MASSASOIT COMMUNITY COLLEGE

Celebrating 60 Years!

2026 – 2027

College Catalog

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Massasoit Community College 2026-2027 Catalog Homepage

2026 - 2027 College Catalog

Our College Catalog is your guide to all that Massasoit has to offer. In it, you will find information for all of our associate degree and for-credit certificate programs, including descriptions for more than 550 courses offered at Massasoit, and information regarding financial aid, services, and resources offered to students, as well college policies and the Academic Calendar.

Course offerings, dates, tuition, fees, and other college information are subject to change at any time. The information in the Catalog is provided solely for the convenience of the reader, and the Massasoit expressly disclaims any liability that may otherwise be incurred. The information in the Catalog is for the current academic year.

About Massasoit

Read a welcome from the president and learn more about Massasoit - including the mission, accreditation, and leadership.

View About Massasoit Information

College Resources

Read about college resources available - including locations, spaces on campus, transportation options, and offices information.

View College Resources

Enrollment Information

Read about enrollment information - including admissions, testing and placement, tuition and fees, and financial aid.

View Enrollment Information

Academic Information

Read about academic term definitions and procedures for academic probation, academic forgiveness, and more.

View Academic Information

Student Services

Academic Programs

Course Descriptions

Important Information

College Policies

Policies governing a wide range of issues are available for review in the PDF version of the Catalog and at massasoit.edu/policies.

College Policies

Student Code of Conduct

Massasoit expects students to conduct themselves appropriately while enrolled at the College. The current Code of Conduct can be reviewed at massasoit.edu/conduct. The current code went into effect on November 20, 2025. Conduct prior to the effective date is reviewed based on the version of the Code under effect at the time the conduct occurred.

Student Code of Conduct

Student Grievance Procedure

The College offers a detailed procedure to address alleged abridgment of the student's rights not pertaining to discrimination - which are covered separately by the Non-Discrimination Policy noted below. The current Student Grievance Procedure can be reviewed at massasoit.edu/grievance. The current code went into effect in 2013.

Student Grievance Procedure

Statement of Publication

This is an official publication of Massasoit Community College. Course offerings, dates, tuition, fees, and other college information are subject to change at any time. The information in this catalog is provided solely for the convenience of the reader, and the College expressly disclaims any liability that may otherwise be incurred.

The information in this catalog is current for the 2026-2027 academic year. This edition of the Catalog officially supersedes the 2025-2026 version effective October 7, 2026 at 2 p.m.

Any changes, additions, or deletions made after publication are available by visiting our website at massasoit.edu.

The rules, regulations, policies, fees, and other charges, courses of study, and academic requirements that appear in this catalog were in effect at the time of its publication. Like everything else in this catalog, they are published for informational purposes only, and they do not constitute a contract between the College and any student, applicant for admission, or other person.

Whether noted elsewhere in this catalog or not, the College reserves the right to change, eliminate, add to any existing (and introduce additional) rules, regulations, policies, fees, and other charges, courses of study, and academic requirements. Whenever it does so, the College will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to make changes without notice.

For the most up-to-date catalog information, including changes or corrections to curriculum, course descriptions, and tuition and fees, see the Massasoit Community College website at massasoit.edu. Information in the web catalog and respective individual webpages supersedes the published version of the catalog.

Massasoit Community College is a nonsectarian, publicly supported institution of higher learning.

Equal Opportunity Statement

The Community Colleges are committed to a policy of equal opportunity, equal education, non-discrimination, and diversity. They are committed to providing a learning and working environment – whether in person or in the virtual/online setting - for their students, employees and other members of the College community, which values the diverse backgrounds of all people. The Community Colleges are committed to assuring that the "College Experience" is one that challenges, empowers, supports, and prepares its students to live in, work in, and value our increasingly global and diverse world. The Community Colleges believe that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of members of the College community enriches the institutions and their various constituencies. The Community Colleges will not tolerate behavior based on bigotry, which has the effect of discriminating against any member of their communities.

The Community Colleges provide equal access to educational, co-curricular and employment opportunities at the Colleges for all applicants, students and employees in compliance with all applicable laws, regulations and policies. All benefits, privileges and opportunities offered by the Community Colleges are available to all students, employees and other persons having dealings with the institutions on a non-discriminatory basis. The Community Colleges are committed to taking a pro-active posture with respect to their recruitment, selection and promotion of students and employees from various backgrounds and different points of view.

The Community Colleges have carefully developed and outlined the major elements of an effective Non-Discrimination Policy with the understanding that a successful policy requires more than the knowledge of laws, regulations and current government requirements. It demands leadership, vision, and commitment to fully comprehend what challenges Community Colleges face in preparing students for the twenty-first century. The Community Colleges, both collectively and individually, commit themselves to not only the valuing of human dignity, but also to the necessity of providing all members of the College community an experience that equips them to relate to all persons and groups in the increasingly global and diverse world in which we all live and work.

The Community Colleges wish to take a role of leadership in providing an environment where non-discrimination is truly valued beyond verbal commitments and mere tolerance. This leadership role requires that we all share responsibility for making constructive campus-wide changes in response to the principles set forth in this policy. By turning our collective energies into making equal opportunity and non-discrimination an integral part of campus life, we continue to fulfill our mission in developing the talents and potential of all members of our College communities and our society.

How to File a Complaint or Concern

If you believe you have been subjected to sexual harassment, you may file a formal complaint through the College's internal process or with the governmental agencies set forth below. Filing a complaint with the College does not prohibit you from filing a complaint with these agencies.

- United States Equal Employment Opportunity Commission (“EEOC”)
  - One Congress Street 10th Floor
  - Boston, MA 02114
  - (617) 565-3200

- The Office For Civil Rights, U.S. Department of Education (“OCR”)
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, D.C. 20202-1475
  - (202) 453-6020

- Massachusetts Commission Against Discrimination (“MCAD”)
  - Boston Office
    - One Ashburton Place
    - Rm. 601
    - Boston, MA 02108
    - (617) 727-3990
  - New Bedford Office
    - 800 Purchase St., Rm 501
    - New Bedford, MA 02740
    - (508) 990-2390
  - Springfield Office
    - 424 Dwight Street Rm. 220
    - Springfield, MA 01103
    - (413) 739-2145
  - Worcester Office
    - Worcester City Hall
    - 455 Main Street, Room 101
    - Worcester, MA 01608
    - (508) 799-8010

Reporting an Access Concern

Massasoit Community College is committed to ensuring that individuals with disabilities have equal, effective, and meaningful access to all academic programs, community events, goods, and services provided by the college (in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973). We strive to ensure both physical and digital access throughout our campuses; however, if you experience a physical or digital barrier which restricts your access to campus programs, facilities, or events, please complete the Report an Access Concern Form. Examples of access concerns include, but are not limited to, an inoperative elevator, an inaccessible document on Canvas, a website accessibility concern, or a blocked access ramp. The college reviews concerns in a timely manner during normal business hours. If there is an immediate risk to health or safety, please contact Campus Police at 911 from any campus phone or at (508) 427-1296.

View Full Catalog PDF

About Massasoit

President's Welcome

Students,

I am pleased to welcome you to Massasoit Community College. Whether you are preparing for a career, seeking to transfer to a four-year institution, or looking to try something new, we are here to support you.

Our admissions and enrollment teams, academic advisors, staff, administration, and outstanding faculty are all committed to your academic success, and we pride ourselves on having created a diverse, supportive learning environment at each of our three campuses.

On behalf of the Board of Trustees, faculty, and staff, welcome to Massasoit. We look forward to supporting your educational goals and celebrating your academic success. Thank you for choosing Massasoit to continue your education.

William Mitchell
Interim President
Massasoit Community College

Massasoit Locations & History

Brockton Campus

1 Massasoit Boulevard
Brockton, MA 02302

Canton Campus

900 Randolph Street
Canton, MA 02021

Middleborough Center

49 Union Street
Middleborough, MA 02346

Contact

Main Phone: (508) 588-9100

Website: massasoit.edu

Social Handles: @MassasoitCC

Massasoit's History

Massasoit Community College was founded in 1966, but its origin can be traced to a 1947 study by the Massachusetts State Board of Education that determined the need for a low-cost, state-supported system. The study proposed that twelve community colleges be established, one of which would serve the Greater Brockton/South Shore area. In 1961, a proposal was brought before the Brockton School Committee, and after a feasibility study, announcement of such a college was made in 1965.

In September 1966, the College, consisting of 358 students and 22 faculty, held its first classes in the Charles M. Frolio School in North Abington, and in June 1968, the first graduation was held for 137 students. Additional campuses were later established at the former Howard School in West Bridgewater and the Miramar School in Duxbury.

Groundbreaking for the first five buildings of the permanent Brockton campus occurred in 1969, and by 1972 the campus was officially opened. During this time, the College received its first accreditation from the New England Association of Schools and Colleges. By 1978, the five remaining buildings of the campus were completed.

The College's namesake, Chief Massasoit, was born within the present boundaries of Massachusetts in 1580. His tribe, the Wampanoags, were located throughout the regions of Bristol, Rhode Island and Massachusetts.

Massasoit Community College is one of the largest community colleges in the Massachusetts Public Higher Education system. Massasoit currently offers more than 60 associate degree programs in arts, sciences, and applied sciences; certificates; and Board of Higher Education (BHE) certificates. The College also offers non-credit workforce development certificates; corporate training courses; adult basic education; personal enrichment classes; and Early College programs for high school students.

Mission Statements

Mission Statement of Massasoit Community College

Massasoit Community College is a dynamic, diverse learning community that supports all students in their education, leading to a career, transfer to four-year institutions, and the pursuit of lifelong learning. Faculty and staff are committed to student success and strive to offer accessible and innovative programs with comprehensive support services to prepare students for membership in a global society.

Statement of Values

Accepted by the Massasoit Community College Board of Trustees, April 8, 2015 and approved by the Massachusetts Board of Higher Education, June 16, 2015.

- Student Success
- Access and Affordability
- Diversity and Inclusion
- Excellence
- Community, Civic Engagement, and Regional Economic Development
- Sustainability

Strategic Priorities

Through its 2024-2029 Strategic Plan, Massasoit will:

1. Prioritize equitable enrollment and support for student success.
2. Offer credential pathways that best meet student and community social and economic mobility goals.
3. Be known as a hub for innovation, workforce development, and leadership for the region.
4. Cultivate a sense of belonging and empowerment that celebrates racial equity and diverse cultural communities.
5. Build a solid foundation of operational effectiveness focused on organizational and employee excellence.

Mission of the Massachusetts System of Public Higher Education

Massachusetts Public Higher Education is a system with a distinguished past, increasing and measurable accomplishments, and dedicated to being recognized as having one of the nation's most outstanding array of institutions. It comprises 15 community colleges, nine state colleges, and five campuses of the University of Massachusetts. The system exists to provide accessible, affordable, relevant, and rigorous programs that adapt to meet changing individual and societal needs for education and employment. The public system is committed to continuous improvement and accountability in all aspects of teaching and learning. The Board of Higher Education, together with each respective Board of Trustees, expects all students, faculty, and staff to be held to exacting standards in the performance of their roles and responsibilities.

Mission of the Massachusetts Community Colleges

The 15 Community Colleges offer open access to high quality, affordable academic programs, including associate degree and certificate programs. They are committed to excellence in teaching and learning and provide academic preparation for transfer to four-year institutions, career preparation for entry into high demand occupational fields, developmental coursework, and lifelong learning opportunities.

Community colleges have a special responsibility for workforce development and through partnerships with business and industry, provide job training, retraining, certification, and skills improvement. In addition, they assume primary responsibility, in the public system, for offering developmental courses, programs, and other educational services for individuals who seek to develop the skills needed to pursue college-level study or enter the workforce.

Rooted in their communities, the colleges serve as community leaders, identifying opportunities and solutions to community problems and contributing to the region's intellectual, cultural, and economic development. They collaborate with elementary and secondary education and work to ensure a smooth transition from secondary to post-secondary education. Through partnerships with baccalaureate institutions, they help to promote an efficient system of public higher education.

