

A Two-Year Institution of Higher Education

= Burnside Avenue East Hartford, CT x x
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Accredited by
The Board of Governors for Higher Education of the State of Connecticut,
The Accrediting Council for Independent Colleges and Schools
and
The New England Association of Schools and Colleges, Inc.

TABLE OF CONTENTS	3
GENERAL INFORMATION	6
OVERVIEW	
OFFICE HOURS	
OFF-CAMPUS INSTRUCTION	
MISSION STATEMENT	
GOALS	
ACCREDITATION & APPROVALS	8
STUDENT SERVICES	9
ACADEMIC ADVISING	
COUNSELING SERVICES	
LEARNING AND TEACHING CENTER	
LIBRARY SERVICES	
CAREER AND GRADUATE SERVICES ASSISTANCE	✗
EDUCATIONAL OPPORTUNITIES THROUGH THE HARTFORD CONSORTIUM	✗
HOUSING	✗
CAMPUS SECURITY ACT INFORMATION	✗
SCHOOL CLOSINGS	✗
ADMISSIONS	11
GENERAL ADMISSIONS POLICY	
ADMISSIONS REQUIREMENTS	
SELECTIVE ADMISSIONS PROGRAMS	
NURSING PROGRAM	
RESPIRATORY THERAPIST PROGRAM	
IMMUNIZATION	
ESL CERTIFICATE PROGRAM	
MEDICAL ASSISTANT PROGRAM	
COLLEGE TRANSFER ADVISING	
READMISSION	
NON-MATRICULATED STUDENTS	
FINANCIAL AID	18
SOURCES OF FEDERAL FINANCIAL AID	
SCHOLARSHIPS AND INSTITUTIONAL GRANTS	
OTHER FUNDING SOURCES	✗
ELIGIBILITY FOR FINANCIAL AID	
APPLYING FOR FINANCIAL AID	
NOTIFICATION OF AWARDS	
TAX CREDIT PROGRAMS	
TUITION AND FEES	23
REFUND POLICY	

OVERVIEW

Goodwin College was founded in East Hartford, Connecticut in 1911. The institution began in 1911 as Data Institute, a private career school. Branch campuses of Data Institute were established in Waterbury in 1912 and Milford in 1913. In June of 1914, Data Institute in East Hartford was licensed by the State of Connecticut Department of Higher Education to offer courses leading to an Associate in Science Degree. The name of the institution in East Hartford was officially changed to Goodwin College. The first associate degree class entered in September 1914. Goodwin College received full accreditation by the Board of Governors for Higher Education in January 1915. The first Associate of Science degrees were conferred on January 1, 1915. Currently, Goodwin College offers Associate degrees in Business Studies, Computer Technology, Medical Assisting, Human Services, and Nursing.

Goodwin College occupies a four-acre main campus at 100 - 100 Burnside Avenue in East Hartford, just two miles from downtown Hartford. The campus consists of three historic buildings. The Administration Building (Olmsted House) houses the Corporate Offices, Admissions Office, and conference rooms. The remodeled Goodwin House contains our new collegiate library and classrooms. The final building is our 100,000 square foot Educational Center, which houses classrooms, a student lounge/cafe, the Academics Department, the Graduate Services Department, and the Financial Aid offices. A new Professional Development Center, which also houses our component and corporate training divisions, is located at 100 Main Street in East Hartford. Goodwin College is handicapped accessible and located on the bus line.

Goodwin College is legally under the control of the Board of Trustees of Goodwin College, Inc., a 501(c)(3) not-for profit corporation.

OFFICE HOURS

CAREER AND GRADUATE SERVICES ASSISTANCE

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

EDUCATIONAL OPPORTUNITIES THROUGH THE HARTFORD CONSORTIUM

As a new member of the Hartford Consortium for Higher Education, an alliance of area colleges and universities, Goodwin College will participate in the Consortium's Cross-registration Program. Effective for the semester beginning January 2011, full-time undergraduates will be eligible to enroll in selected courses in languages, urban studies, women's studies, international studies and religious studies at other local campuses. The Cross-registration Program offers eligible students full credit at usually no extra charges. For more information, please contact the Registrar or call the Hartford Consortium at 860-439-2000. You also may visit the Consortium website at www.hartnet.org/hche.

