS

- SWK-1010 - Introduction to Human Services
- ENG-1020 - Introduction to Research Methods\*
- PSY-1010 - Introduction to Psychology\*
- PSY-1050 - Human Growth & Development
- SOC-1010 - Introduction to Sociology *or*  
ANT-1010 - Introduction to Cultural Anthropology
- PHI-1040 - Introduction to Ethics\*
- SWK-2010 - Introduction to Case Management
- SWK-2011 - Human Behavior in the Social Environment
- SWK-2860 - Community & Work Experience
- SOC-2010 - Global Social Problems\*

### Electives – 9 credits

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
\_\_\_\_\_
- Communication  
*Meets graduation standard in oral communication*  
\_\_\_\_\_
- English Composition
- Mathematics  
\_\_\_\_\_
- Research & Writing Intensive  
ENG-1020 - Introduction to Research Methods

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
\_\_\_\_\_
- Human Expression  
PHI-1040 - Introduction to Ethics
- Human Behavior  
PSY-1010 - Introduction to Psychology

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
SOC-2010 - Global Social Problems
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# HUMAN SERVICES (A.S.)

## Human Services Program Outcomes

Successful graduates will be able to:

- demonstrate methods social scientists use to research and interpret evidence about patterns of human behavior and experience across the life span;
- demonstrate effective interpersonal communication techniques with diverse populations;
- advocate for client needs and locate resources as appropriate for specific populations;
- exhibit professional conduct in a human services organization including legal and ethical responsibilities, roles, and boundaries;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How & Why Our Degree Works

The Human Services program is flexible, giving you the opportunity to specialize in areas of particular interest to you, and works well for students wishing to pursue their education beyond an associate's degree. In addition, our certificate in Substance Abuse Services may be embedded directly into the program for a more focused degree. Human Services is a popular program available both online and at all CCV academic centers. Finally, a required field experience course allows you to work directly with an agency or organization delivering services.

## Career Opportunities

As a human services professional, you'll be working in an atmosphere of engaged and committed professionals. CCV graduates work for both public and private service institutions, in such positions as community advocate, substance abuse counselor, social worker, case manager, probation officer, vocational and life skills counselor, activities director, personal companion, and child welfare and family services coordinator.

## Transfer Options

CCV's Human Services degree transfers seamlessly into other Vermont State Colleges programs in psychology, sociology, and social work at Castleton, Johnson, and Lyndon State. We also have transfer agreements with the University of Vermont. Other Vermont colleges that are popular with CCV graduates are:

- Burlington College
- Champlain College
- Green Mountain College
- College of St. Joseph
- Marlboro College
- Saint Michael's College
- Springfield College
- Union Institute & University

*"There are many great opportunities within the human services field, and those with a formal educational background are very much in demand. Sound training in human services is vital if we are to have an improved way to deliver accessible, respectful, coordinated services across the wide range of community, family and individual needs."*

— Sara Kobylenski, Field Director, Hartford District, Vermont Agency of Human Services

*"Being professionally trained to help others is the greatest reward in life."*

— Michael Richman, CCV faculty Human Services

# LIBERAL STUDIES (A.A.)

CCV's associate of arts degree in Liberal Studies will introduce you to a wide range of subjects, providing a foundation for many different careers and for transferring to a four-year college or university. 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. If you're uncertain about your long-term educational and career plans, the Liberal Studies program provides a valuable opportunity to explore your interests. 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

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
\_\_\_\_\_
- Communication  
*Meets graduation standard in oral communication*  
\_\_\_\_\_
- English Composition
- Mathematics  
\_\_\_\_\_
- Research & Writing Intensive  
\_\_\_\_\_

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
\_\_\_\_\_
- Human Expression  
\_\_\_\_\_
- Human Expression  
\_\_\_\_\_
- Human Behavior  
\_\_\_\_\_
- Human Behavior  
\_\_\_\_\_

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
\_\_\_\_\_
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

### Liberal Studies Courses - minimum 18 credits

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Electives - 0 - 3 credits

- \_\_\_\_\_

MINIMUM TOTAL CREDITS IN DEGREE: 60

# LIBERAL STUDIES (A.A.)

## Liberal Studies Program Outcomes

Successful graduates will be able to:

- demonstrate effective written and oral communication skills in a variety of disciplines;
- use the vocabulary, foundational theories, and problem-solving methodologies that define scientific literacy and scientific method in the natural world;
- identify some of the techniques used in art, literature, and/or philosophy to convey ideas and express thought and feeling;
- explain some of the ways in which social scientists and/or historians gather and interpret evidence to explain human behavior;
- identify and use appropriate technologies to locate, manipulate, and represent information electronically;
- apply an interdisciplinary approach to their learning, drawing from various disciplines to cultivate multiple perspectives on problems, issues, and topics;
- articulate a learning rationale for and the outcomes of their individual course choices in the Liberal Studies program;
- demonstrate academic skills required of all CCV graduates in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## Career Opportunities

Rapid and evolving cultural change in the 21st century indicates a growing need for individuals who demonstrate versatility and academic competence and who are globally aware. CCV's Liberal Studies program affords you a number of options, including a wide variety of entry-level careers and easy transfer to four-year colleges and universities. As the program incorporates a large number of general education and elective credits, students also have the freedom to choose a course of study that is both personally interesting and professionally relevant to their needs. Liberal Studies graduates move into such fields as education, advocacy, health, social work, medicine, law, or business, among many others.

## Transfer Options

CCV's Liberal Studies program is excellent preparation for students who want to pursue a four-year degree and for those who are planning professional careers in law, medicine, social work, or education. Recent graduates in Liberal Studies have transferred successfully to over 30 different colleges.

Our transfer agreements make it possible to transfer easily to a number of four-year colleges including:

- Castleton State College
- Champlain College
- Goddard College
- Johnson State College
- Lyndon State College
- Green Mountain College
- University of Vermont

Graduates have also transferred successfully to Smith College, Burlington College, Marlboro College, College of Saint Joseph, Saint Michael's College, and Union Institute & University, as well as to colleges and universities nationwide.



*"I made the right choice by choosing CCV. The liberal studies degree prepared me for transfer to a four-year bachelor degree program – in my case at UVM – and also allowed me to take classes that were very much of interest to me. CCV is an ideal place where students can develop their potential and be treated as individuals, not as numbers."*

*– Livija Mujkanovic,  
CCV graduate,  
UVM graduate in sociology*

# MULTIMEDIA COMMUNICATIONS (A.A.)



The Multimedia Communications program blends creativity and technology in dynamic and rewarding work. You will create and design materials with moving and still images, text and sound in order to reach and engage varied audiences. Through coursework that combines hands-on technological savvy with opportunities for inventive and analytical thinking, you'll develop skills in prioritizing, planning, and producing digital projects. In developing your abilities to use media as a transformative tool for self-expression, learning, persuasion, entertainment and interaction, this program will prepare you for a variety of exciting employment opportunities or continued study at the bachelor's degree level.

## PROGRAM REQUIREMENTS

- COM-1020 - Interpersonal & Small Group Communication\*
- COM-1030 - Intercultural Communication\*
- COM-1220 - Introduction to Mass Communication
- CIS-1045 - Introduction to Multimedia Applications & Tools
- CIS-1151 - Website Development\*
- ART-1310 - Digital Photography I or  
FLM-1050 - Introduction to Filmmaking\*
- CIS-2410 - Digital Image Manipulation *or*  
CIS-1510 - Introduction to Flash Animation *or*  
MUS-2160 - Introduction to Technology in Music
- ENG-2050 - Global Issues in the Media\*
- ENG-2145 - Writing for Media in the Digital Age
- PHI-1040 - Introduction to Ethics
- ART-2226 - Multimedia & Graphic Design Project Management

### Electives - 9 credits

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

## GENERAL EDUCATION REQUIREMENTS

### Core Competencies (see pp. 15-16)

- First Semester Seminar  
\_\_\_\_\_
- Technological Literacy  
CIS-1151 - Website Development
- Communication  
*Meets graduation standard in oral communication*  
COM-1020 - Interpersonal & Small Group Communication
- English Composition
- Mathematics  
\_\_\_\_\_
- Research & Writing Intensive  
ENG-2050 - Global Issues in the Media

### Areas of Inquiry (see pp. 16-17)

- Scientific Method  
\_\_\_\_\_
- Human Expression  
ART-1310 - Digital Photography I or  
FLM-1050 - Introduction to Filmmaking
- Human Behavior  
\_\_\_\_\_

### Integrative Approaches (see p. 17)

- Global Perspectives & Sustainability  
COM-1030 - Intercultural Communication
- Seminar in Educational Inquiry  
*Meets graduation standard in writing & information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

MINIMUM TOTAL CREDITS IN DEGREE: 60

# MULTIMEDIA COMMUNICATIONS (A.A.)

## Multimedia Communication Program Outcomes

Successful graduates will be able to:

- demonstrate strong and varied skills in all aspects of communication, including oral, written, visual, and web-based contexts;
- apply the knowledge and skills associated with multimedia technology to develop high-quality, effective products, including the ability to engage audiences with sound, music, text, still and moving images and interactivity;
- reflect critically and cogently on the use of multimedia technology as a powerful tool for self-expression, learning, persuasion, and collaboration;
- develop a portfolio of finished work that is displayed in a professional manner and effectively integrates content and form;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## Why Our Degree Works

CCV offers courses using current multimedia software and learning technologies that help you develop the skills most essential in today's technological and global society, such as digital age literacy, inventive thinking, effective communication and a high rate of productivity. Many of our courses are offered online or in hybrid format, using a combination of distance learning and on-ground classrooms. In addition, much of your coursework will emphasize hands-on active learning strategies, providing you with frequent and valuable opportunities to apply your learning in real-world projects.