The community colleges offer an environment where the ideas and contributions of all students are respected. Academic and personal support services are provided to ensure that all students have an opportunity to achieve academic and career success. No eligible student shall be deprived of the opportunity for a community college education in Massachusetts because of an inability to pay tuition and fees.

Accreditation

Institutional Accreditation

Massasoit Community College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

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

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

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

New England Commission of Higher Education
301 Edgewater Place, Suite 210
Wakefield, MA 01880
781-425-7785
info@neche.org

In addition, Massasoit Community College is approved by the Massachusetts Rehabilitation Commission; the United States Department of Education for listing in the Directory of Higher Education and for federal assistance from any unit of the Department of Education; and for Veterans' Accreditation Training.

Academic Accreditations

The following specialized accrediting bodies are recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

- The **Nursing Program** is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program.
- The **Dental Assistant Program** is accredited by the Commission on Dental Accreditation of the American Dental Association.
- The **Early Childhood Education Program** is accredited by the National Association for the Education of Young Children (NAEYC).
- The **Respiratory Care Program** is accredited by the Commission of Accreditation for Respiratory Care (CoARC)
- The **Radiologic Technology Program** is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- The **Medical Assistant Program** is nationally accredited by the National Healthcare Association (NHA) and American Medical Technologists (AMT).
- The **Paramedic Program** is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
- The **Veterinary Technology Program** is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education Activities (CVTEA).
- The **Diesel Technology Program** is accredited by the AED (Associated Equipment Distributors) Foundation.

Professional Affiliations

- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- College Entrance Examination Board
- Cooperative Education Association
- Council for the Advancement and Support of Education
- National Association of College and University Business Officers
- National Council for Occupational Education
- National Council on Resource Development

- New England Association of Collegiate Registrars and Admissions Officers
- New England Transfer Association

Leadership

Massasoit Board of Trustees

- **Thomas E. Carroll, Jr.**, Chair
- **James M. Dunphy**, Vice Chair
- **Kenneth Anania**
- **Eshita Chakrabarti**
- **Carl Kowalski**
- **Laura Lawson**
- **Eval Silvera**
- **Kate Welch**
- **David Offutt**
- **Donovan Boyd**, Student Trustee
- **William Mitchell**, Interim President

Massasoit Administration

William Mitchell, Interim President

Senior Leadership

- **Kendra Butters**, Vice President of External Relations
- **Margaret Gazzara Hess**, Vice President of Human Resources
- **Dr. Rita Jones-Hyde**, Vice President of Academic Affairs
- **Joseph Harris**, Vice President of Student Services and Enrollment Management
- **Jennifer Holbrook**, Director of Presidential Operations
- **Dr. Carine Sauvignon**, Vice President of Workforce, Innovation and Strategic Partnerships
- **William O'Neill**, Vice President for Administration and Chief Financial Officer

The President's Cabinet

- **Allison Arsenault**, Associate Vice President, Human Resources
- **Karyn Boutin**, Dean of the Middleborough Center and Transitional Dean of Behavioral Science, Public Service, and Education
- **Kendra Butters**, Vice President of External Relations
- **Jessica Correia**, Executive Director of Enrollment Services
- **Christopher Cummings**, Chief of Police
- **Cori Foy**, Executive Assistant to the President & Board Liaison
- **Margaret Gazzara Hess**, Vice President of Human Resources
- **Joseph Harris**, Vice President of Student Services and Enrollment Management
- **Jennifer Holbrook**, Director of Presidential Operations
- **Dr. Rita Jones-Hyde**, Vice President of Academic Affairs
- **Dr. Angelina Medeiros**, Associate Vice President, Academic Affairs & Effectiveness
- **William O'Neill**, Vice President for Administration and Chief Financial Officer
- **Dr. Catherine Powers Ozyurt**, Dean of Health Sciences
- **Dr. Michael Roggow**, Dean of Business and Entrepreneurial Leadership
- **Dr. Katie Ruggieri**, Dean of Science, Technology, Engineering, and Mathematics
- **Dr. Carine Sauvignon**, Vice President of Workforce, Innovation and Strategic Partnerships
- **Amee Synnott**, Title IX and Compliance Officer
- **Alex Villanueva**, Executive Director of Communications and Marketing

Massasoit Division of Academic Affairs

Chief Academic Officer

Dr. Rita Jones-Hyde, Vice President of Academic Affairs

Libraries
Institutional Research
Early College
Professional Development/CEED

Community & Continuing Education

Dr. Angelina Medeiros, Associate Vice President, Academic Affairs & Effectiveness

Adult Basic Education/ ESOL Support

- Alexandra Carvario, M.Ed.
- Stephen Hunter

Community Education

- Cheryl Powers, M.B.A.
- Bilun Ozbilen, M.Ed.

Behavioral Science, Public Service & Education Division

Karyn Boutin, Interim Division Dean

- Aviva Rich-Shea, Criminal Justice Department Chair
- Sonia Schonning, Child Care Education Department Chair
- Sawsan Zahara, Ed.D., Elementary Education Department Chair
- Fire Science Technology Department
- Glen T. Prospere, Ph.D., Human and Social Services Department Chair
- Andrea Frank, Psychology

Business and Entrepreneurial Leadership Division

Michael Roggow, Ed.D., Division Dean

- Robert Pacheco, M.B.A., Business Administration Department Chair
- Paul Weeden, M.B.A., Culinary Arts & Hospitality Department Chair
- Catherine Boudreau, Computer Technology and Information Management Department Chair

Health Sciences Division

Catherine Powers Ozyurt, Ed.D., Division Dean

- Sabrina Gambuto O'Shea, Dental Assisting Department Chair
- Eve Jankey, M.Ed., CMA(AAMA), Medical Assisting Department Chair
- Janice Hagman, Nursing Education Department Chair
- Anthony Kapadoukakis, Ph. D., R.T.(R), Radiologic Technology Department Chair
- Kevin Doten, BS, RRT, Respiratory Care Department Chair

Liberal Studies and the Arts Division

Donna Wright, Division Dean

- Communicative Arts Department
- Rebecca Coco, English Department Chair
- Paul Chiano, History and Government Department Chair
- Susan Hall, Modern Languages Department Chair
- Lisa Coole, Social Sciences Department Chair
- Robert Priest, Visual Arts Department Chair

Science, Technology, Engineering & Mathematics (STEM) Division

Katie Ruggieri, Ph.D., Division Dean
Matthew Waterman, Associate Academic Division Dean

- Robyn Parker, Architectural & Building Technology Department Chair
- Andrew Oguma, Ph.D., Biology Department Chair
- Janet Brown-Sederberg, MS, CPA, Computer Science Department Chair
- Jacques-Antoine Jean, Engineering and Networking Technology Department Chair
- HVAC Department
- Alexander Cotter, Mathematics Department Chair
- Kendra Twomey, Physical Science Department Chair

- Aaron Rovaldi, A.S., Truck and Heavy Equipment Technology Department Chair
- Jeanne Higginson, Veterinary Technology Department Chair

Massachusetts Board of Higher Education

Board Members

- **Chris Gabrieli**, Chairman
- **Harneen Chernow**, Vice Chair
- **Danielle Allen**, Ph.D.
- **Dr. Lisa B. Battaglino**, State University Trustee Representative
- **Mary Burns**, University of Massachusetts Trustee Representative
- **Veronica Conforme**
- **Alex Cortez**
- **Francesca Purcell**
- **Marjorie Ringrose**
- **Shannon Rudder**
- **Bill Walczak**, Community College Trustee Representative
- **Stephen Zrike**, Ex Officio, Secretary of Education

Non-Voting Positions

- **Noe Ortega**, Ph.D., Ex Officio, Commissioner of Higher Education, Secretary to the Board
- **Michael Borowski**, UMass Student Segmental Advisor
- **Nate Woodard**, Community College Student Segmental Advisor

Faculty & Staff

Massasoit 2026 - 2027 Faculty/Staff Directory

Academic Calendar

Massasoit Community College's academic calendar is designed to keep students, faculty, and staff informed about important dates and deadlines throughout the academic year. From the start of classes to final exams, and including holidays and breaks, the calendar ensures that everyone is well-prepared for each semester. Whether you're planning your course schedule, preparing for graduation, or simply staying on top of key academic events, the academic calendar is an essential resource for navigating your educational journey at Massasoit.

Academic Year 2026 - 2027

Fall 2026

- **September**
  - **Sept 7 (Mon):** Labor Day (College closed)
  - **Sept 8 (Tue):** Opening Day
  - **Sept 9 (Wed):** Fall 2026 classes begin
  - **Sept 15 (Tue):** Last day to add/drop full#semester classes
- **October**
  - **Oct 12 (Mon):** Indigenous Peoples' Day (no classes)
  - **Oct 14 (Wed):** Fall 2026 Accelerated Session begins
  - **Oct 20 (Tue):** Last day to add/drop Accelerated Session classes
  - **Oct 22 (Thu):** Professional Development Day (no day classes)
- **November**
  - **Nov 2 (Mon):** Spring 2027 Registration begins
  - **Nov 11 (Wed):** Veterans Day (College closed)
  - **Nov 25 (Wed):** Thanksgiving Recess (no classes; begins at 4pm)
  - **Nov 26 (Thu):** Thanksgiving
  - **Nov 27 (Fri):** Day after Thanksgiving (no classes; College open)
- **December**
  - **Dec 10 (Thu):** Last day to withdraw from Fall classes
  - **Dec 17 (Thu):** Last day of Fall classes
  - **Dec 18–23 (Fri–Wed):** Final exams
  - **Dec 25 (Fri):** Christmas Day (College closed)
  - **Dec 28 (Mon):** Fall 2026 final grades due

Spring 2027

- **January**
  - **Jan 1 (Fri):** New Year's Day (College closed)
  - **Jan 4 (Mon):** Winter Session begins
  - **Jan 10 (Sun):** January conferral for fall graduates
  - **Jan 11 (Mon):** Last day to withdraw from Winter Session classes
  - **Jan 15 (Fri):** Last day of Winter Session classes
  - **Jan 18 (Mon):** Martin Luther King Jr. Day
  - **Jan 19 (Tue):** Opening Day
  - **Jan 20 (Wed):** Spring 2027 classes begin
  - **Jan 26 (Tue):** Last day to add/drop full#semester classes
- **February**
  - **Feb 15 (Mon):** Presidents' Day (College closed)
  - **Feb 18 (Thu):** Spring 2027 Accelerated Session begins
  - **Feb 23 (Mon):** Last day to add/drop Accelerated Session classes

- **March**
  - **Mar 14–Mar 21 (Sun–Sun):** Spring Break (no classes; College open)
  - **Mar 29 (Mon):** Summer 2027 registration begins

- **April**
  - **Apr 8 (Thu):** Professional Development Day (no day classes; offices closed)
  - **Apr 12 (Mon):** Fall 2027 Registration opens
  - **Apr 19 (Mon):** Patriots Day (no classes)
  - **Apr 29 (Thu):** Last day to withdraw from Spring classes

- **May**
  - **May 5 (Wed):** Last day of Spring classes
  - **May 6–May 11 (Thu–Tue):** Final exams
  - **May 14 (Fri):** Spring 2027 final grades due
  - **May 27 (Thu):** Commencement
  - **May 31 (Mon):** Memorial Day (College closed)

Summer 2027

- **June**
  - **Jun 1 (Tue):** Summer Semester and Summer Session I classes begin
  - **Jun 2 (Wed):** Last day to add/drop Summer I classes
  - **Jun 4 (Fri):** Last day to add/drop full#term Summer classes
  - **Jun 18 (Fri):** Juneteenth Holiday Observed (College closed)
  - **Jun 24 (Thu):** Last day to withdraw from Summer Session I classes

- **July**
  - **Jul 2 (Fri):** Last day of Summer Session I classes
  - **Jul 5 (Mon):** Independence Day Observed (College closed)
  - **Jul 6 (Tue):** Summer I final grades due
  - **Jul 6–11 (Tue–Sun):** Summer Break (No full#term Summer course meetings)
  - **Jul 12 (Mon):** Summer Session II classes begin & full Summer semester courses resume
  - **Jul 13 (Tue):** Last day to add/drop Summer II classes

- **August**
  - **Aug 5 (Thu):** Last day to withdraw from full#term Summer Semester and Summer II classes
  - **Aug 16 (Mon):** Last day of full#term Summer Semester and Summer Session II classes
  - **Aug 19 (Thu):** Full#term Summer Semester and Summer Session II final grades due
  - **Aug 22 (Sun):** August conferral of summer graduates

College Resources

College Locations & Engagement Spaces

College Locations

Massasoit locations are comprised of two campuses and one instructional site.