The other members of the Hartford Consortium are Capital Community College, Central Connecticut State University, Hartford Seminary, Rensselaer at Hartford, Saint Joseph College, Trinity College, University of Hartford and University of Connecticut. The associate and affiliate members are Charter Oak State College, Saint Thomas Seminary and Connecticut Public Television and Radio.

HOUSING

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

CAMPUS SECURITY ACT INFORMATION

The Director of Enrollment Services also serves as Goodwin College's contact person for purposes of The Campus Security Act. All verified cases of on-campus crime, as stipulated by The Act, are collected by the Director. The complete annual report is available in the Library and Academic Department to all current or prospective students and staff upon request. During the most recent year, there were no reportable incidents according to the current report.

SCHOOL CLOSINGS

Unscheduled school closings due to inclement weather or unforeseen circumstances will be announced on the following stations no later than 10:00 a.m. for day classes and 7:00 p.m. for evening classes.

WRCH	44.1 FM	Channel	WFSB-TV
WTIC	31.1 FM	Channel 4	WVIT-TV
		Channel	WTNH-TV

AD

GENERAL ADMISSIONS POLICY

Good candidates are qualified applicants who desire careers in a variety of business, medical, and other fields. Aptitude and academic background are important. However, motivation, maturity, and maturity are taken into consideration for acceptance.

An interview with an admissions officer is required for all interested applicants. Acceptance into a program is based upon successful completion of the interview as well as the attainment of a high school diploma or a General Education Diploma. Some programs have special admission requirements listed below.

Placement tests in reading comprehension, sentence skills, mathematics, and algebra are administered to all applicants. (C) . (o) . (l) . (l) . (e) . (g)- (n) .

SELECTIVE ADMISSIONS PROGRAMS

Healthcare Support Certificate Program

The admissions requirements for the Healthcare Support Program are for the period covered by this catalog only and may change for subsequent years.

- . Applicants must complete both the Admission Application for Goodwin College and the Supplemental Admission Form for the Healthcare Support program. Applicants must meet all the requirements for admission into Goodwin College.

- **A minimum GPA of 2.5 in the most recent course work (high school or college).**
College GPA is based on a minimum of completed credits.

Once applicants have met the above criteria, the following criteria apply.

Nursing applicants who have satisfied all of the ad

Respiratory Therapist Program

Respiratory Care applicants who have satisfied all of the admission criteria will be selected according to the following point system

Previous College Credit

to 4 credits

IMMUNIZATION

Students born on or after January 1, 2000 must submit evidence of immunization against measles and rubella in compliance with Connecticut State Law Public Act 05-24. Under this bill, proof of immunization is not required if a student graduated from any Connecticut high school after 2000 and was not exempt from providing proof of immunization when enrolling in school because of religious or medical contraindication exceptions. Adequate immunization for measles consists of two doses of vaccine at appropriate intervals. At least one dose must have been administered after December 31, 2000. Students are also required to show proof of immunization for rubella (German Measles) with one dose of rubella vaccine administered after the student's first birthday. These health forms must be submitted before registration.

ESL CERTIFICATE PROGRAM

All English as a Second Language (ESL) students will take the CASAS Appraisal test during orientation to determine the entering level of ESL instruction.

MEDICAL ASSISTANT PROGRAM

Students entering the degree or certificate programs in Medical Assisting are required to submit a Statement of General Health form signed by the student before registering for classes. All Medical Assisting students must have a signed Physical Exam form on file before the end of the

SCHOLARSHIPS AND INSTITUTIONAL GRANTS

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

INSTITUTIONAL GRANTS

Institutional grants are awarded to students each academic year on the basis of need. Determination of need is based on the Estimated Family Contribution (EFC) as calculated on the Institutional Student Information Records (ISIR). Grants range from ~~xxx~~ to ~~xxx~~, depending on the EFC and the enrollment status of the student. The award amount is disbursed equally over the two semesters. To qualify, the student must be registered for or more credits per semester. There is no formal application process. Students automatically apply by completing the FAFSA form and submitting all required documentation. Students will be notified of amount of grant received upon receipt of Financial Aid Award Notice.

Goodwin College Alumni Scholarship

The Alumni Scholarship is designed for Goodwin College graduates who have successfully completed one planned academic program and return to the College to enroll in another academic program. The scholarship is directed to graduates with a cumulative grade point average of .8. Students who meet the initial eligibility are awarded \$1,000, (\$500 in each of the first two semesters) as long as the student maintains a .8 GPA and is attending on at least a half time basis. There is no special application process. Scholarship award will be noted on the Financial Aid award notice. The Alumni Scholarship is funded by Goodwin College. The maximum number of scholarships that may be awarded is limited to 10 in any single academic year.