## Career Opportunities

Whether it's in a corporation or small business, multimedia communication skills are highly prized. Because of this, a degree in Multimedia Communications can be a stepping stone to a wide variety of professions in the computer sciences, graphic and media communications, journalism, writing, art, entertainment, marketing, and human resources fields. Recent career opportunities for two and four year graduates in the field have included:

- web communications specialist for a museum's dynamic website;
- podcast creator for a local newspaper;
- multimedia editor for a bookstore, writing, gathering and packaging content and activities related to kids' books, music and movies;
- multimedia producer for educational textbooks, developing interactive materials for English language learners;
- digital marketing manager for a juice company; and
- multimedia artist for a company that specializes in web-based training, including game-based learning programs used by the U.S. military.

## Transfer Options

Through an articulation agreement with Lyndon State College, students who complete the Multimedia Communications program and meet certain academic requirements may transfer to the Bachelor of Arts program in Media Communications.



*"If you are looking for a mix of technology and creativity, then the dynamic world of media communications is a perfect choice. Podcasts and streaming media dominate the web, providing news and information to the world. Preparing to be a part of that world requires skills in a variety of areas of technology. Students wanting to create their future need to be prepared, and CCV's Multimedia Communications program is the perfect choice."*

*– Jeff Renard,  
Instructor in Digital Audio &  
Video Production,  
River Valley Technical Center*

# NETWORK ADMINISTRATION (A.A.S)

CCV's Network Administration program teaches you how to design, build and maintain local and wide area networks. Successful completion of four Cisco networking courses prepares you for the CCNA (Cisco Certified Networking Associate) or CCENT (Cisco Certified Entry Network Technician) industry certification exams. In addition to Cisco networking, you learn how to support computer users and troubleshoot computer problems. Courses in hardware, programming, Windows and Linux will help you build your knowledge in hardware and software, and two focus areas allow you to further expand your skills in web development or database management.

Upon completion of the program, you will also be prepared for the CompTIA A+, Linux+ and Network+ certification exams. Graduates of this program meet the needs of employers who seek to hire entry-level personnel with strong networking and troubleshooting skills.

PROGRAM REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
<ul style="list-style-type: none"> <li><input type="checkbox"/> CIS-1311 - Cisco I: Network Fundamentals (4 cr)</li> <li><input type="checkbox"/> CIS-1312 - Cisco II: Routing Protocols &amp; Concepts (4 cr)</li> <li><input type="checkbox"/> CIS-1313 - Cisco III: LAN Switching &amp; Wireless (4 cr)</li> <li><input type="checkbox"/> CIS-1314 - Cisco IV: Accessing the WAN (4 cr)</li> <li><input type="checkbox"/> CIS-1350 - Desktop Operating Systems (4 cr)</li> <li><input type="checkbox"/> CIS-2110 - Concepts of PC Hardware (4 cr)</li> <li><input type="checkbox"/> CIS-2150 - Introduction to Linux</li> <li><input type="checkbox"/> CIS-2152 - Intermediate Linux</li> <li><input type="checkbox"/> CIS-2360 - Computer User Support*</li> <li><input type="checkbox"/> CIS-2125 - Windows Server Administration</li> <li><input type="checkbox"/> CIS-(2031, 2140 or 2271) - Introductory programming course _____</li> <li><input type="checkbox"/> CIS-2245 - Concepts of Computer Security</li> <li><input type="checkbox"/> CIS-2860 - Community &amp; Work Experience</li> </ul> <p><b>Select one of the following focus areas:</b></p> <p><b>Web Focus</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CIS-1151 - Website Development</li> <li><input type="checkbox"/> CIS-2272 - Intermediate Java programming <i>or</i> CIS-2430 - Web Application Programming</li> </ul> <p><b>Database Focus</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CIS-1038 - Introduction to Database Management (1 cr)</li> <li><input type="checkbox"/> CIS-1360 - Intermediate Database Management</li> <li><input type="checkbox"/> CIS-2340 - SQL Database Administration</li> </ul>	<p><b>Core Competencies (see pp. 15-16)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> English Composition</li> <li><input type="checkbox"/> Communication <i>Meets graduation standard in oral communication</i> CIS-2360 - Computer User Support</li> <li><input type="checkbox"/> Research &amp; Writing Intensive ENG-2050 - Global Issues in the Media</li> <li><input type="checkbox"/> Mathematics</li> </ul> <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scientific Method</li> </ul> <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Seminar in Educational Inquiry <i>Meets graduation standard in writing &amp; information literacy</i></li> <li><input type="checkbox"/> Quantitative Reasoning Assessment <i>Meets graduation standard in quantitative reasoning</i></li> </ul>
<p>* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.</p>	<p><b>MINIMUM TOTAL CREDITS IN DEGREE: 66</b></p>

# NETWORK ADMINISTRATION (A.A.S)

## Network Administration Program Outcomes

Successful graduates will be able to:

- demonstrate knowledge and skills that meet industry standards and CCNA and CCENT certification requirements in the use of routers and network administration technology;
- demonstrate knowledge and skills that meet industry standards and CompTIA 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 solutions;
- demonstrate proficiency in the development and administration of database systems or web sites to support workplace needs;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

CCV's Network Administration program teaches you how to design, build and maintain local and wide area networks. Successful completion of the program prepares you for the widely recognized Cisco CCNA and CCENT certification exams. In addition you will learn how to: install and configure operating systems; build and maintain computers; support computer users; troubleshoot computer problems; and develop web sites or manage databases. Upon completion of the program you'll be prepared to begin an exciting career in the field of networking and computer troubleshooting.

## Why Our Degree Works

CCV offers courses using current hardware, software and learning technologies that prepare you for a number of industry certifications. Many of our courses are offered online or in hybrid format, using a combination of distance learning with classroom-based labs. By including a variety of learning environments from classroom-based courses, to distance education and community and work experience, CCV's degree prepares you for a successful career in information technology.

## Career Opportunities

CCV graduates are employed as assistant network administrators, network technicians and computer support specialists for Internet service providers and other employers. The high tech skills covered in the degree program allow you to enter the field of computer networking or to pursue a baccalaureate degree in engineering, programming or information management.

## Transfer Options

CCV has articulation agreements with Champlain College, University of Vermont, and Marlboro College. CCV advisors can help you select courses that will transfer to your four-year program.

*"I use what I learned in my Cisco class every day at work. It has proven invaluable to my current job."*

*James Nye, CCV graduate,  
Systems Engineer, Cisco/  
Cognizant*

# VISUAL ARTS (A.A.)



The Visual Arts program is designed to provide you with the foundational skills, theoretical context and creative productivity you will need as a developing artist, as an associate degree graduate looking for employment in creative fields, or as an art student planning to continue your education beyond the two-year level. The majority of the program requirements are studio art classes and you will also be able to choose additional art classes from the great variety of art offerings at CCV. The program requires a total of 60 credits, of which at least 27 must be in art and art history.