Brockton Campus

The 100-acre main campus located in Brockton offers four modern classroom buildings and laboratory facilities, a newly renovated student center, and an extensive library facility. The Peter G. Asiaf Field House includes three basketball courts; a six-lane, 25-yard swimming pool; a weight room; and a newly renovated Fitness Center with weight and cardio equipment. Also located on the Brockton Campus are a softball field, the Louis R. Columbo Baseball Field, and the Warrior Soccer Field. The Fine Arts Building is home to the Buckley Performing Arts Center, the TV studio, and the Dale Dorman Radio Studio at Massasoit.

Canton Campus

The Canton Campus includes smart classrooms, new state-of-the-art veterinary technology and engineering lab space, computer labs, a diesel lab, allied health classrooms, and various art studios including ceramic and sculpture. The Canton Campus also offers spaces for continuing education and workforce development workshops and classes. Free bus service is offered during the day, Monday through Friday, during the fall and spring semesters. An inter-campus shuttle service to the Brockton Campus is also available.

Middleborough Center

The Middleborough Center is located in the former Lincoln D. Lynch Elementary School, the Center maintains the state-ofthe-art Emergency Medical Services Educational Suite and is home to the Mobile SimLab, a modified ambulance that is used to train paramedic students.

Engagement Spaces

Arts at Massasoit

Massasoit has locations that offer the community many opportunities to take part in events areas of the College host relating to the arts.

Akillian Gallery

The Akillian Gallery is a visually welcoming space, uniquely designed by Massasoit's Architecture Students. The Gallery hosts numerous exhibitions, lectures, meetings, and college and business gatherings throughout the year. All exhibitions are free and open to the public. The gallery is open by appointment.

Buckley Performing Arts Center

The Buckley Performing Arts Center on the Brockton Campus serves the College and surrounding communities by offering a first-class facility for a variety of uses, including theater for adults and children, concerts, recitals, readings, lectures, meetings, and conferences.

In addition, the Buckley Performing Arts Center produces a performance series throughout the year that encompasses contemporary and classical music, dance, and theater, including a season of plays and musicals produced by the college-sponsored community theater, the Massasoit Theatre Company. For more information, call (508) 588-9100, x1982 or visit www.massasoit.edu/buckley.

Digital Media Arts Center

The Digital Media Arts Center (DMAC) at Massasoit directly supports Media and other courses at the college. The facility is utilized by faculty, staff and students to learn Television Production, Digital Video Editing, High Definition, Radio and Digital Audio Production, Digital Music and Digital Media/Web Production.

The area includes a 40X40 foot sound stage, a PC (Avid) and Apple Mac (Final Cut Pro) Nonlinear editing lab, a full Broadcast Digital Video Production control room, with direct-to-disk digital recording, an audio/music production lab, two radio/digital audio

production rooms, a multi-track digital audio recording station, a cable channel head-end, and full DVD creation and authoring production station.

Ida Cerezo O'Donnell Unity Center

The Ida Cerezo O'Donnell Unity Center provides the student body with both a physical and virtual space to explore and embrace the intersections of their identities. In addition to sponsoring a wide range of social awareness and justice-themed events designed to build an inclusive community, the Center's offerings include leadership development trainings, opportunities for mentorship.

Peter Asiaf Field House

The heart of our athletic prowess lies in the Peter Asiaf Field House. Named after the former Massachusetts State Representative Peter Asiaf, the "Father of Massasoit Athletics" the Asiaf Field House was completed in the summer of 1976 and is located on the Brockton Campus. The Asiaf Field House showcases a variety of features and classrooms along with the Athletic Department offices.

To access all that the Asiaf Field House has to offer, make sure to bring your valid student or staff ID.

Gymnasium

Featuring the 16,000-plus square feet Julie Mulvey Court, the Gymnasium serves as the home court for both the men's and women's basketball programs, and the women's volleyball program. Aside from games and practices, the facility is open for students, faculty, and staff.

There are three basketball courts running across the court as well as a full-length court running through the middle of the gymnasium. Additionally, there are two recreational courts located outside of the Field House.

In addition to basketball, the gymnasium allows for a total of three volleyball courts to be set up along with a number of intramural activities.

The Massasoit Gymnasium has hosted a variety of events including the Massachusetts Community College Athletic Conference (MCCAC) State Tournament for both men and women, the MIAA Girls Basketball South Sectionals and a number of AAU basketball tournaments.

Furthermore, the Massasoit Gymnasium holds indoor baseball, softball, and soccer practices when necessary. The gym boasts two batting cages on opposite ends of the main
court.

Tom Frizzell Baseball Complex at Louis R. Colombo Field

Located on the Brockton Campus, Louis R. Colombo Field has been the home diamond for the Massasoit baseball program since 1970.

Colombo Field was the host of the Region XXI Tournament in 2014 and has hosted several AAU Tournaments, Cranberry League games and practices as well.

Athletics Department Offices

The Athletic Department offices are housed on the second floor of the Field House in FH209. Within the primary office you can find Athletics Director Erica Rivers who can answer any questions regarding the Field House or athletic programs.

The Athletics Office is also where you check out any equipment, Weight Room keys, ping-pong paddles, etc. In addition, all coaches' offices are stationed in the FH209 as
well.

Stop by the Athletics Offices if you have any questions or call (508) 588-9100 x1431.

Pool

The beautiful 25-yard swimming pool features a diving board and starting blocks for swimmers. The six-lane pool is available for students, faculty and staff as part of Open Swim during the academic year.

To access the pool, go through either the men's or women's locker rooms. The pool features stadium seating, which can be accessed on the second floor of the Field House.

Weight Rooms

Located on the lower level of the Field House, the Weight Rooms feature 20 total weight-training machines for use. The cardio and weight training equipment can be used by checking out a Weight Room key from the Athletics Office (FH209) in exchange for your license and student ID card.

Multipurpose Room

The Multipurpose Room, located on the second floor, hosts a wide range of activities including: dance and acting classes, intramurals, Zumba, yoga and other cardio classes.

The room is open to all students, faculty, and staff whenever scheduled classes are not in progress.

Locker Rooms

Locker Rooms are available for use for those using the facilities. Full-length lockers are available for use while you are working out. Equipment and clothing are not to be stored in full-length lockers overnight. You may use the small box lockers for overnight use. It is requested that all lockers be emptied out at the end of the semester so that the lockers can be cleaned.

Massasoit Community College reserves the right to inspect/open any locker that they feel is in violation of College policy.

Campus Police

Emergency: 911 from any College phone; General Business: x1041. Campus police are available 24/7 at (508) 427-1296

Massasoit employs its own College Police Department, which is available at all times. The Massasoit Community College Police Department protects and serves the College community.

All members of the Massasoit Community College community are required to report all criminal actions to the College Police Department immediately.

The Police Department, as a partner with the entire college community, will detect, deter, and apprehend criminal offenders. Massasoit police officers are licensed under Massachusetts General Law, Chapter 22, Section 63, by the State Police, granting them full powers of arrest while on property owned, used, and/or occupied by Massasoit Community College.

Campus Alerts & Emergency Messaging Systems

The College has several systems that are used for important messages, including emergency notices. The Campus Alert System is used to send emergency messages by phone, text, and email. This system is also used to notify of school closings, early dismissals, and late openings due to inclement weather.

In order to register your home, cell, and text messaging services with this system you will have to sign into the system and provide this information. The login page for registration is found at www.getrave.com/login/massasoit.

If you would like to receive notices of school closings, early dismissals or late starting times, you can opt into this service after logging into the registration portal.

There are also overhead digital message screens located in all campus buildings. These screens display course cancellations and other important notices and will be used in the event of an emergency to convey critical information.

Community Notification of Where to Access Sex Offender Information

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts Sex Offender Registry Board,
P.O. Box 4547, Salem, MA 01970, 978-740-6400, or the Massasoit Police Department located at One Massasoit Blvd., Brockton, MA 02302. Level 3 offender information is also available online at www.mass.gov/sorb.

CORI/SORI (Criminal/Sex Offender Record Information)

In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check.

Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records.

Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

Driving on Campus

The speed limit on campus is clearly posted and strictly enforced by police personnel. Violations of speed limits on campus can result in civil infractions and associated fines.

Parking

Massasoit maintains parking lots at all three locations for student, faculty, staff, and visitor parking. Lots designated for faculty/staff and visitor parking are posted. All other lots are open for general usage during the day and evening. Parking violations may result in citations issued by Campus Police or local police officers. These tickets are administered by local municipal officials.

All students, faculty, and staff are required to have a parking sticker. Parking stickers can be obtained at the Campus Police Stations on the Brockton and Canton Campuses. Fines start at $10.

Handling Medical Issues On Campus

Students, faculty, and staff in both Brockton and Canton who experience medical distress or emergencies will contact College Police, who will respond to the call, assess the situation, and determine whether the affected individual should be transported to a local hospital.

College Police is staffed 24-hours a day. In the case of witnessing a medical emergency, College Police should be the **First Point of Contact** for all issues, including those involving emotional distress and mental health issues. 911 may be accessed from any classroom phone or (508) 427-1296 from any cell phone.

Local Emergency Facilities

- Brockton Hospital/Signature Healthcare
  680 Centre Street, Brockton, MA 02302 MA
  (508) 941-7000
- Boston Medical Center South
  235 North Pearl Street, Brockton, MA 02301
  (508) 427-3000
- South Shore Hospital
  55 Fogg Road at Route 18,
  South Weymouth, MA 02190
  (781) 624-8000
- Morton Hospital
  88 Washington Street, Taunton MA 02780
  (508) 828-7000

Community & Continuing Education

Community Education

The Community Education department at Massasoit provides accessible, flexible learning opportunities for a diverse range of students. Whether students are looking to advance their careers, prepare for a new career, develop new skills, or pursue a personal interest, our noncredit courses are designed to meet a variety of educational and professional goals.

Courses are offered during the day, evenings, weekends, and online to accommodate students' busy schedules and diverse learning needs. Career-focused offerings provide preparation for employment and advancement in fields such as healthcare, business, technology, and other high-demand areas, while personal enrichment courses provide opportunities for lifelong learning.

Our Community Education staff works closely with students to provide a supportive and engaging learning experience from registration through completion. Courses are offered at Massasoit's locations in Brockton, Canton, and Middleborough, as well as online.

For the latest offerings, call (508) 588-9100, x1509 or visit massasoit.edu/communityed.

Adult Basic Education Programs

Massasoit's Adult Basic Education (ABE) programs provide accessible, no-cost educational opportunities that help adult learners strengthen foundational skills, pursue their educational and career goals, and prepare for continued education. Two key ABE offerings are the Massasoit Adult Basic Education ESOL Program and the Transitions to Community College Program.

ESOL Program

Established in 2000, the Massasoit Adult Basic Education ESOL (English for Speakers of Other Languages) Program is funded through a grant from the Massachusetts Department of Elementary and Secondary Education (DESE). The program provides adult learners with opportunities to develop English language skills that support their educational, career, and personal goals. Instruction is tailored to students' individual needs and offered at Beginning, Intermediate, and Advanced levels. The 34-week program includes instruction in reading, writing, grammar, numeracy, conversation, pronunciation, digital literacy, and workforce development skills. Students also develop the language and practical skills needed to navigate educational, employment, and community settings. Classes are offered Tuesday and Thursday evenings from September through the end of May.