ALTERNATE LOAN PROGRAMS

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

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

ADDITIONAL RESOURCES

- Community Scholarships
- Employer Tuition reimbursement

OTHER FUNDING SOURCES

Regional Workforce Development Board

This entity provides funding under the Workforce Investment Act. They are designed to assist dislocated workers in funding their education through contracts and custom-made programs.

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

These departments have provided direct and support funds for disabled students attending Goodwin College. Funds from this department have been received through their offices in Hartford, East Hartford, Manchester, Enfield, Middletown, Meriden, New Britain, Bristol, Willimantic, Waterbury and others.

Division of Workers Rehabilitation Services

This state agency provides funds for re-training for those individuals who were hurt on the job and cannot perform that job any more due to accident/illness.

Connecticut Department of Labor

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

Job Connection, State Department of Income Maintenance

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

ELIGIBILITY FOR FINANCIAL AID

Students receiving financial aid must meet these eligibility requirements

- Be enrolled in a degree or certificate program by having completed all the necessary admission steps.
- Be taking 6 or more credits per semester
- Be in good academic standing and making satisfactory academic progress. See page for a complete explanation of Satisfactory Academic Progress.
- Be a citizen or eligible non-citizen of the United States (t) (a)

TUITION AND FEES

Tuition

Collegiate Programs

Full-time Students (* credits per semester)	$\$$ /per semester
Three-quarter Time Students (- credits per semester)	$\$$ /semester
Half-time Students (- credits per semester)	$\$$ /semester
Students taking less than credits per semester	$\$$ per credit

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

Skills Center (non-collegiate programs)

ESL	$\$$
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Fees

Application Fee	(non-refundable)
Degree Certificate Programs	$\$$ $\$$
ESL Human Services	$\$$
Academic Advising Fee (non-refundable)	$\$$
General Student Fee (Non-refundable once student begins classes)	$\$$ /Academic Year
Withdrawal Fee	$\$$
Credit By Exam	$\$$ /course $\$$ /course with practical
Graduation Fee <i>Assessed regardless of participation in graduation ceremonies. Must be paid by all graduates of the Associate in Science Degree programs.</i>	$\$$
Portfolio Review Fee	$\$$ /credit
Science Lab Fee	$\$$ /course
Nursing Clinical Fee	$\$$ /course
Official Transcript of Academic Work <i>One free copy provided at graduation; thereafter, per copy</i>	$\$$

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

ACADEMICS

ACADEMIC PLACEMENT ASSESSMENT

The purpose of placement assessment is to ensure that the skills of incoming students are uniformly evaluated, that they are placed in courses appropriate to their academic preparation, and that courses and other academic and student support services which allow students to develop to their full potential are made available.

In order to achieve these goals, Goodwin College administers academic placement assessment tests. These tests provide valuable information for assigning students to appropriate courses. Students entering with a Bachelor's Degree from an accredited institution are exempt from placement testing. ESL students are exempt from this test.

REGISTRATION

Currently enrolled students are given the opportunity to register early for the upcoming semester. Early registration permits continuing students to have first choice of courses and class times. Before students register for classes, they must be advised by a faculty member or academic advisor. Registration is not complete until all forms are completed and students have been cleared through Financial Aid and Accounting. Students who have not been cleared through Financial Aid and Accounting will have their registration delayed.

DEVELOPMENTAL COURSES

Course numbers beginning with a 1 are considered developmental courses. These are 1 semester-credit hour courses. Grades received for developmental courses are not calculated in the student's GPA nor do they count as credits attempted. Remedial courses may be eligible for financial aid, but do not qualify as credit earned toward an Associate Degree or Certificate. Normally, remedial courses may only be repeated once.