PROGRAM REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
<p><input type="checkbox"/> ART-1020 - Introduction to Studio Art</p> <p><input type="checkbox"/> ART-1011 - Drawing I <i>or</i> ART-2031 - Life Drawing I</p> <p><input type="checkbox"/> ART-1060 - Two-Dimensional Design <i>or</i> ART-1111 - Graphic Design I</p> <p><input type="checkbox"/> ART-1170 - Foundations of Sculpture <i>or</i> ART-1231 - Ceramics I</p> <p><input type="checkbox"/> ARH-2020 - Art History: Visual Cultures of the World*</p> <p><input type="checkbox"/> Choose any 3-credit art history/appreciation course* _____</p> <p><input type="checkbox"/> Choose any 3-credit studio art course _____</p> <p><input type="checkbox"/> Choose any 3-credit studio art course _____</p> <p><input type="checkbox"/> Choose any 3-credit studio art course in second level of medium** _____</p> <p><input type="checkbox"/> ART-2170 - Portfolio Development</p> <p><b>Electives – 3 credits</b></p> <p><input type="checkbox"/> _____</p>	<p><b>Core Competencies (see pp. 15-16)</b></p> <p><input type="checkbox"/> First Semester Seminar _____</p> <p><input type="checkbox"/> Technological Literacy _____</p> <p><input type="checkbox"/> Communication <i>Meets graduation standard in oral communication</i> _____</p> <p><input type="checkbox"/> English Composition</p> <p><input type="checkbox"/> Mathematics _____</p> <p><input type="checkbox"/> Research &amp; Writing Intensive _____</p> <p><b>Areas of Inquiry (see pp. 16-17)</b></p> <p><input type="checkbox"/> Scientific Method _____</p> <p><input type="checkbox"/> Human Expression 3-credit art history or appreciation course _____</p> <p><input type="checkbox"/> Human Behavior _____</p> <p><b>Integrative Approaches (see p. 17)</b></p> <p><input type="checkbox"/> Global Perspectives &amp; Sustainability ARH-2020 - Art History: Visual Cultures of the World</p> <p><input type="checkbox"/> Seminar in Educational Inquiry <i>Meets graduation standard in writing &amp; information literacy</i></p> <p><input type="checkbox"/> Quantitative Reasoning Assessment <i>Meets graduation standard in quantitative reasoning</i></p>
<p>*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.</p> <p>** Choose a second level studio art course ending in Roman numeral II (e.g. Ceramics II, Drawing II, Photography II.)</p>	<p><b>MINIMUM TOTAL CREDITS IN DEGREE: 60</b></p>

# VISUAL ARTS (A.A.)

## Visual Arts Program Outcomes

Successful graduates 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 and effectively integrates content and form;
- demonstrate academic skills required of all CCV graduates including competency in writing, information literacy, oral communication, and quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

## How Our Degree Works

CCV's Visual Arts program allows you to become the artist you want to be while also getting a well-rounded college education. The Visual Arts concentration will provide you with an essential art education and the hands-on skills you need to hone your craft and develop your style. You'll study design, aesthetics, composition, and color, as well as the cultural and historical contexts for art. You won't just study art, you'll create it! We offer courses in drawing, painting, photography, paper arts, graphic design, color theory, ceramics, design, art history, and more. The classes will prepare you to work in a creative environment or to continue your education beyond the two-year level.

## Why Our Degree Works

CCV's Visual Arts program provides you with excellent instruction and a variety of facilities that allow you to explore different art media. Our faculty are artists themselves, respected and working in their fields. Because our classes are small and interactive, you'll get the one-on-one attention you deserve to develop your style and talents. Our program works not only for students who want degrees but also for "lifelong learners" who want to acquire a new skill, develop their artistic abilities, or become artists themselves.

## Career Opportunities

Art education provides you with important skills that are needed and appreciated in today's workplace: team work, problem-solving ability, and creativity in technical and professional tasks. Visual Arts graduates work in design offices, marketing and publicity environments; communication fields; museum and other exhibition venues in the community; in schools and art centers as teachers; in the creative departments of large companies; in technical settings employing digital media; and many other environments where creative thinking is important.

## Transfer Options

Many of our students transfer into four-year programs in the visual arts. CCV students have transferred to art programs at the University of Vermont, Johnson State College, Vermont College, Champlain College, the Maryland Institute of Art and many others. Through an articulation agreement with Lyndon State College, students who complete the Visual Arts program and meet certain academic requirements may transfer to the Bachelor of Fine Arts program in Animation-Illustration or the Bachelor of Arts program in Graphic Design-Illustration.



*"CCV is a really good place to start. No matter what your art background or level, from beginner to advanced, the teachers can help you to express what you feel as an artist. The CCV visual arts program helped my work to mature. Now I look at the whole world through the language of art – line, shape, color."*

*— Elma Skopljak,  
CCV graduate,  
transfer student,  
UVM studio arts*

# CERTIFICATE PROGRAMS

CCV currently offers certificates in the following areas: allied health preparation, childcare, clinical laboratory assistant, computer business applications, computer systems management, essential workplace skills, health information specialist, medical assistant, substance abuse services, sustainable building technology and website design.

## Allied Health Preparation

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

### Program Outcomes

*Successful graduates will be able to:*

- identify structures of human anatomy, beginning at the basic cellular level and concluding with body systems, and relate each system of the body to its functions;
- understand the concepts of normal physical, cognitive, linguistic and psychosocial development of the human being from conception to death;
- employ knowledge of metabolism, digestion, and nutrients to determine dietary strategies for minimizing risks of disease considering the nutritional and caloric needs of individuals throughout the life cycle; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 32 - 35**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- BIO-1030 - Introduction to Nutrition
- BIO-2011 - Human Anatomy & Physiology I (4 cr)
- BIO-2012 - Human Anatomy & Physiology II (4 cr)
- ENG-1061 - English Composition
- MAT-1030 - Mathematical Concepts
- PSY-1010 - Introduction to Psychology
- PSY-1050 - Human Growth & Development

### Choose 6 - 9 credits from the list below:

- AHS-1205 - Medical Terminology
- AHS-1270 - Professional Practices in Healthcare (1 cr)
- AHS-1410 - Introduction to Phlebotomy
- AHS-2120 - Wellness for Life
- AHS-2200 - Administrative Medical Assisting
- AHS-2070 - Clinical Medical Assisting
- BIO-1140 - Human Biology
- BIO-1210 - Introduction to Biology (4 cr)
- BIO-2120 - Elements of Microbiology (4 cr)
- CHE-1020 - Introductory Chemistry (4 cr)
- CHE-1031 - General Chemistry I (4 cr)
- CHE-1032 - General Chemistry II (4 cr)
- CHE-2110 - Introduction to Organic Chemistry & Biochemistry (4 cr)
- PHY-1041 - Physics I (4 cr)
- PHY-1042 - Physics II (4 cr)

## 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.

### Program Outcomes

*Successful graduates will be able to:*

- apply academic and practical skills based on the five areas of professional competency for early childhood professionals in Vermont: child development, family and community, teaching and learning, health and safety, and professionalism/program organization;
- complete Vermont's Level IIIA industry credential to become an associate teacher in an early childhood setting or a program director or gain the Vermont Afterschool Professional credential; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 27**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- EDU-1030 - Introduction to Early Childhood Education
- COM-1015 - Communication in the Early Childhood Education Workplace *or*  
COM-1020 - Interpersonal & Small Group Communication
- PSY-2010 - Child Development *or*  
PSY-2020 - Infant & Toddler Development *or*  
PSY-2025 - Development of the Young Child; Ages 3-8
- EDU-2110 - Introduction to Exceptional Populations
- EDU-2860 - Community & Work Experience

Choose 3 courses in EDU or PSY aligned with Vermont's childcare industry including courses toward your Vermont Childcare Apprenticeship, Program Director credential or Vermont Afterschool Professional credential:

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## Clinical Laboratory Assistant

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.

### Program Outcomes

*Successful graduates will be able to:*

- apply knowledge of medical terminology to basic anatomy, physiology, and disease processes of the human body;
- operate standard laboratory equipment following safety guidelines in accordance with Universal Precautions and OSHA safety standards;
- demonstrate proficiency in writing, technological literacy and interpersonal communication; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 34**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- AHS-1205 - Medical Terminology
- AHS-1270 - Professional Practices in Healthcare (1 cr)
- BIO-2011 - Human Anatomy & Physiology I (4 cr)
- BIO-2012 - Human Anatomy & 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
- AHS-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.

### Program Outcomes

*Successful graduates will be able to:*

- demonstrate the ability to install, configure, and troubleshoot computer operating systems;
- create a variety of spreadsheets using simple and complex formulas, functions, graphics, database features, sorts, linkages within and between spreadsheets, and macros;
- demonstrate advanced editing techniques, formatting, tables, creation of databases, mail merge, and the creation and use of macros to facilitate program use;
- demonstrate knowledge and skills of database principles and apply them to developing relational databases and generating simple and complex reports;
- explain and demonstrate the process of creating, accessing, and updating data files in Visual Basic; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 26**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- CIS-2040 - Management Information Systems
- CIS-1041 - Microcomputer Applications I
- CIS-1038 - Introduction to Database Management Systems (1 cr)
- CIS-1151 - Website Development
- CIS-1322 - Intermediate Word Processing
- CIS-1350 - Desktop Operating Systems (4 cr)
- CIS-1360 - Intermediate Database Management Systems
- CIS-1410 - Intermediate Spreadsheets



## 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.

### Program Outcomes

*Successful graduates 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 communicate information effectively in a professional setting;
- use a computer programming language to solve problems in a workplace setting and implement appropriate solutions;
- upgrade, repair, and install hardware and software applications with emphasis on problem anticipation and user support;
- prepare a plan to implement a local area network in a small business setting; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 30**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- CIS-1038 - Introduction to Database Management Systems (1 cr)
- CIS-1151 - Website Development
- CIS-1350 - Desktop Operating Systems (4 cr)
- CIS-1360 - Intermediate Database Management Systems
- 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-2031 - C/C++ Programming I
- CIS-2032 - C/C++ Programming II
- or
- CIS-2140 - Programming for the Internet
- CIS-2430 - Web Application Programming
- or
- CIS-2271 - Java Programming
- CIS-2272 - Intermediate Java Programming

## Essential Workplace Skills

This certificate provides students with the entry level skills necessary to be successful in today's workplace. Good communication, writing and computer skills are essential in every work environment.