Classes are held on the Brockton Campus and virtually, with one in-person meeting each month at the Canton Campus. Interested students must register through the Adult Basic Education section of Massasoit's website to be contacted for placement testing. Placement results are used to determine eligibility and level of instruction, with enrollment conducted through a lottery held twice each year in August and January.

All classes are provided at no cost to eligible Massachusetts residents.

Transition to Community College Program

The Transitions to Community College Program helps adult learners move from Adult Basic Education programs into postsecondary education by providing academic, financial, and individualized support. The program gives qualifying ABE students from Brockton and the surrounding communities an opportunity to strengthen their academic skills and begin working toward a college degree or certificate at Massasoit. Through the program, eligible students receive tuition support for up to four college-credit courses, two noncredit certificate programs, or a combination of credit and noncredit coursework.

Students also have access to free workshops in college reading, writing, mathematics, digital literacy, and study skills. In addition to academic support, students receive individualized counseling and advising to help them navigate the college environment, identify educational goals, and develop a plan for continued success.

The Transitions to Community College Program is provided at no cost to students who meet the program's eligibility requirements.

External Relations

College Advancement

Massasoit Community College's Advancement office is committed to the success of Massasoit by developing and building relationships with alumni, parents and guardians, friends, students, staff, faculty, community leaders, and our corporate partners. The Office does this by promoting the outstanding, accessible, equitable, and affordable education our diverse student population receives, and the amazing work being done by our student, faculty and staff. We seek to share information on the work being done at the College through engagement and fundraising events to support the work of the College.

Massasoit Community College Foundation, Inc.

The Massasoit Community College Foundation, Inc. is a tax-exempt 501(c)(3) organization established in 1970 to foster and promote the growth, progress, and general welfare of the College and its students. Its objective is to raise funds and promote scholarships to assist students from all backgrounds in accessing a high-quality, affordable education for self-improvement, financial well-being, and intellectual growth. Private funds raised by the Foundation supplement state appropriations to support the facilities, equipment, and student experience.

Foundation Board members serve as ambassadors to promote the image of the college and build connections with the communities Massasoit serves. Through partnerships with regional businesses and community organizations, the Foundation enhances the educational purposes of the College in promoting the development of a productive workforce, thereby contributing to the economic vibrancy of our region. Through its fundraising and outreach, the Foundation seeks to build a network of community support and increased public understanding of the College as a regional resource and vital economic contributor. Gifts to the Foundation are tax deductible to the extent permitted by law. Checkns should be made to Massasoit Community College Foundation, Inc.

Board of Directors

- **Simone Santiago, President**, Morgan Stanley Managing Director
- **Chris Kirwan, Vice President**, Director, Interpreter Services, Mass General Hospital
- **Bruce Hughes '74, Secretary**, Montachusett Regional Planning Commission, Principal Planner, (Retired)
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- **Ruben Sança**, Executive Director, Greater Boston Braven, Inc.
- **Leah Will**, Vice President of Human Resources Manager, Coastal Heritage Bank

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- **William Mitchell**, Massasoit Community College - Interim President
- **Kendra Butters**. Massasoit Community College - Vice President of External Relations
- **Margaret Downey**, Massasoit Community College - Director of Advancement

Grants Department

The Grants Department provides centralized leadership and support for the development and coordination of grant funding at Massasoit Community College. The department works with faculty, staff, Senior Leadership, and external partners to identify and pursue state, federal, and private funding opportunities that advance the College's mission, 2024–2029 Strategic Plan, institutional priorities, student success, workforce development, and community impact.

The Grants Department supports the grant lifecycle from opportunity identification and project development through proposal submission and transition to implementation. Services include funding opportunity research, project and proposal development, budget preparation, data and evaluation planning, partnership coordination, compliance guidance, and submission support.

Faculty and staff interested in pursuing external funding or who are approached by an external organization or community partner about participating in a grant-funded project should first consult with their Dean, Supervisor, and/or Vice President and engage the Grants Department early in the process.

Early coordination with the Grants Department and the College's review process helps ensure that proposed projects:

- Align with the College's mission, Strategic Plan, institutional priorities, and identified needs;
- Receive appropriate Senior Leadership and administrative review and approval;
- Consider staffing, budget, facilities, technology, data, compliance, and other implementation requirements;
- Include clearly defined roles, responsibilities, outcomes, and partnership commitments;
- Account for financial obligations, sustainability, and institutional capacity; and
- Are centrally coordinated to avoid competing or duplicative approaches to funders.

Marketing & Communications

The Marketing & Communications Office is responsible for helping tell the story of the entire college – including faculty, staff, and students – to advance Massasoit's mission. The Office oversees the College's marketing, advertising, branding, media relations, social media, website content programs, and provides support to other departments across the College as it relates events, publications, and community relations. The executive director serves as the College's Records Access Officer. Additionally, the Office manages the College's stock of branded merchandise and supplies available for events and programs.

- To view the College's newsroom and blog, visit massasoit.edu/newsroom.
- To request a public record, visit massasoit.edu/public-records.
- To request services from the Office of Marketing & Communications, visit the TeamDynamix page in the MyMassasoit Portal.

Information Technology Services

Information Technology Services (ITS) provides support for technologies to enhance learning and increase the efficiency of academic and administrative processes. In partnership with academic and administrative departments, ITS is a key contributor to the success of the College's mission. We strive to promote partnerships and collaboration to achieve excellence in the use of information technology and we strive for responsiveness, reliability,
and excellence in customer service.

ITS assists the College community in the use of technology through service delivery and support; training opportunities for faculty and staff; maintenance of desktop, laptop, network, and server technology; and provision of Web services. We maintain academic computer labs, support desktop and laptop technology for faculty and staff, help ensure that the College's technology infrastructure meets user needs, and support the delivery and receipt of distance learning. Scheduled maintenance occurs on Friday mornings between 5:00 am and 9:00 am Any disruption in service affecting classes will be posted in advance.

ITS Policies and Procedures

Help Desk Support

The ITS Help Desk is available year-round to help answer questions about campus technology. For the best response we encourage you to submit requests for assistance through our Service Portal.

Our current hours are published in the Service Portal along with many knowledge base articles that answer common questions.

We are also available via phone (x1139), ITS Help Desk Support, or by visiting in person in room FA546.

When a Help Desk request is received

Each request is assigned a ticket number. You will receive email verification that the call has been recorded.

- Requests are prioritized, with the highest priority assigned to network or system-down conditions and active classroom lab problems.
- The appropriate ITS staff person will respond to the problem.
- If the user is not present, an email to the user will indicate what work was or was not performed.
- When a request is closed, the user will receive confirmation via email.
- The current status of your ticket(s) can be viewed in the Service Portal

Standard Support Policy

Information Technology Services support is limited to college-issued devices. Personal or home technologies are not supported.

All new technologies must be procured in accordance with the College's Technology Purchasing Policy and handled in accordance with the Inventory Control Policy. ITS will work with departments to plan and anticipate technology needs.

Information Security

Faculty, staff, and students may have access to protected information. All protected information should be treated as confidential, must be properly secured, and handled as outlined in the Data Classification and Protection Policy. All employees must complete information security training upon hire and annually thereafter.

Account Information

Your Massasoit Account provides access to computing resources across the College. It is used to access campus computers, the wireless network, your email, file shares, MyMassasoit, and many other services. Your Massasoit Account credentials secure your online identity and you are responsible for securing these credentials and the actions taken using your credentials. All email accounts must be protected using Multi-Factor Authentication (MFA). You should never share your credentials with other users, Massasoit will never ask for your password over the phone or email, and we do not need your password to provide assistance. If you are ever prompted to provide your password and you are not certain it's a legitimate Massasoit resource you are trying to access, do not provide your credentials. Please call the ITS Help Desk to verify the legitimacy of the resource. More information on the life cycle of accounts is available in the Service Portal.

Printing

Brockton Campus

All students have a PaperCut Printing account of $20.00 per session, which they can access by logging on to a library computer, ARC computer, or any of the open labs. After using the print command on the computer, a message window will open indicating the cost of the print request and the remaining balance on their print account. Students may add money to their account by paying at the Student Central and then updating their account at the Help Desk (FA546). If Student Central is closed, students may complete a form available in the MyMassasoit portal that authorizes more copies and the charges will be reflected in their student account. Please submit completed forms to the librarian or ITS Help Desk.

Canton Campus

All students have a PaperCut account of $20.00, which they can access by logging on to a Library or an ARC computer, located in C126. After using the print command on the computer, a message window opens that indicates the cost of the print request and the remaining balance on their print account. When Student Central is closed, students can complete a form available in the MyMassasoit portal that authorizes more copies and the charges will be reflected in their student account. Please submit completed forms to the librarian or ITS Help Desk.

Middleborough Center

Student printing at the Middleborough Center is available in the Student Lounge and the MD 102 Computer Lab when a class is not meeting in the lab.

Copying

There are copy machines available for student use in both the Brockton and Canton libraries. Copies are 10¢ per single sided and 15¢ per double-sided documents. Copy service is not connected to the printing account.

Libraries

The Libraries at Massasoit Community College collaborate with academic programs and student groups to offer a diverse range of programming reflecting the vibrant experience of our populations. The Libraries also support and fulfill our college's mission through:

1. the curation and maintenance of inclusive academic resources;
2. offering a full array of information and research services; and
3. an active, program-rich learning environment at our Brockton and Canton locations.

Library assistance is available to students, faculty and staff by drop-in, appointment (both in-person and virtually) or by phone, email, or live chat.

Library Services

Reader's advisory and reference services as well as research assistance/consultation for students; customized research guides aligned to disciplinary practice and information literacy instruction services for faculty, as well as data and archival support for administrative teams.

Collections & Resources

Our collections fully-support the programmatic and leisure needs of our users. We offer both electronic and print books, scholarly articles, professional literature, course reserves, streaming video, circulating technology (i.e., laptops, Chromebooks, hotspots, calculators) and Open Educational Resources (OERs). The Library is a member of the HELM [Higher Education Libraries of Massachusetts] Consortium. Through this partnership, the Massasoit community can access the holdings of thirteen peer institutions.

We additionally offer study and meeting space for individuals and groups; as well as networked computers with printing and scanning.

Massasoit Future of Work Institute

The Massasoit Community College Future of Work Institute fosters collaborative partnerships that promote community engagement and economic mobility across the South Shore by aligning education with industry needs. The Institute serves as a hub for innovation and inclusive opportunity.

The Institute applies research-based practices and inclusive strategies to stay current with evolving trends in the workforce and aims to contribute to the economic development of the Commonwealth by supporting the future of work in the South Shore.

Purpose

The Institute serves as the "think-tank" space for the College, community, and industry partners to identify targeted strategies that address workforce challenges, trends, and opportunities to build the pipeline for the workforce of tomorrow through:

Identifying and Assessing Best Practices

The Institute aims to stay at the forefront of industry demand by researching and adopting best practices regionally and nationally. This ensures that the programs offered by the College are competitive and effective in addressing current and future workforce challenges.

Developing Innovative Programs

To meet the dynamic needs of the workforce, the Institute focuses on creating regional industry partnerships and designing initiatives that bridge the gap between education and industry requirements.

Serving as an Institutional Liaison

The Institute advances the common goals between the College and external entities. Its function is to ensure that the College's programs are aligned with the broader strategic goals at the regional, state, and national level.

Core Pillars

1. **Strategic Initiatives**
   Advance regional workforce priorities through workforce development, Registered Apprenticeships, emerging technologies, and career-connected education.
2. **Grants & Investments**
   Leverage external funding to build institutional capacity, expand innovative programming, and create new education-to-employment pathways.
3. **Community & Regional Partnerships**
   Strengthen Massasoit's role as a regional convener through meaningful partnerships and relationships that provide opportunities to identify shared priorities, coordinate resources, and connect education and workforce solutions.