TRANSFER AND AWARD OF CREDIT POLICIES

Transfer of Collegiate Credit

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

- Collegiate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to, the course requirements of the curriculum in which the student is enrolled. Department Chairs must assess and approve the transfer and/or award of credit.
- Collegiate credit shall be granted for credit courses completed with a C or better. Such credit courses shall be accepted for credit only, and letter grades assigned by other institutions shall not be recorded or included in the computation of student grade point averages.
- All students are required to take a minimum of 12 of all coursework toward a credential at Goodwin College. At least 6 semester credit hours must be taken at the East Hartford campus.
- The last 12 credits posted to a student's transcript must be taken at Goodwin College.** The complete policy on the transfer of credit into Goodwin College is available through the Academic Office.
- Collegiate credit is a credit earned at another institution that is accepted for credit at Goodwin College.

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

Grade	Quality Points	Explanation	Included in Credits Earned	Included in Credits Attempted
A (- 44)	4	Excellent	Yes	Yes
A- (4-)	3.5	Excellent	Yes	Yes
B+ (3-)	3	Good	Yes	Yes
B (-)	2.5	Good	Yes	Yes
B- (2-)	2	Good	Yes	Yes
C+ (1-)	1.5	Satisfactory	Yes	Yes
C (-)	1	Satisfactory	Yes	Yes
C- (1-)	0.5	Below Average	Yes	Yes
D+ (-)	0	Poor	Yes	Yes
D (-)	0	Poor	Yes	Yes
D- (0-)	0	Poor	Yes	Yes
F (below 0)	0	Fail	No	Yes

Grades appearing with an R in front of the grade indicate that the course has been repeated. These grades are not used in the calculation of the GPA nor count as credits completed. Both the original credits and repeated credits count as credits attempted.

**Grades not used in the calculation of Grade Point Average:
GRADE POINT AVERAGE**

Grade	Quality Points	Explanation	Included in Credits Earned	Included in Credits Attempted
P	N/A	Pass	Yes	Yes
TR	N/A	Transfer Credit	Yes	Yes
CBE	N/A	Credit by Examination	Yes	Yes
AU	N/A	Audit	No	No
W	N/A	Withdrawn	No	Yes
I	N/A	Incomplete	No	Yes
EC	N/A	Credit Awarded for Experiential Learning	Yes	Yes
EXT	N/A	Continuing Education Credit	No	No
AP	N/A	Advance Placement	Yes	Yes

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

A student's transcript identifies two different Grade Point Averages (GPA). The first is the Semester GPA, which is based on the courses taken for that semester and the second is a Cumulative GPA (CGPA) that consists of all the courses a student has taken at the College and the grades received for those courses.

APPEAL OF GRADES

Grades are part of the student's permanent record. In rare instances, there can be situations in which course grades may need to be changed. These comprise computational errors, clerical errors, and the discovery of overlooked components in a student's body of work.

A student who believes that an error in grading has occurred may request a review by the instructor of record. If the instructor believes the change is justified, the instructor will initiate the grade change. If the instructor does not agree with the grade change, the student may appeal the decision to the Department Chair within 10 days of the grade posting. If this process results in agreement that the grade should be changed, the instructor will initiate the grade change. If the agreement is that a grade change is not justified, the Department Chair will notify the student in writing with a copy to the instructor. If the problem is still not resolved, the student may appeal the grade to the Academic Review Committee, the final arbitrator of all grievances.

ACADEMIC HONESTY

Goodwin College defines academic dishonesty as including, but not limited to providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations (cheating) and presenting, as one's own, the ideas

DISMISSAL

At the point it is determined that a student with a GPA less than .4 cannot achieve the minimum .4 CGPA needed for graduation, the student will be dismissed

ADDING A COURSE

Students who wish to add a 1-week course must do so during the first week of the semester. Students wishing to add an 8-week course must do so by the end of the first week of class. All adds require the approval of the instructor and academic advisor. Students adding a class must complete the appropriate form and return the signed form to the Registrar for processing. All students adding a course must see Financial Aid. An additional tuition charge may apply and a change in enrollment status for financial aid determination may occur.

DROPPING A COURSE

To drop a course prior to the start of classes or in the first two weeks of a course

- . Complete an Add/Drop Form and return the signed form to the Registrar for processing.
- . Course will not appear on the student's transcript and will not count as credit hours attempted

Deadlines will be strictly enforced. A student's enrollment status for the semester will be determined on the first day of the third week of the semester and shall be considered final for that semester unless the student withdraws from school.

For financial consequences of dropping a course, refer to the institutional refund policy on page 20. Students should check with the Financial Aid office to determine what financial penalty will be assessed as a result of withdrawing from a course.