### Program Outcomes

*Successful graduates will be able to:*

- identify and explain entry level workplace skills;
- demonstrate an understanding of business terminology;
- utilize technology to prepare basic workplace documents;
- communicate effectively using oral and written techniques appropriate for the workplace;
- demonstrate effective critical thinking and problem solving skills to address situations encountered in the workplace; and
- explore pathways for educational and career development in the student's field of study.

**Total Credits: 24**

### Required Courses

*All courses are 3 credits unless specified.*

- INT-1050 - Dimensions of Work
- BUS-1010 - Introduction to Business
- CIS-1041 - Microcomputer Applications I
- COM-1010 - Effective Workplace Communication
- ENG-1230 - Business & Professional Writing
- MAT-1030 or higher level math course\*

*Plus 6 - 9 additional credits in ACC, BUS, or CIS*

*\* A student may waive the math requirement by passing the Quantitative Reasoning assessment.*



## Health Information Specialist

This certificate is designed for students looking for employment in the growing field of health information. Health information specialists assemble, review and complete patient records for a hospital or health clinic.

### Program Outcomes

*Successful graduates will be able to:*

- understand the role, standards, and clinical practice guidelines of agencies such as the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Centers for Medicaid and Medicare Service (CMS) as they relate to the patient record and describe the financial consequences of not meeting the standards;
- discuss laws and ethics related to maintenance of data accuracy, security, patient privacy, confidentiality and proper release of health information within manual and computerized information systems and considering HIPAA and OIG regulations;
- employ knowledge of medical terminology and human body systems to identify and properly code diagnoses, procedures and services;
- demonstrate proficiency in writing, technological literacy and interpersonal communication;
- complete the American Academy of Professional Coders (AAPC) examination for Certified Professional Coders (CPC) with a passing score; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 28**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- AHS-1015 - Introduction to Health Information Systems
- AHS-1205 - Medical Terminology
- BIO-1140 - Human Biology
- CIS-1041 - Microcomputer Applications I
- CIS-1038 - Introduction to Database Management Systems (1 cr)
- COM-1010 - Effective Workplace Communication
- ENG-1061 - English Composition
- AHS-2121 - Medical Billing & Coding I
- AHS-2122 - Medical Billing & Coding II



*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.*



## 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.

### Program Outcomes

*Successful graduates will be able to:*

- apply an understanding of medical terms to the basic anatomy, physiology, and disease processes of human body;
- employ a basic knowledge of law, medical ethics, and bioethics as they pertain to the medical office;
- perform basic medical office functions including patient scheduling, insurance and reimbursement procedures, basic coding, accounting and bookkeeping;
- prepare examination room and patient for physical examination using proper procedures for taking vital signs and preventing medical asepsis;
- demonstrate proficiency in writing, technological literacy and interpersonal communication; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 28**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- AHS-1205 - Medical Terminology
- BIO-1140 - Human Biology
- AHS-1270 - Professional Practices in Healthcare (1 cr)
- AHS-2070 - Clinical Medical Assisting
- AHS-2200 - Administrative Medical Assisting
- CIS-1041 - Microcomputer Applications I
- AHS-2121 - Medical Billing & Coding I
- COM-1010 - Effective Workplace Communication *or*  
COM-1020 - Interpersonal & Small Group Communication
- ENG-1230 - Business & Professional Writing *or*  
ENG-1061 - English Composition

## 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.

### Program Outcomes

*Successful graduates will be able to:*

- recognize the range of services that substance abuse professionals provide and identify theories and models of practice in relation to prevention, intervention, treatment, and recovery;
- describe chemical dependency and its consequences for individual, family and social systems, and co-occurring issues such as mental health, poverty, homelessness, domestic violence, and delinquency;
- practice effective observation, interpersonal communication, group facilitation techniques, and demonstrate appropriate ethical practices when working with diverse clients;
- complete Vermont state examination for Certified Apprentice Substance Abuse Counselor (CASAC) with a passing score; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 30**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- PSY-1130 - Introduction to Substance Abuse
- PSY-1050 - Human Growth & Development
- PSY-1150 - Substance Abuse: Services & Treatment
- PSY-2420 - Group Process: Theory & Practice
- PSY-1140 - Substance Abuse: Family & Society
- SWK-2010 - Introduction to Case Management
- SWK-2011 - Human Behavior in the Social Environment
- PSY-2180 - Co-occurring Issues in Substance Abuse & Mental Health
- SWK-2860 - Community & Work Experience
- Certified Apprentice Substance Abuse Counselor Examination (CASAC)

## Sustainable Building Technology

This certificate provides students with the knowledge and skills needed for entry-level employment in the growing renewable energy/energy efficiency field. Courses provide knowledge and skills to promote the design, construction and retrofitting of buildings that enhance the health, safety and efficiency of people and the local and global environments.

### Program Outcomes

*Successful graduates will be able to:*

- understand and apply elements of building science, including construction, maintenance, safety and energy efficiency, to evaluate the health and durability of a building;
- employ theories of environmental physics, systems design concepts, and an awareness of sustainability to promote the design, construction and retrofit of buildings that reduce energy consumption, protect ecosystems and promote occupant health and safety;
- demonstrate proficiency in effective communication orally and in writing, addressing groups of people, eliciting the cooperation of others and understanding information; and
- explore pathways for educational and career development in the student's field of study.

### Total Credits 28

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- ENV-1010 - Introduction to Environmental Science
- ENV-1310 - Sustainable Buildings
- ARC-1011 - Introduction to Drafting & Blueprint Reading
- ARC-1211 - CAD I
- PHY-2025 - Physics for the Environment (4 cr)
- ENG-1070 - Effective Speaking
- BUS-2230 - Principles of Marketing or  
BUS-2430 - Small Business Marketing
- BUS-2020 - Principles of Management or  
BUS-2210 - Small Business Management

## Web Site Design

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

### Program Outcomes

*Successful graduates will be able to:*

- create professional quality web sites that comply with current web standards;
- demonstrate knowledge and skills of database principles and apply them to developing relational databases and generating simple and complex reports;
- apply principles of design and typography to the processes employed in the graphic design, illustration and web design industries;
- demonstrate the ability to present and critique concepts and designs;
- communicate effectively using oral and written techniques; and
- explore pathways for educational and career development in the student's field of study.

### Total credits: 28

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar
- CIS-1151 - Website Development
- CIS-2440 - Intermediate Website Development
- CIS-2140 - Programming for the Internet
- CIS-1038 - Introduction 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



# COURSES

The courses listed in this Catalog are all the courses that CCV has approved for the 2011-12 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 times and dates for that semester.

## ACCOUNTING

### **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-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-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.

### **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.

## ALLIED HEALTH SCIENCE

### **AHS-1015 Introduction to Health Information Systems** 3 CR

Introduces students to fundamental theories of data management in the healthcare setting. Historical and current recordkeeping practices will be explored as well as a basic overview of health care delivery systems. Topics include the role of accrediting and regulatory agencies, facility and staff organization, health record content, record management, and the transition to an electronic patient record.

### **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-1205 Medical Terminology** 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.

#### **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.*

**AHS-1270 Professional Practices in Healthcare 1 CR**

Topics include laboratory organization, laboratory safety, professional ethics, and certification and licensure. Students will learn proper use of personal protective equipment, laboratory glassware, centrifuges, balances, spectrophotometers and microscopes. Business practices will include professional ethics, patient confidentiality and HIPAA regulations.

**AHS-1410 Introduction to Phlebotomy 3 CR**

This course covers the proper collection of blood specimens, choice of proper phlebotomy equipment, venipuncture techniques, patient care, safety, tests, and quality assurance. The course is designed to provide a minimum of 20 hours of practical instruction and skills development in phlebotomy.

**AHS-2070 Clinical Medical Assisting 3 CR**

An introduction to the clinical skills required by the medical assistant. Instruction includes theory, principles, and practical skills related to infection control, patient care, documentation, patient education, and the operation and maintenance of clinical equipment. This course includes a lab. Prerequisites: Medical Terminology and Human Biology, or equivalent knowledge. Corequisite: Administrative Medical Assisting.