Center for Emerging Adults, Returning Citizens, and Correctional Education (CERC)

The Center for Emerging Adults, Returning Citizens, and Correctional Education (CERC) expands access to college, workforce training, and apprenticeship pathways for individuals impacted by the justice and child-serving systems, including those who are incarcerated, returning to the community, or aging out of care. CERC supports educational continuity and career mobility through correctional education, reentry-aligned programs, and employer partnerships.

Core Pillars

1. **Strengthen Reentry Support**
   Provide comprehensive reentry services that address immediate and long-term needs including education and career planning to ensure a stable and successful transition for emerging adults, returning citizens, and justice-impacted individuals.
2. **Expand Equitable Educational Pathways**
   Develop and deliver accessible educational pathways from certificates, degrees, and apprenticeships that lead to life-sustaining, high-demand careers aligned with regional workforce needs. Ensuring equitable opportunities for learning, credential attainment, and economic mobility.
3. **Build Career Pathways that Lead to Economic Mobility**
   Partner with employers, workforce boards, and community organizations to create seamless CORI friendly pathways from education to employment prioritizing high-growth fields such as clean energy, skilled trades, technology, and behavioral health care.

Transportation

Inter-Campus Shuttle

The Inter-Campus Shuttle transports students and faculty between the Brockton and Canton campuses. It runs on a regular schedule and provides full handicap access. No eating, drinking or smoking is permitted in the shuttle.

The shuttle departs the Brockton Campus from the front entrance of the Student Center (next to the BAT bus stop) and on the Canton Campus from the front entrance of the Administration Wing. Visit massasoit.edu/shuttle for bus schedule and contact information.

Public Transportation

Public transportation is available at the Brockton Campus via the Brockton Area Transit (BAT). Information regarding service schedule is available at www.ridebat.com.

Admissions

Massasoit maintains an open admissions policy and accepts students on a first-come, first-served basis without regard to race, gender, sexual orientation, color, national origin, age, religion, or disability status. Students who want to enroll in one of Massasoit's degree or certificate programs, whether full or part-time, must formally apply and be admitted to the College. Students must have earned a high school diploma; passed the General Educational Development (GED) or High School Equivalence Test (HiSET); earned another state-approved equivalency credential; or have completed an approved homeschool program to be admitted to Massasoit.

The open enrollment policy does not apply to selective admissions programs of study which may have specific deadlines, prerequisites, and other admissions criteria.

Applicants will be admitted to the College on a rolling admissions basis, first-come first-served, as long as the application is complete, all required documents have been received, and a vacancy exists in the applicant's desired program of study. Most programs offer both full- and part-time schedules, while others are available only full-time or part-time. Please note that some of the program-specific courses are only offered on certain campuses.

For detailed admissions criteria and more information, visit massasoit.edu/admissions.

Admission of Returning Students

All students who are academically eligible and have not been in attendance at Massasoit for more than three consecutive semesters are required to reapply for admission.

Students seeking readmission must complete a Readmission Request form with an academic counselor in the Advising, Career & Transfer Center.

The Director of Admissions or designee from Health Science will notify readmitted applicants in writing regarding their admissions status.

Readmission for Health Career Applicants

Health career applicants shall be readmitted based on academic eligibility, space availability, and the recommendation of the department chairperson. The Director of Admissions will notify readmitted applicants in writing regarding their admissions status.

Three-Semester Rule

All students enrolled in a degree program who are academically eligible but who have not been in attendance for up to three consecutive semesters shall be eligible to maintain their degree status as long as they register for classes by the fourth consecutive semester (with the exception of health career programs).

- Three-semester students shall not be required to apply for readmittance.
- Three-semester students shall follow the program requirements for the semester that they were previously admitted.

Admission of International Students

International students, those who are not citizens or permanent residents of the United States and are at least 18 years of age, are eligible for admission to Massasoit Community College.

Admissions Requirements

International applicants are required to submit all of the following documents to the Admissions Office by the fall or spring deadlines in order for an application to be considered complete. All application deadlines are final.

Required Forms:

- Massasoit application for admission
- Certificate of financial support
- I-20 application
- All forms are available at massasoit.edu/international.

Admission Deadlines

- Fall semester – July 15 for students outside of the U.S. and August 15 for students within the U.S.; and
- Spring semester – November 30 for students outside of the U.S. and January 2 for students within the U.S.

High School and College/University Transcripts

Applicants must submit an official evaluation of their secondary school transcript and/or diploma. All academic documents must be evaluated by a certified evaluation company prior to submission. Commonly used services for educational evaluations include the following:

- Center for Educational Documentation: www.cedevaluations.com;
- International Education Research Foundation Inc. Credential Evaluation Services: http://ierf.org/
- North American Educational Group: www.naeg.org;
- World Education Service – www.wes.org; and
- American Association of Collegiate Registrars & Admissions Officers – www.aacrao.org.
- ACE (Atlas Credential Evaluations) www.atlasevaluations.com
- EEI (Education Evaluators International): www.educei.com
- TEC (The Evaluation Company): https://evalcompany.com/massasoit

Applicants must submit an official copy of their postsecondary (college or university) transcript(s) with diploma if applicable. College transfer credit shall potentially be awarded only with the submission of an official college transcript and an evaluated document.

Proof of Financial Support

Applicants and their sponsors must demonstrate that there is sufficient financial funding available to support the student while in the U.S. by completing the following:

- Submit the Massasoit Certificate of Financial Support form, which must be signed by the sponsor and notarized; and
- Submit a notarized bank letter with letterhead and signature from bank confirming a minimum amount of $30,000.00 US dollars in the sponsor's account.

Both of these financial support documents must be dated within the last six months to be accepted by the College.

Proof of English Proficiency

Applicants shall submit evidence of English proficiency in one of the following ways:

- Submit results from the Test of English as a Foreign Language (TOEFL). A minimum score of 153 on the computerized test or 53 on the Internet TOEFL test (iBT) is required.
- Submit a score from the International English Language Testing System (IELTS) (a minimum score of 4.5 is required);
- Achieve an acceptable score on the Reading and Writing Accuplacer Test or LOEP administered by the Massasoit Testing Office; or
- Submit an official transcript indicating successful completion of an academic program of study conducted entirely in the English language.
- The proof of language proficiency is waived for English speaking applicants from the following English speaking countries; Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada, Grenada, (British) Guyana, Ireland, Jamaica, Kenya, New Zealand, Nigeria, United Kingdom, St. Kitts & Nevis, South Africa, Trinidad and Tobago, and Zimbabwe.

International Information Form

Applicants residing in the U.S. at the time of submitting their application shall be required to submit a valid passport, visa, and I-94 card.

B1/B2 Visa

Applicants with a B2 (Visitors) visa who plan to stay in the United States are required to request a change of status to a F-1 student visa upon receiving acceptance to the College. B Visitor visa holders are not allowed to start classes in an associate degree program until notification of their change of status decision.

Applicants must have valid B Visa status in order to apply to the College. If the applicant's B Visa is not valid, the College will not process the application. If the applicant's I-94 Card has expired or will expire before the semester they wish to attend, the applicant shall be encouraged to either file an extension of their B Visa or return home to apply for the F-1 visa.

If the applicant is denied a change of status from a B Visa to F Visa, the applicant must follow all instructions of the Office of United States Immigration and Customs Enforcement (USCIS) provided on the I-797 (Notice of Action) and the applicant will not be able to enroll in an associate degree program at the College based on USCIS regulations for B visas and pursuing a degree program.

The Admissions Office does not process visas or change of status requests (although information and forms may be obtained from the admissions office). The College is not responsible for any change of status decisions.

Final Admissions Deadlines for B1/B2 Visa holders

- Fall semester – May 15; and
- Spring semester – October 15.
- J-1 Visa

Applicants with a J-1 (exchange) visa must apply for a change of status to a student visa (F-1) prior to the expiration date for the J-1 visa. J-1 visa holders shall follow the regular fall and spring admissions deadlines for international students.

Transfer Students

International applicants attending an institution of higher education in the U.S. are required to submit a copy of their current SEVIS I-20 form from the school they currently attend. Prior to being accepted to the College, the applicant and a representative at the current institution of higher education must complete the Massasoit Transfer Form in order to ensure SEVIS transfer compliance.

Final Admissions Deadlines for Transfer Students

- Fall semester – August 15; and
- Spring semester – January 2.

The College is authorized under the United States Federal Law Immigration and Naturalization Act to enroll non-immigrant alien students. Therefore, the College shall accept applications for admission from non-immigrant aliens.

Admission of Homeschool Students

All home schooled students, without a high school diploma or GED, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

To determine whether a student has participated in an approved home school program, the student shall submit, with the application for admission, evidence that the home school program was approved by the student's school district's superintendent or school committee. Additionally, if the home schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to: the student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program. See Youth Learner Policy.

Placement Testing & Assessment

The Testing and Assessment Office facilitates the scheduling and administration of a selection of tests that satisfy requirements for students, academic programs and the College at no cost to students. The Testing & Assessment Office shall provide placement testing in writing, reading, and mathematics to determine levels of proficiency and satisfy course prerequisites requirements. Students who have completed courses at another institution of higher education or have taken placement tests at another institution should contact the Testing and Assessment Office to address the need for placement testing.

Assessment for Placement into Courses and Programs

ACCUPLACER Placement Test

Massasoit requires all students to be assessed in reading, writing and math in order to register for classes. The ACCUPLACER tests are used to determine whether students proceed directly into college-level courses or are placed into skill building course that prepare for college-level work. The test is comprised of ESL, writing, reading and math. Some students may qualify to use Multiple Measures course placement instead of completing the ACCUPLACER tests.

Biology Challenge Examination

Fulfillment of the Biological Principles I and Biological Principles II prerequisites is required for upper level biology courses such as Anatomy and Physiology I, Anatomy and Physiology II, Cellular Biology, Microbiology, and Topics in Molecular Biology Technique.

This prerequisite is met by:

- Earning a grade of C- or better in Biological Principles I;
- Achieving a minimum score of 4 on the AP Biology exam;
- Achieving a minimum score of 50 on the Biology CLEP exam; or
- Successful completion of the Biology Challenge Examination.

It should be noted that achieving the minimum scores on the AP Biology Exam, the Biology CLEP Exam, or successfully completing the Biology Challenge Exam do not grant a student course credit; it only allows for waiver of the Biological Principles I prerequisite for the courses listed above.

English as a Second Language Testing

English as a Second Language Testing is offered to potential students whose first language is not English and assess for English proficiency in Reading and Writing. Students shall be assessed for and placed in English as a Second Language (ESL) courses rather than English Composition. Students who are not yet ready to enroll in college-level ESL or English for Speakers of Other Languages (ESOL) classes will be directed to alternative programs for further development of English skills.

Test of Essential Academic Skills Nursing Examination

Students applying to the Nursing or Allied Health care programs (LPN-RN, RN, Radiology Technology or Respiratory Care) shall be required to take a pre-entrance examination, the TEAS exam in order to be considered for selection into the program.

Prior Learning Assessment and Credit for Prior Learning

Prior Learning Assessment (PLA) is a process through which students enrolled in a degree or certificate program at the College are able to earn college credit for knowledge gained through training, military service, work experience, volunteer service, or other experiential learning that occurred prior to enrollment at the College.

Through PLA, Credit for Prior Learning (CPL) shall be awarded for college-level learning for which documentation exists to verify a student's mastery of course outcomes. CPL assessments are not to be used to improve an existing grade or replace a grade of "Withdrawal" or "Incomplete." CPL assessments are not covered by financial aid and are not generally transferable to other institutions of higher education. A nonrefundable fee of $50 per credit may be required to schedule a departmental exam and to initiate a portfolio assessment. No fee is required for a credential review.

In accordance with guidelines of the Massachusetts Board of Higher Education for Criminal Justice programs, students enrolled in these programs MAY be eligible of CPL on a case by case basis.

The Registrar's Office reserves the right to adjust its transfer credit policy at any time. Tuition and fees are not refundable regardless of success or failure in the evaluation process.