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

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

POLICIES

() Unlawful possession of all controlled drugs

First offense Up to one-year imprisonment and/or fines up to \$1,000.

Second offense Twice the imprisonment and fines f

PROGRAMS OF STUDY

Computer Literacy Requirement

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

Students may fulfill this requirement in one of two ways

- . Successfully complete with a C- or better, either CAP ~~xx~~ Computer Literacy or CAP ~~x~~ Computer Applications
- . Demonstrate existing computer competency through a skills certification credit by examination (CBE) test provided by the Department offering the approved course. Students fulfilling the requirement by exam will receive credit for the course.

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

- . Basic familiarity with computer hardware, operating systems, and file concepts
- . Working knowledge of a word processor and at least one other software application
- . Working knowledge of the World Wide Web and electronic mail.

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

*Pending approval from the Board of Governors, Connecticut Department of Higher Education.

**In order to keep degree requirements to a maximum of credits, only credits in English may be required in certain programs that are subject to specialty accreditation agency regulations.

Mission

The mission of the Allied Health department is to train compassionate health professionals in the fields of Respiratory Care*, Medical Assisting and Health Care Support. Graduates will possess a unique set of skills and knowledge that will allow them to obtain entry-level positions in their chosen fields and lay the foundation for advanced learning throughout their careers.

Program Descriptions

The Allied Health Department offers a variety of as

MEDICAL ASSISTANT

The Medical Assistant is a respected multi-skilled allied health professional taking on diverse duties in medical offices, clinics and health centers. The varied skills offered by the program provide the opportunity to work either in the front medical office, or in a hands-on clinical environment.

This program will prepare and assist students in acquiring the basic knowledge and skills necessary to be hired into an entry-level position as a Medical Assistant. This program develops the student's knowledge base and skills by providing a theoretical foundation and by developing the student's ability to perform clinical as well as office and administrative procedures. Training is provided by a balance of lecture, lab, and clinical components.

Graduates of this program are eligible to sit immediately upon graduation for the Certified Medical Assistant (CMA) examination given by the American Association of Medical Assistants (AAMA) and for the Registered Medical Assistant (RMA) examination administered by the American Medical Technologists. (AMT). Graduates may also apply for registration as a Registered Medical Assistant (RMA) through the American Registry of Medical Assistants (ARMA).

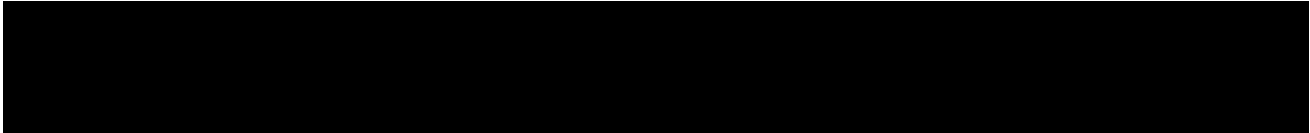
Medical Assistant students will be required to receive the Hepatitis B inoculation series or sign a waiver of inoculation during the program. Students will be required to have a Physical Exam on file before the start of their second semester.

MEDICAL ASSISTING COLLEGIATE CERTIFICATE PROGRAM DAY & EVENING

Suggested sequence of courses for full-time students

Course No.	Class Name	Credit Hours
1st Semester		
CAP 100	Computer Literacy	3
MED 101	Medical Terminology*	3
MED 102	Clinical Procedures I*	2
BIO 103	Anatomy & Physiology I*	3
MED 112	Clinical Procedures II*	2
ENG 101	English Composition	3
2nd Semester		
MED 111	Medical Law & Ethics	3
BIO 104	Anatomy & Physiology II*	3
MED 122	Laboratory Procedures I*	2

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The objective of the Respiratory Care Associate Degree Program is to prepare graduates who are qualified and eligible to take the entry-level examination and the advanced practitioner level examination for Respiratory Care Practitioners given by the National Board of Respiratory Care and to assume entry-level positions as competent respiratory care practitioners. Upon completion of the program and licensure, graduates will have the necessary skills and knowledge to secure employment as registry-eligible respiratory care practitioners.



COMPUTERIZED ACCOUNTING

COMPUTERIZED ACCOUNTING

In a world of technological advancement, an essential core of all management decisions relies on financial information generally provided through specific programs and databases. The growth of business competition has only enhanced the role of accounting professionals. The combination of accounting and computer skills allows our graduates to find entry-level accounting positions in small or large business organizations.