**AHS-2120 Wellness for Life 3 CR**

This course investigates the components involved in developing a healthy lifestyle with an emphasis on the physical nature of wellness. Attention is principally devoted to the components of fitness to include cardiovascular endurance, muscular strength, and flexibility. In addition, an overview of dietary practices and nutrition, protecting oneself from disease including coronary heart disease, cancer, sexually transmitted diseases and HIV/ AIDS and making responsible decisions regarding controlled substances such as tobacco, alcohol, and other drugs will be covered.

**AHS-2121 Medical Billing & Coding I 3 CR**

This course examines the medical insurance industry, the history of medical insurance, and the emergence of managed care, HMOs, and PPOs. Students will apply medical insurance vocabulary as it relates to common health care programs and use Physician's Current Procedural Terminology (CPT), ICD-9-CM and HCPCS, to correctly bill and code visits and procedures for reimbursement. Prerequisite: Medical Terminology.

**AHS-2122 Medical Billing & Coding II 3 CR**

This course is a continuation of Medical Billing & Coding I. The primary focus is on reviewing and assigning the correct codes for physician services, procedures and diagnoses for medical claims. Students will learn to assign codes and to apply billing reimbursement guidelines through the application of CPT, HCPCS Level II procedure and supply codes, and ICD-9-CM diagnosis codes used for billing professional medical services to insurance companies. This course prepares students to take the Certified Professional Coder (CPC) exam sponsored by the American Academy of Professional Coders (AAPC). Prerequisites: Medical Terminology and Medical Billing and Coding I.

**AHS-2200 Administrative Medical Assisting 3 CR**

This course is designed to prepare Medical Assistant students with administrative knowledge and skills related to duties performed in a medical office. Topics include computer applications, telephone etiquette, patient reception, medical records, coding and filling out insurance forms, scheduling appointments, arranging for hospital admissions and laboratory services, and handling correspondence, billing and bookkeeping. This course includes a directed observation. Prerequisites: Medical Terminology and Human Biology, or equivalent knowledge. Corequisite: Clinical Medical Assisting.

**AHS-2830 Massage & Bodywork Clinic 3 CR**

This course provides massage therapy and bodywork students the opportunity to explore the role and responsibilities of a massage and bodywork practitioner in a clinical setting with the general public while under the direct supervision of an instructor. Students will demonstrate all aspects of the occupation 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: Introduction to Massage Therapy & Bodywork, Human Anatomy & Physiology I, Swedish Massage, Anatomy & Physiology for Massage, Professional Self-Development for Bodywork Practitioners, and Deep Tissue Approaches.

**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. Through the processes of scientific inquiry, students will learn to think critically about human origins and diversity. Students will gain an appreciation for the relationships between primatology, paleoanthropology, and the study of human biological variation and adaptation.

**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.

**ANT-2020 Language, Culture & Communication 3 CR**

An introduction to the study of linguistics and communication in cultures and societies worldwide. Topics include language origins, change, and acquisition; language structure and speech behavior; sociolinguistics; the relationship between language and thought; and analysis of conversation and meaning.

## ARCHITECTURAL

**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 prepares students to create 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 I.

**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-1070 Introduction to Jewelry 3 CR**

Students will explore the fundamentals of jewelry making including sawing, piercing, filing, sanding, and surface enrichment while creating chains, pendants, earrings, necklaces, pins, bracelets and rings. Using metals, paper, beads, stones, found objects, fibers and recycled materials, students will design and construct pieces of wearable art. Students will also investigate jewelry as a craft and fine art and will discuss the cultural and historical significance of jewelry as adornment.

**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-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, paper sculpting, 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-2170 Portfolio Development 3 CR**

Students will develop a portfolio of visual art work to be used for a variety of purposes such as college admissions, transfer to four-year art programs, gallery and exhibition submissions, scholarship opportunities, and professional job applications in visual art fields. Students will explore career opportunities in the visual arts, think critically about their own and fellow students' work, and write artist statements. Students will explore a variety of media to display their work, including electronic media. Access to a computer and general computer familiarity are required.

**ART-2226 Multimedia & Graphic Design Project Management 3 CR**

Explores various roles and functions of professionals in the graphic design and multimedia communication industries who are involved in the development and management of projects including clients, designers and other employers. Students create a comprehensive project that will showcase their skills in all aspects of graphic or multimedia design to be displayed in a traditional and/or digital portfolio format. This course should be taken within the last two semesters of a student's program. Prerequisite: Graphic Design II or Introduction to Multimedia Applications & Tools.

**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-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. Access to a digital camera is essential. Prerequisite: Digital Photography I.

**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-1020 Introduction to Environmental Biology 4 CR**

This course is intended to introduce students to the fundamentals of environmental biology. It is an introduction to the structure and biota of several aquatic and terrestrial ecosystems and students investigate why species occupy specific habitats. The course includes an introduction to Vermont's aquatic and terrestrial ecosystems, spatial and temporal changes in ecosystems and species, critical observation and interpretation of landscapes. The course will stress communication skills, as well as critical thinking and teamwork.

**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, and 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 will be placed on the natural history of life forms in their natural habitat. Topics include a consideration of ecology, evolution, physiology and behavior. This course includes a lab.

**BIO-1140 Human Biology 3 CR**

A survey of human anatomy and physiology. Topics will 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. These topics will be studied in a diversity of organisms including microbes, protists, fungi, plants, and representative animal groups. This course 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. This course includes a lab.

**BIO-1240 Forest Ecology 3 CR**

Examination of the structure and dynamics of forest communities. Consideration will be 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 are 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? How were dinosaurs discovered? When, where and how did they live? What was their Mesozoic world like? What was their anatomy? How are they related to birds? Why did dinosaurs go extinct?

**BIO-2011 Human Anatomy & Physiology I 4 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, electrochemical 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 4 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-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. This course 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. Prior learning in biology is strongly 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 is 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-1130 Fundamentals of Selling 1 CR**

Exposes students to the various aspects of sales and product promotion. Topics include relationship selling, product promotion, customer service, the sales cycle and strategies for closing the sale.

### **BUS-1140 Introduction to International Business 3 CR**

In today's global economy, business people must understand the relationships, institutions and environment that underlie international commerce. In this course students will examine the impact of globalization on countries, small and large businesses, and individuals. This course is an introduction to the global economy that will address both theoretical and practical dimensions of global business operations.

### **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-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. Prerequisites: 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 1 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 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 as well as 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. The student is introduced to the process used by professional planners and shown how this can be helpful in planning their own financial futures.

### **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 work force 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 larger 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-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 covered will 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 website. The course will cover basic e-commerce concepts and terminology. Analysis of contemporary websites and case studies of successful e-businesses, as well as e-commerce failures, will supplement the text.

**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 website development.

**BUS-2715 Entrepreneurship: New Topics in Business Venturing 3 CR**

This course provides a practical, hands-on introduction and survey of entrepreneurial concepts and elements required for successful small business start-up. Students will be exposed to entrepreneurship as an alternative business career track and will learn about new venture start-up, personal traits which enhance success, the concept of risk, and the need for planning, research, financing, competitive advantage, and effective feasibility evaluation from a founder's perspective.

**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. Includes lab sessions which will illustrate the principles of quantitative interpretation of data. Prior learning in Basic Algebra is strongly recommended.

**CHE-1031 General Chemistry I** *4 CR*

This is the first course of a two-semester sequence on the fundamental principles of chemistry. Topics include atomic structure, stoichiometry, gas laws, thermochemistry, modern atomic theory, liquids and solids, and molecular structure.

**CHE-1032 General Chemistry II** *4 CR*

A continuation of CHE-1031. Topics include solution properties, kinetics, equilibrium, reaction mechanisms, thermodynamics, acid-base reactions, electrochemistry, and element properties. Prerequisite: General Chemistry I.

**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.

**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 & Afterschool Workplace** *3 CR*

Students develop effective communication and relationship-building skills for use in the early childhood education and afterschool workplace through practical activities and exercises. The course focuses on communication skills with parents, colleagues, supervisors, and children and youth from infant to teens. 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 nonverbal applications associated with becoming a competent and effective communicator.

**COM-1050 Introduction to Popular Culture** *3 CR*

This interdisciplinary theory course explores the ways in which media and the entertainment industries have made consumerism the focal point of American culture and society. Focusing primarily on the marketing and consumption of clothing, food, toys and religion, we will examine how the commercialization and privatization of popular culture have forced us to revise how we think of ourselves as individuals and as a nation.

**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 nontechnical topics. Topics include structuring presentations for different purposes, strategies for persuading people in authority to support one's position, the effects of nonverbal communication, and ways to develop and incorporate visual aids.