Types of Examinations

The Testing and Assessment Office facilitate the following tests or programs:

- Computerized ACCUPLACER Placement Testing
- Biology Challenge Examination
- College Level Examination Program (CLEP)
- Directed Self Placement (DSP)
- Level of English Proficiency (LOEP) exam for ESL and ESOL

- General Educational Development (GED) Test
- High School Equivalency Test (HiSET)
- Multiple Measures
- TEAS Nursing Examination
- NHANOW Certification Exams
- Examinations through PearsonVue
- Proctoring Services

ACCUPLACER

- Writing Sample
  - Students will have 70 minutes to read and write a response to a given essay prompt. Once completed, the essay is read, evaluated, and scored. The student receives a score report that designates course placement.
- Reading Comprehension Test
  - Currently Massasoit is administering the test for data, but it is not used for placement. The untimed, computerized reading test assesses reading and comprehension skills. The student reads a series of paragraphs and answers a set of multiple-choice questions specific to reading comprehension and sentence relationships.
- Math Test
  - The ACCUPLACER math assessment is an untimed test that consists of up to three distinct, computer-adaptive tests. The system adjusts question difficulty based on your answers to determine your exact placement level.
  - Once the test is completed, the student receives a scored report that designates course placement.

Biology Challenge Examination

The Biology Challenge Examination typically takes approximately two hours to complete and is scored by a member of the Biology Department with a pass or fail grade. The exam, which consists of 90 multiple-choice questions (90 points) and two essay questions (10 points), covers topics listed in the course description for Biological Principles, usually material covered in the first 20 chapters of a standard biology text. A student must score a minimum of 70 points to pass. Copies of the Campbell Biology text are available on reserve in the Massasoit library for study.

Directed Self Placement

This placement option allows a student to make an informed choice about which writing course is best for them, either English Composition I or a combined course of English Composition I with a Reading support course (Reading and Writing Studio). Students watch an eight minute video that explains the self-placement process. Next, they answer questions about their knowledge and practice of their reading and writing skills then select which English course is best for them.

ESL and ESOL Testing

The college administers the Levels of English Proficiency (LOEP) Reading Skills test and WritePlacer ESL to assess proficiency in English.The LOEP test is untimed and is adminstered on a computer with 20 questions. The WritePlacerESL test is timed and students will have 60 minutes to write a response to an essay prompt. Test results are provided at the completion of the test with an explanation of placement.

High School Equivalency Tests

GED and High School Equivalency Test (HiSET) examinations are now offered free to residents of Massachusetts. Exams are administered via a computer and candidates make test appointments online through the GED or High School Equivalency Test (HiSET) websites. Additional information about the GED is available on the GED website and information about High School Equivalency Test (HiSET) is available on the High School Equivalency Test (HiSET) website. Information about Massachusetts' eligibility guidelines for testing is available on the Department of Elementary and Secondary Education website. Students who need to obtain an original high school credential and/or official transcripts for either the GED or High School Equivalency Test (HiSET) must make a request to the Diplomasender website.

TEAS Nursing Examination

The Assessment Technologies Institute (ATI) TEAS examination is a timed, computerized test consisting of four sections: Reading; Mathematics; Science; and English & Language Use. Students shall register for a test date by logging onto www.atitesting.com and follow links to Massasoit Community College. Students applying to Massasoit are required to take the exam in person and are charged a $112 non-refundable fee, payable to ATI. Rescheduling a test results in an additional fee paid to ATI. Students will receive an email reminder from Massasoit 3 – 4 days before their scheduled exam date and should read the email carefully. Students taking the exam should arrive on site 15 minutes early, know their login credentials and have a photo ID with them for entry to the examination.

Multiple Measures

Massasoit Community College offers a multiple measure placement approach to course placement. This multiple measures approach allows the college to review additional evidence of student learning, rather than a single, high-stakes examination score to determine readiness for college-level coursework, with a goal of increasing student success and completion rates at the college. Options for placement through Multiple Measures include High School GPA, ACT, AP, SAT, CLEP, ACCUPLACER scores and College Transcripts. More information is available on the Multiple Measures placement webpage. Students who are still enrolled in high school are also eligible to take college courses through the Early College Multiple Measures.

College Costs: Tuition & Fees

Massasoit Community College is committed to providing a high-quality education at an affordable cost. Tuition and fee rates are established by the College and the Massachusetts Board of Higher Education and are subject to change without notice. Visit our Paying for College page for more information.

Tuition and Fees

At Massasoit Community College, we are committed to offering a high-quality education at an affordable cost. Tuition and fee rates are established by the College and the Massachusetts Board of Higher Education and are subject to change.

Tuition rates are based on a student's residency classification. Students may qualify for in-state rates through various pathways, including Massachusetts residency or eligibility under the Tuition Equity Law. For the 2026–2027 academic year, per-credit charges are:

- In-state tuition rate: $24 per credit
- Out-of-state tuition rate: $230 per credit

Students are also assessed a General College Fee of $209 dollars per credit, regardless of residency. Additional course and program fees may apply based on course format or academic program. Please see our Tuition & Fees webpage for details.

Additional Fees

The following fees may apply depending on the student's courses or program of study:

- **Online Course Fee:** $10 per credit for courses with an online component
- **Science Course Fee:** $30 per course for science classes with a lab component
- **Allied Health Course Fee:** $20 per credit for courses in Nursing, Radiologic Technology, Respiratory Care, Dental Assisting, Medical Assisting
- **Veterinary Technology Program Fee:** $1,000 annual fee charged in the fall semester
- **Self-Supporting Allied Health Programs Fee:** Additional tuition charge of $123 per credit for Nursing courses in the Nurse Education Evening Programs
- **Returned Check Fee:** $10
- **Transcript Fee:** $3 per transcript

Fees are subject to change without notice.

Student Health Insurance

Massachusetts law requires students enrolled in a degree or certificate program for nine or more credits in a semester to have qualifying health insurance. Students who do not submit an approved waiver are charged for Massasoit's Student Health Insurance Plan (SHIP).

For 2026–2027, the annual SHIP premium is $4,806. The spring-only premium is **$**3,204. Students with eligible coverage, including qualifying MassHealth or subsidized Massachusetts Health Connector plans, may waive SHIP through the College's waiver process. Some limited-coverage programs do not qualify.

Students who would like to apply federal financial aid to SHIP charges must complete a Title IV Authorization Form. Enrollment in SHIP will not be activated until the premium has been paid in full. For coverage dates, waiver instructions, and current plan details, see the Tuition & Fees webpage.

Student Billing and Payment

After registering for classes, students receive a semester bill showing tuition, fees, health insurance, and any applicable course or program charges. Bills are sent to the student's mailing address on file and Massasoit student email account. Students should review their bill even if they expect financial aid or free community college program to cover their costs.

Students are responsible for addressing their bill by the published deadline. This may mean making a payment, completing financial aid requirements, or submitting documentation of third-party funding. An unresolved balance may result in a financial hold that affects future registration.

Students may pay their balance in full or use an interest-free monthly payment plan. The plan has a non-refundable enrollment fee and requires students to enroll each semester.

Refunds of tuition and fees are determined by the College's Deadline and Refund Schedule. Students who receive federal financial aid and withdraw may also be subject to the separate Return of Title IV Funds policy.

Students whose tuition and fees are covered by a third-party sponsor, such as an employer, government agency, or workforce training program, must submit the required authorization documents each semester. Until the College receives those documents, the student remains responsible for the charges.

For complete billing details and payment options, visit the Student Accounts Office webpage.

Cost of Attendance

The Cost of Attendance (COA) represents the total estimated cost of attending Massasoit for one academic year. It includes both direct costs (tuition and fees billed by the College) and indirect costs (such as transportation and personal expenses).

COA is used to determine a student's eligibility for financial aid and varies based on enrollment status, residency, and living situation.

Typical components of the COA include:

- Tuition and fees
- Books, course materials, supplies, and equipment (including the documented rental or purchase of a personal computer)
- Housing and food
- Transportation
- Miscellaneous personal expenses
- Federal student loan fees (if applicable)
- Costs for professional licensure, certification, or a first credential required for employment in the student's program of study.

Depending on a student's circumstances, the COA may also include dependent care costs, disability-related expenses, costs of an approved study abroad program, and costs related to employment in a cooperative education program. Students with these expenses should contact the Financial Aid Office to request a review of their COA.

Current cost estimates are available on massasoit.edu/cost-of-attendance.

Establishing Eligibility for In-State Tuition

Students may qualify for the in-state tuition rate through either the Massachusetts residency pathway or the High School Completer pathway.

Massachusetts residency pathway

Students may qualify by meeting the Board of Higher Education's Massachusetts residency requirements, including the six-month residency period applicable to community colleges. Students must provide the information and documentation needed for the College to determine their eligibility.

High School Completer pathway

Students may qualify if they attended high school or a district-approved homeschool program in Massachusetts during at least three academic years and earned, or will earn before enrolling, a Massachusetts high school diploma or equivalent, such as a GED or HiSET. The three years do not need to be consecutive. Students do not need to live in Massachusetts before enrolling under this pathway. Other eligibility and documentation requirements also apply.

For forms, documentation requirements, and help determining which pathway applies, visit Massasoit's Pathways to In-State Tuition page.

Financial Aid

Massasoit Community College offers financial aid to help students manage the cost of attending college. Available aid includes the Massachusetts Free Community College program, federal, state, and institutional grants, tuition waivers, work-study employment, and federal student loans.

Financial aid can help cover tuition and fees, as well as other costs of attending college, such as books, transportation, and living expenses. The Free Community College program covers tuition and fees for eligible students regardless of income. Some students may also qualify for an allowance for books, supplies, and other approved costs.

All students are encouraged to apply for financial aid, regardless of income. Visit our Paying for College page for more information.

Confidentiality of Financial Aid Records

The Financial Aid Office protects student financial aid records in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable federal laws. Financial aid information is shared only with the student, with people the student has authorized, or as otherwise permitted by law.

Students who want the Financial Aid Office to discuss their information with a parent or another person may submit the Consent to Release Student Information Form. Some FAFSA and federal tax information is subject to additional restrictions and may not be shared simply because this form is on file.

Federal or State Financial Aid Application Procedures and Eligibility Criteria

Students seeking financial aid should complete an application each academic year. Students eligible to file the Free Application for Federal Student Aid (FAFSA) should use that application and include Massasoit Community College. Students who cannot file the FAFSA because of their immigration status and qualify as High School Completers under the Massachusetts Tuition Equity Law may instead complete the Massachusetts Application for State Financial Aid (MASFA). Students should complete one of these applications, not both.

For priority consideration and to allow time for processing before semester billing deadlines, students are encouraged to submit the FAFSA or MASFA by May 1 for the fall semester or November 15 for the spring semester. Applications submitted later are still reviewed, but aid may not be determined before classes begin. Students should also respond promptly to any requests for additional documentation.

The FAFSA or MASFA is required for students seeking aid through the Massachusetts Free Community College program. Eligibility for other federal, state, and institutional aid depends on the requirements of each program. For application steps and current eligibility information, visit Massasoit's financial aid application page.

Satisfactory Academic Progress (SAP)

To remain eligible for financial aid, including the Massachusetts Free Community College program, students must meet Massasoit's Satisfactory Academic Progress (SAP) standards. SAP measures a student's cumulative grade point average, the percentage of attempted credits completed, and progress toward finishing a program within the maximum allowed time frame. Students who do not meet these standards must regain eligibility before receiving additional financial aid.

For detailed SAP requirements and appeal procedures, visit Massasoit's Satisfactory Academic Progress page.

Types of Financial Aid

Students who complete the Free Application for Federal Student Aid (FAFSA) or Massachusetts Application for State Financial Aid (MASFA) and enroll in an eligible degree or certificate program may qualify for various types of financial aid. These include federal, state, and institutional grants, the Massachusetts Free Community College Program, tuition waivers, work-study employment, and federal student loans.

Primary Federal and State Grants

Grants are financial aid that does not need to be repaid. They are often awarded based on financial need, enrollment status, and FAFSA or MASFA application data.