Computerized Accounting students will be able to analyze business transactions, maintain journals, prepare financial statements, end of period adjustments and closings, payroll, special journals, accounts receivable

ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

The objective of the Entrepreneurship program is to provide students with the basic general knowledge necessary to launch, manage and grow their own businesses. Additionally this program will focus on innovative business practice and small business management. Professional and foundation courses provide necessary training and skills development to utilize principles of business development, marketing, public relations, planning, business law, accounting, and management. The general education courses provide the opportunity to develop the ability to think critically, examine values, embrace diversity, expand cultural and intellectual interests, and communicate effectively. Students pursuing an advanced degree will be able to carry their academic learning to a number of local institutions offering bachelors degree in/or related to the field of Business Administration.

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

Course No.	Title	Credits
First Semester		
BUS 101	Introduction to Management	3
ACC 101	Introduction to Accounting	3
CAP 100	Computer Literacy	3
ENG 101	English Composition*	3
MATH	Math 101 or higher	<u>3</u>
		15
Second Semester		
BUS 130	Principles of Entrepreneurship	3
BUS 102	Principles of Marketing, Advertising & Public Relations	3
BUS 110	Business Law	3
ENG 102	Composition & Literature*	3
CAP 110	Computer Applications	<u>3</u>
		15
Third Semester		
	Directed Elective ¹	3
BUS 135	Customer Service in Multicultural World	3
BUS 132	QuickBooks: Applications in Budgeting & Planning	3
COM 101	Public Speaking*	3
	Social Science Elective* ²	<u>3</u>
BUS 1		



MEDICAL BILLING & CODING

The objective of the Medical Billing & Coding option and the related certificate program are to provide students with a solid academic foundation and the critical skills necessary to pursue careers as both physician-based and in-patient coders. Professional and foundation courses provide necessary training and skills development needed for entry-level positions. The general education courses provide the opportunity to develop the ability to think critically, examine values, embrace diversity, expand cultural and intellectual interests, and communicate effectively.

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

Course No.	Title	Credits
First Semester		



MEDICAL BILLING & CODING

The objective of the Medical Billing and Coding certificate program is to provide students with a solid academic foundation and the development of critical skills needed to obtain entry-level positions as both



MEDICAL OFFICE ADMINISTRATION

This option provides the student with a unique blend of courses needed to provide students the skills and knowledge needed to gain entry-level positions and future career advancement in medical office administration. Students will learn a variety of software packages including word processing, spreadsheets, and databases, as well as medical account management software. This option prepares the student for office positions in various medical settings.

Placement testing will determine the sequencing of

OFFICE ADMINISTRATION

This option provides the student with a unique blend of courses needed to provide students the skills and knowledge needed to gain entry-level positions and future career advancement in office administration. Students will learn a variety of software packages including word processing, spreadsheets, and databases, as well as software used in the creation of reports, presentations and desktop publishing. This option prepares the student for office positions in various settings, from professional offices to high-tech industries and governmental agencies.

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

Course No.	Title	Credits
First Semester		
CAP 100	Computer 7(i)-2.54235(l)-2.54235(l)10.8168()-3.82413(d)-7.64825(e)3.14r 2(326J /R12 9 Tf 10.32 TL T*[Sm)-88428(e)-7.64	

COMPUTER SYSTEM TECHNOLOGY

This degree is designed to provide students with a wide selection in general education courses and the skills associated with computer systems technology. Graduates will be able to assemble, install, support, maintain, and manage network client and server computers; effectively use intrusion detection software to prevent cyber crime and cyber attacks; protect sensitive data from unauthorized access; and configure firewall devices and software to audit server penetration from various attack techniques. The technical courses give plenty of hands-on experience to develop the skills and self confidence needed to begin a career as a technology professional. The general education courses provide the opportunity to develop the ability to think critically, examine values, embrace diversity, expand cultural and intellectual interests, and communicate effectively.