**COM-2360 Conflict Resolution** *3 CR*

Students will explore the scope and nature of, and become acquainted with, methods of conflict resolution and nonviolent 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-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, computer-related jobs, and includes hands-on computing time. Credits earned in this course do not apply toward graduation.

**CIS-1020 Computer Essentials** *3 CR*

This course is an introduction to computer skills necessary for success in computer coursework and the workplace setting. General features of file management, word processing, and basic presentation software will be covered. Emphasis will be placed on using a network, including e-mail, the Internet, and a learning management system. Students will also develop keyboarding skills. This course counts as credit for a CCV degree but does not satisfy the technological literacy requirement.

**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.

**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, presentation graphics, word processing, and spreadsheets. Prerequisite: Basic Algebra.

**CIS-1045 Introduction to Multimedia Applications & Tools** *3 CR*

This course introduces the many applications that enhance the world of multimedia and the web, as well as the technological decisions that are needed to deploy them. Students will learn how various tools are used to create a rich, dynamic audio/visual experience for users in many different formats. Emphasis is given to understanding current, new and emerging technologies and the impact they have on web-based media. Students enrolling in the course should have basic computer skills.

**CIS-1151 Website Development 3 CR**

This course includes an introduction to web pages for websites: use of and design with HyperText Markup Language, text and graphics; applying appropriate design, color, and art; sizing and placing 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; and use of a validation tool to debug an HTML document.

**CIS-1311 Cisco I: Network Fundamentals 4 CR**

This course, the first of four Cisco Networking Academy courses, introduces students to the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices including routers and switches, and implementing IP addressing schemes. Prerequisite: Microcomputer Applications I or equivalent.

**CIS-1312 Cisco II: Routing Protocols & Concepts 4 CR**

This course, the second of four Cisco Networking Academy courses, describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Prerequisite: Cisco I: Network Fundamentals.

**CIS-1313 Cisco III: LAN Switching & Wireless 4 CR**

This course, the third of four Cisco Networking Academy courses, provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WWLAN in a small to medium network. Prerequisite: Cisco II: Routing Protocols & Concepts.

**CIS-1314 Cisco IV: Accessing the WAN 4 CR**

This course, the last of four Cisco Networking Academy courses, covers the WAN technologies and network services required by converged applications in Enterprise Networks. The course uses the Cisco Enterprise Composite model (ECM) to introduce integrated network services and explains how to select the appropriate devices and technologies to meet ECM requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. Prerequisite: Cisco III: LAN Switching & Wireless.

**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 concepts of Microsoft Windows operating systems found on the CompTIA A+ certification exams (Essentials and 220-602). Students will learn how to install, configure, and troubleshoot computer operating systems. Prerequisite: Microcomputer Applications I or equivalent.

**CIS-1360 Intermediate Database Management Systems 3 CR**

This course provides a comprehensive examination of database management software. Students will learn database principles and apply them to developing relational databases and generating simple and complex reports. Emphasis is on the application of database management to work related problems. Prerequisite: Introduction to Database Management Systems.

**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 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, 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: Website Development.

**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/C++ 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 Introduction to Database Management Systems or equivalent.

**CIS-2110 Concepts of PC Hardware 4 CR**

This course covers the hardware concepts found on the CompTIA A+ certification exams (Essentials and 220-602). 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 equivalent.

**CIS-2120 Concepts of Local Area Networks 3 CR**

This course covers the basic networking concepts found on the CompTIA Network+ certification. Concepts include network operating systems, hardware, and troubleshooting techniques and the role, setup and administration of Local Area Networks. Prerequisites: 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: Website Development.

**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 operating system. 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: Concepts of PC Hardware.

**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-2245 Concepts of Computer Security 3 CR**

An introduction to computer and information security. Concepts include network infrastructure, access control, security threats, security applications, encryption, and monitoring. Recommended prior learning: network and operating systems experience.

**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 Identity Management system, providing an introduction to the installation, configuration, and security of this popular networking system. Also covers eDirectory installation and configuration, and ZENworks Desktop Management. Recommended prior learning: network and operating systems experience.

**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 communication techniques 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 Web Application Programming 3 CR**

This course provides an introduction to server-side scripting technologies for web development. These include CGI/Perl, PHP and at least one of the following: 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 Website Development 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: Website Development 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**

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 considered 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**

A study of victimization. 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**

The nature and causation of crime. Explores the 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-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-2130 Introduction to Intelligence Analysis 3 CR**

Provides an overview of intelligence analysis in criminal, counter-terrorism, and emergency management contexts. Topics include an introduction to intelligence analysis methods and the prediction for future criminal behavior based on analysis and data. Report writing and presentations will be included.

**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 related to 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 examined 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.

**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-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-2210 Middle Eastern Dance & Culture 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, development, symbolism, and cultural significance 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, 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 academic center. This session introduces CCV's degree program, 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 CCV's portal environment and learning management system. Students must register to attend this free workshop which is required for first-time online students.

**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 students for Basic Math. Topics will include place value, addition, subtraction, multiplication, and division as well as math study skills.

**DEV-0172 Basic Mathematics Refresher 0 CR**

For students whose Arithmetic Accuplacer assessment score is close to the level necessary to start Basic Algebra, this workshop will afford them the opportunity to review and reinforce math concepts, ideally raising their skills to the level where they can bypass the Basic Math course. Emphasis will be placed on working with fractions, percents, and proportions. Familiarization with Accuplacer format and subject areas will be included.

**DEV-0175 Get Ready for Computers 0 CR**

This 4-6 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 students develop college ready computer skills. Topics will include basic computer workstation setup, mouse coordination and keyboard tour, saving files and basic file/folder management, logging into the college portal, checking your instructor contact information and syllabus and exploring common communication options in online learning.

**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.

**DEV-0300 Basic Skills Seminar 0 CR**

Students will gain critical basic skills that are essential to successful completion of basic skills courses. The curriculum will include basic math and writing skill development, study skill practice, note-taking techniques, library and resource use, student support services orientation, time management, skill development, stress management techniques, test taking practice, and computer test taking practice.

**DEV-0380 English Language Learner Lab 0 CR**

Provides individualized help with writing, reading, listening, and speaking skills for English Language Learners enrolled in CCV courses. This lab is of particular help in addressing grammatical, vocabulary and reading comprehension needs experienced in the English Language Learner (ELL) 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 will review 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: ELL 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 ELL students only. Students must call the instructor for permission to enroll: 802-654-0516.

**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 and 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 3 CR**

This course will focus on basic life skills that participants will need in order to be successfully employed. The topics covered will 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 which will describe the steps they will take toward becoming successfully employed. Credits earned in this course do not apply to the associate degree.

**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-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, and professionalism and program organization. Participants meet the Level I requirement within Vermont's system of ongoing professional development system 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, 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 facilitate clients in making informed career choices that match their aptitudes, abilities, and values.

**EDU-1240 Assessment of Prior Learning 3 CR**

This course provides 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 and identify future educational goals. Students 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. Recommended prior learning: English Composition or equivalent writing skills. 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 birth through five years of age with 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.

**EDU-1320 Introduction to Afterschool Education 3 CR**

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

**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 Childhood & Afterschool Practitioners 3 CR**

This course focuses on the development of leadership and mentoring by practitioners in early education and afterschool 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 and afterschool professionals.

**EDU-2042 Program Management for Early Childhood Education** 3 CR

This course is designed to provide an overview of the role and responsibilities of the early childhood and/or afterschool 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 for Literacy Development** 3 CR

This course provides an introduction to teaching methods. Topics include educational research related to literacy instruction, approaches to teaching, instructional lessons and units, classroom management and communication, strategies for authentic assessment, and self-reflective teaching practices.

**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 special needs children.

**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-2330 Assessment in the Education Setting** 3 CR

This course is designed to help pre-service teachers understand, integrate, and skillfully apply standards governing educational assessment. Emphasis will be placed on strategies for test taking and on methods for building quality assessments tied to learning outcomes. Students will take Praxis exams as part of their exploration of the topic of assessment. Prerequisite: Intermediate Algebra or higher.

**EDU-2340 Teaching in a Global Community** 3 CR

This course explores the role of global perspectives in democratic education. Historical, sociological, cultural, political and philosophical dimensions of globalization are considered in relation to issues of teaching.

**EDU-2350 History & Philosophy of Education** 3 CR

This course will examine the history and philosophy of education. Historic settings in which the educational system developed will be studied. Students will identify major social and cultural issues in relation to their historic antecedents including leading theorists and philosophers of education. Students will compile a range of artifacts and documentation for a comprehensive starter pre-professional teacher portfolio. This course must be taken after all core courses are successfully completed. Prerequisites: Foundations of Education and Microcomputer Applications I.