- **Federal Pell Grant:** For undergraduate students with financial need who have not earned a bachelor's or professional degree. Award amounts are set annually by the federal government.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** Awarded to students with exceptional financial need. Priority is given to Pell-eligible students who meet application deadlines and have a negative Student Aid Index (SAI).
- **Massachusetts Free Community College:** Covers remaining tuition and fees for eligible students after other federal and state grants are applied. Some students may also qualify for an allowance for books, supplies, and other costs.
- **MASSGrant:** A need-based state grant for eligible full-time undergraduate students with significant financial need.
- **Massachusetts Cash Grant:** Need-based grant that helps cover tuition and fees for students enrolled in at least three credits. Awards are made on a first-come, first-served basis, with priority given to those who meet published application deadlines.
- **Massachusetts Emergency Grant:** Provides financial assistance to eligible students experiencing an emergency or unexpected financial hardship that could affect their ability to continue attending college.

Institutional Financial Aid

- **Massasoit Community College Fee Assistance Grant (MCCFee):** MCCFee is the college's primary source of institutional financial aid. It helps students cover remaining tuition, fees, and required book costs when other federal and state aid is insufficient. Funds are limited and are typically reserved for students who meet published financial aid deadlines. When funding allows, MCCFee may also be used to assist eligible students with summer tuition and fees.
- **United Student Fund (USF):** The United Student Fund assists students facing sudden financial emergencies or unexpected events that could interfere with their ability to continue at Massasoit. These funds are not intended to cover routine expenses, tuition and fees, prior balances, or legal costs. Funds are limited, and awards are reserved for urgent, one-time needs such as food and housing insecurity or transportation issues.
- **Massasoit Scholarships:** A variety of merit-based and need-based scholarships are available to help students with educational expenses. Scholarship information, eligibility criteria, and application deadlines are available on the Massasoit Scholarships and Awards webpage.

Tuition Waivers

Massasoit Community College participates in several tuition waiver programs authorized by the Commonwealth of Massachusetts. These waivers reduce or eliminate the state-supported portion of tuition and are available to eligible students based on financial need or qualifying personal circumstances. Tuition waivers generally apply to state-supported undergraduate courses and may not cover fees, materials, or other non-tuition fees.

Need-Based Tuition Waivers

Students with demonstrated financial need may qualify for a need-based tuition waiver for eligible state-supported courses. The value of the waiver cannot exceed the actual tuition charge or, when combined with other financial aid, exceed the student's demonstrated financial need.

Categorical Tuition Waivers

Categorical tuition waivers are available to students who qualify under categories established by the Commonwealth of Massachusetts. Students must meet the applicable eligibility and documentation requirements.

Eligible categories include:

- **Veterans:** Individuals who meet the Commonwealth's definition of a veteran for tuition waiver purposes.
- **Native Americans:** As certified by the Bureau of Indian Affairs.
- **Senior Citizens:** Individuals over the age of 60. Senior citizen waivers are only accepted beginning one week prior to the start of the term. Eligible senior citizens may receive a waiver covering all tuition and fees
- **Active-Duty Military:** Members of the U.S. Armed Forces stationed and residing in Massachusetts.
- **Clients of MassAbility or the Massachusetts Commission for the Blind:** As certified by the respective agency.

Eligibility requirements and waiver procedures are available on Massasoit's State & Institutional Financial Aid page.

Commonwealth Employee Tuition Remission

Employees of the Commonwealth of Massachusetts and eligible family members may qualify for tuition remission benefits at Massasoit. Eligibility and the extent of coverage depend on the applicable employee benefits policy or collective bargaining agreement and the courses taken.

Federal Work Study Program

Federal Work Study (FWS) is a federally funded student employment program that offers part-time jobs to eligible students with demonstrated financial need. Positions are available on Massasoit's Brockton and Canton campuses, as well as at approved nonprofit organizations in the community.

To be considered for FWS, students must complete the Free Application for Federal Student Aid (FAFSA), demonstrate financial need, and meet general eligibility requirements for federal student aid. Awards are made on a first-come, first-served basis, subject to the availability of funds.

Students must not exceed maximum allowable work hours and must comply with all employment policies outlined in the Federal Work Study Student Employment Manual.

Current pay rates, employment policies, and application information are available on Massasoit's Federal Work Study page.

Federal Loan Programs

Massasoit participates in the Federal Direct Loan Program, which offers loans through the U.S. Department of Education to help students and families pay educational expenses. Loans must be repaid with interest. Students must complete the FAFSA, meet federal student aid eligibility requirements, and enroll in at least six eligible credits per semester in an eligible degree or certificate program.

- **Federal Direct Subsidized Loan:** Available to undergraduate students with demonstrated financial need. The federal government pays the interest during eligible periods, including while the student is enrolled at least half time, during the six-month grace period, and during approved deferments.
- **Federal Direct Unsubsidized Loan:** Available to undergraduate students regardless of financial need. Interest begins accruing when the loan is disbursed and is the borrower's responsibility.
- **Federal Direct Parent PLUS Loan:** Available to eligible parents of dependent undergraduate students. A credit check is required, and the parent is responsible for repayment.

Loan amounts are subject to federal borrowing limits and the student's eligibility. Enrollment below full-time can reduce the amount a student may borrow.

Current interest rates, fees, borrowing limits, and application information are available on Massasoit's Federal Grants and Loans page**.**

Veterans' Educational Benefits

Massasoit certifies VA educational benefits, including the GI Bill, for eligible veterans, service members, and dependents. Eligible veterans may also qualify for a Massachusetts categorical tuition waiver.

Information about available benefits, eligibility requirements, and application procedures is available on Massasoit's Veteran Services page.

Academic Resource Center

The Academic Resource Center offers a range of in-person and virtual tutoring and academic support services. Individual and small-group tutoring is available in many subject areas such as mathematics, sciences, accounting, computer technology, study strategies, reading, writing, and language acquisition. In addition to tutoring, computers are available for writing, research, and course study. Finally, workshops on student success and study strategies are offered each semester.

In the ARC, tutors help students become more effective, independent learners. Students may access ARC tutoring services by making an appointment or utilizing drop-in services. Appointments are strongly recommended in order to assure individualized attention as well as prompt service upon arrival.

Brockton ARC

The Brockton ARC is located on the lower level of the Student Center with subject specific tutoring centers (The Writing Center, The Math Center, The Science Center, and The Accounting & Computing Center) and Group Study Rooms available by reservation for groups of 3-6 students. For subject-specific tutoring schedules or to make an appointment, please contact the front desk at (508) 588-9100, x1801 or arc@massasoit.edu.

Canton ARC

The Canton ARC is located on the 1st floor in Room 126 and can be contacted at (508) 588-9100, x2516 or cantonarc@massasoit.edu.

Access & Disability Resources

Massasoit Community College and Access & Disability Resources (ADR) are committed to ensuring that students with disabilities have equal, effective, and meaningful access to all academic programs, community events, goods, and services provided by the college in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students seeking academic accommodations for credit courses or certificate programs will need to be accepted to Massasoit Community College and establish eligibility for services prior to receiving accommodations. Students who are advised to take placements tests and want to request accommodations for placement testing should contact ADR directly to schedule placement tests.

Eligibility for ADR Services

To establish eligibility for ADR services and/or accommodations students will need to:

1. Complete and submit the ADR Intake and Request for Accommodation Form (found on the ADR web page).
2. In most cases, provide ADR with current and relevant disability documentation (guidelines regarding documentation are on the ADR web page). Students can upload documentation on the ADR Intake and Request for Accommodation Form or contact the office to make other arrangements to provide documentation (email adr@massasoit.mass.edu or call (508) 588-9100 x1807). Disability documentation should not be submitted to any office other than ADR.
3. Complete an Intake meeting with ADR staff to discuss disability history, documentation, past use of accommodations, and the current impact of the disability in the educational environment.

Some common accommodations are extended time for testing, reduced distraction testing, audio recording, peer note taking, access to alternative format textbooks, and access to assistive technology. Specific accommodations are determined on a case by case basis. ADR does not offer diagnostic testing, coaching (social or academic), personal care assistance, transportation assistance, or modification of curriculum.

Students should discuss questions or concerns about approved accommodations with ADR staff as a first course of action. If you are not satisfied with the response to your concern or if you want to invoke another procedure, you have three additional options:

1. Students may file a complaint under the Student Grievance Procedure;
2. Students and employees may file a complaint under the College's Policy on Affirmative Action, Equal Opportunity & Diversity; and/or
3. All persons may file a complaint with the Office of Civil Rights (OCR) of the U.S. Department of Education.

Advising, Career & Transfer Center

The Advising, Career & Transfer (ACT) Center offers comprehensive support services whose main objectives are to help students attain their educational goals and to help facilitate student growth and development. Advisors welcome the opportunity to discuss with students any topics that may contribute to a more satisfying college experience.

Students who come to the Center commonly receive support in the following areas:

- Academic Advising
- Career Exploration
- Transfer Information/Counseling

Academic Advising

At Massasoit, there are more than 60 programs of study offered with over 800 different courses to select from each year. With so many options available, the ACT Center can help students navigate which programs and courses to choose in order to meet their educational and career goals.

From the student's initial orientation right through graduation, the center provides assistance on such topics as program of study selection, course selection/sequencing, course load, and change of program process.

Career Exploration

Choosing a career can be an easy task for some students, while for other students, the task can seem overwhelming. No matter which perspective a student may take towards career decisions, the ACT Center is an invaluable resource for any student needing career information and exploration. Advisors collaborate with students in their career decision-making process, and may help them assess their career interests and values, select a program of study as it relates to a career, and research specific careers and their outlook in the workforce.

There are numerous tools that advisors may employ when working with students regarding career and may include:

- Career Assessments & Inventories
- Career-related Websites
- Career Exploration Workshops
- One-on-one career advising with an advisor

Career Services

The Career Services Office assists provides support at every stage of a student's education. The office assist students with a variety of career concerns from making a career choice, matching majors to occupations and devising a career action plan to reach one's educational or occupational goals.

Assistance is provided to students seeking internship opportunities, job search help, résumé review, interview preparation. Alumni is also supported in obtaining full- or part-time employment. Local employers are on campus during the fall and spring semesters to recruit students for jobs.

Each spring a job fair is held with a variety of employers from throughout the region. Students will have opportunities to apply for jobs and explore careers. Workshops are presented on Resumes, Cover Letter Writing, Interviewing, Networking, and Dressing for Success. Current full and part-time positions are posted on the Career Services JobLink.

Career Services is located on the Brockton Campus, Student Center, lower level, SC190. Hours are 8:00 am to 5:00 pm.

Transfer Information

Transfer services are part of Massasoit Community College's dynamic Advising, Career & Transfer Center. The Coordinator of Transfer Affairs & Articulation and academic advisors are committed to helping students navigate through the process of selecting and ultimately applying to a four-year college or university.

Students may take advantage of many transfer opportunities through MassTransfer or Commonwealth Commitment with four-year state institutions, or find many exciting transfer pathways at four-year private colleges/universities. With scholarship opportunities, course equivalency guides, our transfer calendar and virtual tour options, Massasoit Transfer Services offers comprehensive transfer advising throughout your time at Massasoit.

MassTransfer

MassTransfer is a collaboration between the Commonwealth's community colleges, state universities and the University of Massachusetts. System-wide resources and policies allow for students to transfer seamlessly, stay on track and minimize the time it takes to earn a bachelor's degree.
MassTransfer consists of the following:

General Education Foundation

MassTransfer provides any student in the Massachusetts public higher education system who completes the General Education Foundation (the Block) with the benefit of satisfying the general education/distribution/core requirements at any other public higher education institution, up to 34 credits before transferring. Students can log into the "My Massasoit" portal account, go to the launch pad and click on Degree Works, then search in Degree Works using the "What If" feature and select the year and the program/major of MassTransfer General Education Foundation (Non-Major) and click process to track completion of this process in their own account.