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

Course No.	Title	Credits
First Semester		
	MATH 101 or Higher*	3
CST 100	Digital Electronics	2
CST 101	Desktop Operating Systems	3
ENG 101	English Composition*	3
CST 102	Computer Applications	3

The objective of the Associate of Science in Early Childhood Education and the related 30-credit certificate program is to provide students a solid academic foundation and hands-on experience in the field of early childhood education. Professional and foundation courses provide necessary training and skills development to utilize principles of child development, curriculum planning, observation and assessment in the classroom, and theory of early childhood education. The general education courses provide the opportunity to develop the ability to think critically, embrace diversity, expand cultural and intellectual interests, and communicate effectively. Following completion, students will have the necessary skills and knowledge to become gainfully employed in an entry to mid-level position in the field of early childhood education and/or to transfer to a baccalaureate program.

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

EARLY CHILDHOOD DEVELOPMENT

The objective of the Associate in Science in Human Services is to provide students with a solid academic foundation and hands-on experience in the field of human services. The Early Childhood Development option prepares students to provide quality care for young children and to contribute to their knowledge, education and social development. Graduates of this program are prepared for careers in pre-school and after school programs, daycare facilities, home care settings, Head Start programs, youth centers, special education classes, and tutoring services.

Placement testing will determine the sequencing of courses. Additional courses may be required. Courses are offered in 8-week modules. There are 2 8-week modules per semester.





NON-PROFIT MANAGEMENT



YOUTH DEVELOPMENT PRACTICE

The objective of the Associate in Science in Human Services and the related certificate program is to provide students with a solid academic foundation and hands-on experience in the field of human services. The Youth Development option focuses on the development of critical skills needed to work in organizations serving youth. The program is geared towards students seeking opportunities in a variety of settings including social service organizations, community health centers, faith-based organizations and private/public not-for-profit organizations.

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

Course No.	Title	Credits
First Semester		
ENG 101	English Composition*	3
HSR 101	Introduction to Human Services & Learning	3
HSR 110	Youth Development Practice I	3
CAP 100	Computer Literacy	3
PSY 112	Introduction to Psychology	<u>3</u>
		15

Second Semester

HSR 111CAP 100 Computer Literacy111CAP113CAmer-10 Youglutrtrtpty01()-7456.95(5.71101(01()-7456.9y5(r)1.5851(4(v)5.710



Mission

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

Program Description

The Goodwin College Associate Degree in Nursing (ADN) Program consists of class work and clinical practice in a variety of healthcare facilities, which will provide nursing graduates with the skills to function



NURSING

The overall purpose of the Goodwin College Associate Degree Nursing program is to prepare graduate nurses who are qualified to sit for the Connecticut NCLEX-RN[®] licensing examination and assume positions in the healthcare system as registered nurses. The goals of the program are to provide students with professional and technological education designed to prepare them to assume entry-level positions in a variety of settings in today's healthcare system; to incorporate biological, social, behavioral sciences and humanities into student education; to promote critical thinkin

ENGLISH AS A SECOND LANGUAGE PROGRAM OBJECTIVES

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

ESL courses are sequenced and delivered in four levels consisting of four courses each. The four courses of each level are taken concurrently. Students are placed in levels according to their scores on the CASAS Survey Achievement Pre-test. (See Admission Requirements, page 11)

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

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

The 29 credits received for the ESL Certificate program are "institutional credits" only. They cannot be transferred or applied to a degree program at the college.

ESL CERTIFICATE PROGRAM

DAYS OR EVENINGS

Credit Hours	Course No.	Class Name
Level 1		
3	ESL 110	Basic ESL Business English I
0	ESL 111	English Vocabulary Studies
0	ESL 112	English Conversation Practice I
3	ESL 113	Basic ESL Business Survival Skills
Level 2		
3	ESL 120	Basic ESL Business English II
3	ESL 121	English Vocabulary Studies II
0	ESL 122	English Conversation Practice II
0	ESL 123	Business Survival Skills
Level 3		
3	ESL 130	Intermediate ESL Business English I
0	ESL 131	Reading and Writing Development
0	ESL 132	Effective Communication Techniques
3	ESL 133	ESL English Composition I
Level 4		
3	ESL 140	Intermediate ESL Business English II
3	ESL 141	World Literature
3	ESL 142	Public Speaking
2	ESL 143	ESL English Composition II

29 credits, 16 courses, 32 Weeks Days, 52 Weeks, Evenings

Day Schedule: Monday through Thursday between the hours of 8:00 a.m. – 3:00 p.m.

Evening Schedule : Monday, Wednesday and Thursday, between 5:30 p.m. - 10:15 p.m.

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GOODWIN COLLEGE BOARD OF TRUSTEES

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GOODWIN COLLEGE STAFF

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