**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. Students should have home Internet access and email account. Prerequisite: Microcomputer Applications I.

**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 to select the appropriate program designation and receive approval before enrolling in this class.

**EMERGENCY MANAGEMENT****EMP-1010 Principles of Emergency Management 3 CR**

Provides an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in a system of resources and capabilities. Topics include risk management, safety, and the philosophy of comprehensive emergency management. Students explore how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management including mitigation, preparedness, response, and recovery.

**EMP-1020 Emergency Planning 3 CR**

Introduces students to the emergency management and disaster preparation process. Planning standards, techniques, and steps in the development of a basic emergency management operating plan will be examined. Includes basic policies, concepts, and procedures of recovery and addresses the interface of various federal and state assistance programs. Emphasis is placed on coordination of damage assessment, preparing documentation, developing interagency cooperation, and recovery procedures. Actual emergency operating plans will be used to illustrate planning requirements and results. A service learning component is included.

**EMP-1030 Public Information Officer 3 CR**

Provides students with the skills needed to perform public information duties as they relate to emergency management including oral and written communications, understanding and working with the media, and providing public information in a crisis.

**EMP-2010 Emergency Exercise Design & Evaluation 3 CR**

Students develop knowledge and skills for assessing a community's plan and its operational response capability to an emergency on the local or national level. Participants engage in community management exercises to test emergency operations plans and to rehearse key response operations.

**EMP-2020 Decision Making & Problem Solving in a Crisis 3 CR**

An overview of strategic and tactical communication in crisis situations and how to apply decision-making techniques as they apply to public safety operations in a crisis. Topics include the human element in decision making, process of change in organizations, managing crisis information, collaboration methods, dealing with the media and various constituent groups, and the role of documentation in emergency response and recovery.

**EMP-2030 NIMS Incident Command System 3 CR**

Covers the emergency management practices used by responders during emergency situations. The structure and responsibilities of the Incident Command System, the management of facilities, lines of authority, and classification of resources are covered in this class. The National Incident Management System (NIMS) principles are included in this course.

## 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 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. This course fulfills the research and writing intensive requirement. Students must complete a final research paper with a grade of C- or better in order to pass this course. Prerequisite: English Composition.

### **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-1061 English Composition** 3 CR

Develops effective essay and composition skills. Through extensive reading and writing, students learn strategies for organizing, evaluating, and revising their work and ultimately demonstrate proficiency in first-year college-level writing. Examines a variety of essay styles and literary texts and introduces students to research techniques.

### **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, enhance their writing skills, and experiment with a greater variety of strategies to interest, inform, and persuade. Students must complete a final research paper with a grade of C- or better in order to pass this course. This course fulfills the research and writing intensive requirement. 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 a diverse selection of 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. This course fulfills the research and writing intensive requirement. Students must complete a final research paper with a grade of C- or better in order to pass this course. Prerequisite: English Composition.

### **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-1350 World 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. Students will explore a diverse range of myths from cultures around the world and 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 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 Global Issues in the Media 3 CR**

This writing course examines the worldwide 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. Students must complete a final research paper with a grade of C- or better in order to pass this course. This course fulfills the research and writing intensive requirement. Prerequisite: English Composition.

**ENG-2090 Travel Writing 3 CR**

In this course, students explore the fundamentals of travel writing. Through critical reading and extensive writing, students discover how to craft pieces that evoke a sense of time, place and personal journey. Students also focus on developing points of view and description, and draw upon personal experience and research to build skills in the full range of travel writing including blogs, memoirs, essays and guidebooks.

**ENG-2101 Creative Writing I 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 I.

**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-2145 Writing for Media in the Digital Age 3 CR**

In this course, students will develop writing and creativity skills for multimedia projects such as promotional communication, journalism, video and animation, games, blogs, and electronic literature. Students will also combine text, sound, and imagery in work of their own and examine the legal and ethical issues pertinent to digital media communication. Prerequisites: English Composition and basic computer skills.

**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-2162 World Literature: From the Renaissance to the Present 3 CR**

Introduces the diversity of national literatures and multicultural 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**

A survey of literature by and about Africans. 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-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 nonfiction, 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-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

This course introduces a uniquely American style of detective fiction that 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** 3 CR

This course will examine the science fiction narrative as an often ironic critique of present social conditions and how science fiction's vivid depiction of alternative worlds and visions widens our repertoire of possible responses to change.

**ENG-2560 Nature & Literature** 3 CR

Explores the treatment of nature in literature: poetry, fiction and nonfiction. 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 sociocultural perspectives.

## ENGLISH AS 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 multidisciplinary 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-1055 Fundamentals of Earth Science 3 CR**

This course is an introduction to systems and processes acting upon planet Earth in the solar system. Primary focus is on mechanisms of formation and distribution of minerals, rocks, continents and planets. The course includes basic principles of geology including geologic time and plate tectonics. Meteorology and climatology are emphasized in context of hydrological impacts on geomorphology. Human impact on geological processes will also be explored.

**ENV-1070 Introduction to Wetlands 3 CR**

Explores the diversity and importance of wetlands. Topics include the definition and unique characteristics of wetlands, wetland soils, and adaptation of wetland plants and animals. Constructed wetlands and regulations affecting wetlands will also be discussed. Field trips are recommended.

**ENV-1230 Current Environmental Issues 3 CR**

This course investigates the science that underpins environmental issues. It also analyzes these issues from a variety of different perspectives including the legal, ethical, political, sociological, and economic considerations that combine to shape our understanding of environmental issues and their possible solutions.

**ENV-1310 Sustainable Buildings 3 CR**

This course focuses on buildings as systems as an approach to effective energy conservation. Students will learn energy-related components of residential energy efficiency and important possibilities for energy conservation including energy consumption, analyzing energy costs and other energy-auditing information.

**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 are required.

**ENV-2310 Field Methods in Environmental Science 3 CR**

Through this capstone course, students will discover how methods and techniques of applied and theoretical environmental science are used to solve real world problems. Students will design a field research project by partnering with local non-profit organizations, government agencies, or businesses, and will present their results in a final project. This course must be taken after all core courses are successfully completed. Classes will be held at CCV and in the field. Prerequisites: Introduction to Environmental Science and Introduction to Environmental Biology.

**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, 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

## 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-2020 World Regions & Cultures** 3 CR

Introduces students to major regions and countries of the world. The role of culture, history, and environment in current world affairs will be explored. World regional issues are examined in the context of globalization and the economic and cultural connections between people and nations.

### **GEO-2230 Globalization in the Modern World** 3 CR

This course examines the connections and interdependence between our own lives and those of other people in the world. Using an interdisciplinary approach, the course seeks to understand what globalization really means and how it has come to be an important influence on our daily lives.

## GEOLOGY

### **GEY-1030 Dynamic Earth: Introduction to Physical Geology** 4 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. This course 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-1111 World History I** 3 CR

An introduction to the world's major civilizations: Ancient Mediterranean (Egypt, Mesopotamia, Palestine, Greece, Rome), European, South Asian (India, Pakistan and Bangladesh), East Asian (China, Korea and Japan), African, Islamic, and Mesoamerican from their origins to the time of the global expansion of European civilization.

### **HIS-1112 World History II** 3 CR

The continuing development of the world's major civilizations: European/American, South Asian (India, Pakistan, Bangladesh), East Asian (China, Korea, Japan), African, and Islamic from the time of European global expansion to the present with particular attention to the problems and challenges of globalization.

### **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-1240 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, 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, 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 examines the revolutions of 1905 and 1917, the formation and consolidation of the Soviet state, its decline and collapse, and the establishment of the Russian Federation.

**HIS-2250 Modern Middle Eastern History 3 CR**

This is a political, social, cultural, and economic study of the modern Middle East, focusing on the 20th 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-2270 Society & Environment in History 3 CR**

An exploration of the response to environmental challenges by various societies in history and why societies fail and perish, or succeed and survive.

**HIS-2420 Latin American History & Culture 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 will include an in-depth investigation of five countries as 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**

This course examines the successes and failures of peace by identifying how and why wars have begun, considering the cultural environment of various wars, and through studying the roles individuals, organizations, and nations play in creating conditions for war and peace.

## HOSPITALITY & TOURISM MANAGEMENT

**HTM-1010 Survey of Hospitality & Tourism 3 CR**

This course develops and explores the structure and components of the tourism and hospitality industry. This section will focus primarily on the lodging and food service segments of the industry. Industry leaders will join the class for discussion throughout the semester. Students will be expected to explore, in detail, a major lodging or food service company.

**HTM-1030 Introduction to Travel & Tourism 3 CR**

Provides an introduction to the local and global travel industry, its history, growth, development, and future opportunities. Topics include communication strategies, computer systems, customer service, marketing, and Internet-based research for travel destinations. Students will explore career options within the travel and tourism business linking people, travel modes, accommodation and facilities.

**HTM-1040 Introduction to Lodging & Resort Management** 3 CR

Introduces students to the process of managing and operating hotels, resorts, and small properties. Students gain a working knowledge of lodging and resort management principles, strategies and policies, and analyze their effectiveness. Topics include property management, foods purchasing and distribution, environmental impact, and planning for financial and human resource factors.

**HTM-2030 Adventure Travel & Recreation Planning** 3 CR

Explores all aspects of expedition planning for adventure travel and analyzes the adventure travel industry business. Topics include expedition planning, destination development, group dynamics, accessible adventure travel, practical outdoor leadership, legal issues, and activity and risk management.

**HTM-2040 Special Event & Tour Management** 3 CR

Explores the principles of programming and managing special events and tours for diverse populations. Topics include planning, marketing, sponsorship, and budgeting for the managerial and operations aspects of an event, tour and conference.

**HTM-2080 The Business of Leisure: Hospitality & Tourism** 3 CR

This capstone course requires students to apply their theoretical and practical knowledge of travel and hospitality management. Explores case studies in leadership and decision making and the application of basic marketing plans and sales principles to the hospitality and tourism industry. Students will develop a professional portfolio that documents a critical understanding of principles in human resources, leadership, and decision making as applied to the business of hospitality and tourism. Includes an internship.

## HUMANITIES

**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 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 American Folklore** 3 CR

An exploration of how the traditional and popular beliefs and practices of North American cultures have developed over time and what their interpretation reveals about social identity, relationships, and change. Studies verbal, material, musical, and ritual folkways as expressive and artistic forms in 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.

**HUM-2120 The Power of Food in Literature, Culture & Film** 3 CR

In this interdisciplinary course, students will explore the power and meaning of food and how it is contextualized within the broader aspects of culture and human experience as revealed and expressed in literature and film. Although food plays a fundamental role in survival, it is also at the heart of shared and ritualized eating practices-from simple to ceremonial-that shape identity and define notions of community. Through interpreting short fiction, novels, poems, essays and select films, students

will explore the cultural and social significance of food in a range of world cultures, the role of food as a literary or cinematic device, and the metaphoric quality of food as it expresses human desire and behavior.

**HUM-2140 Latin America in Literature, Film & Music**  
3 CR

An interdisciplinary introduction to Latin America, this course explores the relationship between Latin American experience and its representation as expressed in the region's writing, cinema, and music. Students will examine literature and films by major Latin American artists and become familiar with a range of traditional and modern Latin American music while learning how these arts have been influenced by the history and changing cultures of Central and South America, the Caribbean, and Latin North America.

**HUM-2150 Ireland through Words, Images & Music**  
3 CR

An interdisciplinary introduction to contemporary Ireland, this course explores the relationship between Irish experience and the representation of Irish life exported in the country's writing, cinema, and music. Students will read works by major Irish writers and view adaptations of Irish literature in film. Set against a backdrop of Irish music, traditional and modern, students will explore Ireland's history and changing culture.

## INTERDISCIPLINARY STUDIES

**INT-1050 Dimensions of Work** 3 CR

In this first-semester seminar, students read, discuss, and think critically about written and visual texts in biography, history, and the social sciences. Beginning with the self and then drawing upon others' experiences, knowledge, and representations of the world, students develop and apply 21st-century skills necessary for lifelong learning and active participation in a diverse community. Central to the course is developing an understanding of academic freedom and responsibility.

**INT-1060 Dimensions of Freedom** 3 CR

In this first-semester seminar, students read, discuss, and think critically about written and visual texts in literature, philosophy, and history. Beginning with the self and then drawing upon others' experiences, knowledge, and representations of the world, students develop and apply 21st-century skills necessary for lifelong learning and active participation in a diverse community. Central to the course is developing an understanding of academic freedom and responsibility.

## 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.

## MATHEMATICS

**MAT-0001 Math Laboratory** 0 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-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. 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-1225 Applied Quantitative Reasoning 3 CR**

This course is intended to develop students' ability to think quantitatively and to help appreciate the relevance of quantitative skills in their life and society. Mathematical applications are selected from a range of interesting, socially relevant topics, which are studied in context. Students must take a math assessment for placement purposes prior to registration. Prerequisite: Intermediate Algebra or equivalent.

**MAT-1230 College Algebra 3 CR**

Prepares 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. Students must take a math assessment for placement purposes prior to registration. Prerequisite: Intermediate Algebra.

**MAT-1330 Pre-Calculus Mathematics 4 CR**

A study of the functions used in calculus, including the exponential, logarithmic and trigonometric functions. Students must take a math assessment for placement purposes prior to registration. Prerequisite: College Algebra.

**MAT-1531 Calculus I 4 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 I 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 I.

**MAT-2532 Calculus II 4 CR**

A continuation of MAT-1531. Includes techniques and applications of integration, indeterminate forms and improper integrals, sequences and series. Prerequisite: Calculus I.

**METEOROLOGY****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 patterns. Prerequisite: Basic Algebra.

**MUSIC****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 among a variety of jazz styles and musicians.

**MUS-1028 Introduction to Rock & Roll 3 CR**

A survey of Rock & 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 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-1035 Fundamentals of Singing 3 CR**

This course is an introduction to vocal technique, ensemble singing and musicianship for the beginning singer. Students will develop the fundamentals of voice production: posture, breath control and support, tone, resonance, and diction. Students will learn songs from various idioms and cultures with an emphasis on group singing and optional opportunities for solo work. Awareness of how the body supports the voice is emphasized. Practical aspects of music theory and musicianship as it relates to the beginning singer will be covered. Open to students with no previous musical training.

**MUS-1041 Class Piano 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-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-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-1231 Music Theory 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 teacher.

**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.

**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 potential common ground between mystical, spiritual, and scientific perspectives on the nature of reality. Modern scientific discoveries relative to the writings of clerics, mystics, and poets from major religions and other spiritual traditions will be discussed and explored.

## 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 Mathematics.

### **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 and the solar system, the evolution of stars, galaxies, and the formation of the universe. Concepts of astronomical distance, physics of light and gravity, and general relativity will be used to show how astronomers make their discoveries. Prerequisite: Basic Algebra.

### **PHY-2025 Physics for the Environment** 4 CR

This course covers selected topics in physics that are essential in understanding the scientific basis of some current environmental concerns. Topics include energy, conservation of energy, heat, laws of thermodynamics, electric energy, atomic structure, nuclear energy, and ionizing radiation. Prerequisite: Intermediate Algebra or higher.

## 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 counterterrorism 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-1060 Introduction to Health Psychology** 3 CR

Examines ways in which psychological factors can affect health and well being as well as the influences of cultural and biopsychosocial factors on mental and physical health and health/illness related behaviors. Topics include primary prevention of illness, health-enhancing and health-damaging behaviors, psychosomatic illness, stress and coping, pain management, and how individuals interact with the health care system.

### **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. Prerequisites: 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 36 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 eight 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. Includes attention 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 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 or Introduction to Substance Abuse.

**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.

## 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.

### **SSC-2520 Introduction to Genealogy** 3 CR

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 such a way that allows other researchers to verify ancestral lineage.

## 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.

## 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-2010 Global Social Problems** 3 CR

This course examines contemporary problems in a global context such as poverty, social inequality, crime, religious and ethnic conflict, resource availability, population pressure and the spread of infectious diseases. Attention will be given to the current state of social institutions and the nature of social change while exploring how social problems are defined and perceived by various groups as matters of public and global concern. This course will integrate many social themes and will critically analyze attempts to resolve problems using the methodologies of social science and a range of theoretical perspectives.

### **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 America** 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 Development 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-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 sociocultural 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**

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**

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 III.

**THEATER ARTS****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.

**WOMEN'S & GENDER STUDIES****WGS-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

For accurate and current tuition and fee information please visit [www.ccv.edu](http://www.ccv.edu) or refer to the current CCV Schedule.

## 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. The same tuition rate applies to New York residents of Washington and Rensselaer counties who enroll as degree students.

## 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 and must pay relevant registration and course fees. 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. 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 course fees when officially dropping a course using one of these methods:

1. Log onto the portal, go to Web Services, choose Main Menu, then Student Menu, and click on Register and Drop Sections.
2. Complete, sign, and discuss the drop form with your CCV academic advisor or staff member in your CCV academic center.

If the College cancels a course, students will receive a full refund of tuition and fees.

Tuition refunds will be determined according to the following:

### For an on-ground course:

<i>Notification by student required</i>	<i>Refund</i>
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:

<i>Notification by student required</i>	<i>Refund</i>
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% tuition refund is provided for non-credit courses, independent studies, and field experience that the student drops by the day before the first class meeting.*

When extraordinary circumstances warrant a student's withdrawal from a course, the 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.

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