A2B Degree (Associate to Bachelor's) Mapped & Linked Programs

MassTransfer seeks to reward community college students who complete associate degrees at Massachusetts community colleges in select majors before they enroll in linked bachelor's programs at Massachusetts state universities or University of Massachusetts campuses. MassTransfer guarantees full transferring a minimum of 60 credits; depending on students' major and final GPA and/or prerequisite coursework, students who complete A2B Degrees (Associate to Bachelor's) may also receive guaranteed admission and tuition discounts.

- Transfer with GPA of 2.0+ and have guaranteed transfer of credits, no application fee, and no application essay.
- Transfer with GPA of 2.5+ and have guaranteed university admission.
- Transfer with GPA of 3.0+ and have MassTransfer 100% Tuition Credit

To see if your program/major is eligible click on the following A2B Degree by college and program. Students might also consider completing the participation form for Commonwealth Commitment.

A2B Degree Plus Commonwealth Commitment

A2B Degree students who attend full-time and earn a 3.00 GPA or higher also have the opportunity to participate in the Commonwealth Commitment. The Commonwealth Commitment (available in "A2B Mapped") further rewards students with a freeze on tuition & fees for all four years, and 10% end-of-semester rebates. Students must be under 15 college credits to apply.

- Transfer with GPA 2.0+ and have guaranteed transfer of credits, no application fee, and no application essay.
- Transfer with GPA of 2.5+ and have guaranteed university admission.
- Transfer with GPA of 3.0+ and have MassTransfer 100% Tuition Credit.
- Transfer with GPA of 3.0+ & Full-Time Continuous Attendance (not available for all majors) and have freeze on tuition & mandatory fees on program entry, 10% end-of-semester rebates.

Four-Year Colleges/Universities Participating in MassTransfer

View Four-Year Colleges/Universities Participating in MassTransfer. When you select Massasoit Community College as your starting institution and scroll through the Transfer School options. Access Cost saving with MassTransfer information.

Athletics

The objective of the Massasoit Community College Athletic Department is to provide students with the highest quality athletic, academic, and social experience. Our mission is to achieve competitive success in every program and develop and maintain an environment that promotes sportsmanship, teamwork, compliance, equity, and diversity. We strive to provide quality leadership and management to help our teams achieve a positive level of success.

Field House Hours

Monday to Friday, 9:00 am to 5:00 pm

Pool Hours

Varies semester to semester; please check the athletics webpage for current hours massasoit.edu/student-services/athletics/.

Open Gym

Varies semester to semester; please check the athletics webpage for current hours massasoit.edu/student-services/athletics/.

Multipurpose Room

Available during Field House hours when no classes are in session.

NJCAA Sports

Men's Soccer

The men's soccer program qualified for the NJCAA Northeast District Tournament for 14th time in the last 15 seasons in 2021. Massasoit men's soccer has been one of the region's top programs over the years including winning back-to-back NJCAA National Championships in 1986 and 1987. In total, the Warriors have qualified for the National Tournament 16 times, most recently in 2021 as an at large bid.

Women's Soccer

The women's soccer program has been a constant top tier program in Region 21, advancing to the regional tournament in each of the last 15 seasons. During the 2021 campaign, the Warriors went undefeated during the regular season on the way to winning just the second Region 21 title in program history. The regional crown earned the Warriors an automatic bid to the NJCAA National Tournament, as the Warriors made just their second appearance ever, and first since 1989.

Men's Basketball

The men's basketball program advanced to the NJCAA National Tournament for the first time in program history during the 2017-18 season by winning the NJCAA Region 21 Championship. In total, the Warriors have captured a pair of Region 21 titles and four MCCAC State Championships and posted 11 20-win seasons in program lore.

Women's Basketball

The women's basketball program made history in 2019-20, climbing to No. 1 in the NJCAA rankings for the first-time in any women's sports at Massasoit. The Warriors captured the Region 21 Championship that season, first since 2013-14 and earned the No. 1 seed at the NJCAA National Tournament.

Baseball

The baseball program has produced a long run of successes, winning a NJCAA National Title in 1993. In addition, the Warriors have won 11 New England Championships and seven MCCAC State Titles. The Warriors qualified for the Region 21 Tournament for the 37th consecutive season.

Volleyball

In 2019, the Massasoit volleyball team captured the Region 21 Championship in the programs first season in 33 years. Massasoit qualified for the Region 21 Tournament for the second straight season and has been a top tier program within the conference.

Basic Needs Security

The College recognizes that students can only learn effectively if they can access basic needs such as housing and food. Massasoit's Center for Basic Needs Security can connect students with resources related to housing, food insecurity, clothing, utility assistance, financial/benefit assistance, legal support services, technology access, childcare, and transportation.

Students can email Ellyn Craig- Senior Special Program Coordinator for Basic Needs Security at ecraig3@massasoit.mass.edu or call (508) 588-9100 x1018. The Basic Needs Security office is located in SC123. Students may also complete a CARES report through the Massasoit Reporting Forms webpage.

The Food Pantry at Massasoit

The Food Pantry at Massasoit Community College offers students the opportunity to shop for free groceries and hygiene products monthly. Students can come to the Food Pantry daily Monday to Thursday for a free lunch, snack, and drink with their student ID. The Food Pantry is located in SC136 and can be reached at (508) 588-9100 x1402. Alice's Closet is an on-campus clothing closet free for Massasoit Community College students. Students may visit the Food Pantry to schedule an appointment with Alice's Closet.

Early College Access

The Office of Early College Access at Massasoit Community College provides access to and preparation for higher education. There are a variety of opportunities for students to take college classes for college credit that include the early college high school Gateway to College program and the Individual Dual Enrollment Program to early college pathways on high school campuses. Every course taken through an early college experience is equivalent to the same college course at Massasoit Community College.

The Early College Access team is committed to helping all students accomplish their goals by transforming them into lifelong learners. Under the guidance of academic coordinators, as well as a caring team of instructors, high school students learn the skills they need to succeed—in college, career and life—all while earning college credits. Each program has unique eligibility requirements.

Early College Programs

Early College Pathways

Massasoit partners with school districts to offer programming on high school campuses. Early College Pathways include college credit bearing classes in the Mass Transfer block of courses. These courses are paired with a non-credit college readiness seminar series taught by an Early College Access Academic Coordinator who also serves as the students' college advisor. While these classes follow the academic calendar of the high school, courses must meet the minimum seat requirement for college courses. For more information, contact earlycollege@massasoit.mass.edu.

Early College High School

This pathway partners the college with school districts to provide students with an immersive classroom experience on Massasoit's campus. Students have the opportunity to earn significant college credit or an associate degree in a program approved by their school district. Students must demonstrate readiness for learning in an independent, adult learning environment by successful participation in Early College Pathways. Examples of this include Gateway to College and New Heights Charter School of Brockton. For more information, contact earlycollege@massasoit.mass.edu.

Individual Dual Enrollment Program

Individual Dual Enrollment Access (IDEA) offers Massachusetts high school and homeschool (see policy) students dual enrollment classes as an affordable way to earn college credits, and gain a head start on earning their college degree. The program provides students the opportunity to develop college-level academic skills while still in high school, as well as an accelerated college pathway that reduces time to graduation. At $50 per credit, IDEA is a reduced tuition program; however, students are responsible for additional fees and associated costs (i.e. online fees, technology fees, books, etc.). Only select courses are eligible for the reduced rate. Students under the age of 16 are required to meet criteria for Massasoit's Youth Learner Policy (see policy).

Massasoit Dual Enrollment Program (MDEP)

Massasoit Community College offers a reduced tuition rate of $50 per credit hour for up to two courses per semester. Students who meet course pre-requisites can enroll in classes that meet certain criteria:

- After 4:00 pm Monday through Friday
- Any time on Saturday or Sunday
- Select sections of online classes

Students are required to pay for lab, or special course fees, in addition to books and supplies. To have the discounted rate applied, paperwork must be submitted to the Office of Early College Access.

Commonwealth Dual Enrollment Partnership (CDEP)

CDEP is a state-funded grant opportunity for eligible students to enroll in a college class free of charge in the spring semester. Students are selected on a first-come, first-served basis and new students are given priority consideration. Grant criteria includes:

- Students who may not have had the opportunity to participate in an early college experience due to financial circumstances.
- Priority is given to first-generation college students and students interested in STEM fields (science, technology, engineering, and mathematics).

Applicants must be approved by the Office of Early College Access. State funding is limited and approved on a yearly basis.

Early College Policies

- Homeschool Policy
- Youth Learner Policy

High School Articulation Agreements

The Massachusetts Community Colleges Executive Office (MCCEO) and the Massachusetts Department of Elementary and Secondary Education (DESE) partnered to form a task force with representation from both secondary and postsecondary institutions for the purpose of developing statewide articulation agreements to facilitate secondary students' transitions to the public community college system. Currently, the 15 Massachusetts Community Colleges and Chapter 74 approved Secondary Career/Vocational Technical High Schools across the Commonwealth have established statewide articulation agreements in the following programs:

- Drafting
- Manufacturing/Engineering
- Culinary Arts
- Transportation
- Arts & Communication
- Information Technology
- Early Childhood Education
- Hospitality Management
- Business Technology
- Health Assisting (CNA)
- Medical Assisting
- Carpentry
- HVAC
- Machine Tool Technology

Additionally, Massasoit Community College has developed the following articulation agreements:

- **Broadcasting Technology to Liberal Arts/Media Option**
  Quincy High School
- **Diesel Technology**
  Madison Park Technical Vocational High School
- **Electronic Technology**
  Blue Hills Regional Vocational Technical High School
  South Shore Regional Vocational Technical High School
- **Marketing**
  Plymouth South High School

SACHEM

Massasoit is a fully-participating member of the Southeastern Association for Cooperation in Higher Education in Massachusetts (SACHEM), a consortium of nine institutions of higher education in Southeastern Massachusetts whose purpose is to provide extended educational opportunities through cooperative programs and projects in a variety of educational and cultural endeavors. Of particular interest to students is the opportunity to enroll in selected courses at other SACHEM institutions as part of a full-time course-load at no additional cost.

The schools included in this consortium are:

- Bridgewater State University, Bridgewater
- Bristol Community College, Fall River
- Cape Cod Community College, West Barnstable
- Dean College, Franklin
- Massachusetts Maritime Academy, Buzzards Bay
- Massasoit Community College, Brockton
- Stonehill College, North Easton
- University of Massachusetts, Dartmouth
- Wheaton College, Norton

Details of the cross-registration program for those who are interested may be obtained from the Registrar's Office.

Student Life

The mission of the Student Life Office is to create an inclusive, engaging, and supportive campus environment that fosters each student's academic, personal, and professional success. Offering comprehensive programming, college sponsored organizations, and service opportunities, that promotes a global community and the intellectual, social, and emotional growth of our diverse student body. The Student Life Office is committed to the College's mission of creating a supportive and safe environment for all students. Students are encouraged to plan, organize, and implement programs that promote intellectual, social, and emotional growth for the benefit of the entire College community.

Student Clubs

For the most current listing of student clubs, descriptions, and contact information, please visit Engage @ Massasoit. Students looking to start a new club are encouraged to submit a new club form.

Student Leadership

Student Senate

The Student Senate is the Student Government Association at Massasoit Community College. They serve as a liaison between the student body and the college administration, participating in planning and decision-making processes to improve the college experience for all students. They also oversee student clubs and organizations, including the annual review of club applications and the allocation of funds to support the missions of established clubs and organizations. Senators are also very involved members of the college community, planning and attending student activities and events, and participating in community service projects.

Student Senate Constitution

Student Trustee

The Student Trustee is the elected student representative to the Board of Trustees, the College's governing board that typically meets once a month. The Student Trustee serves as the voice of the students in matters such as strategic planning, financial decision-making, and policy development. In addition, the Student Trustee represents the College on the statewide Student Advisory Council that meets monthly and serves as a member of the Student Senate that meets weekly. The Student Trustee also has opportunities to meet with legislators and advocates for the students at Massasoit and community colleges as a whole.

Student Rights & Responsibilities

The Office of Student Rights and Responsibilities prides itself on helping students navigate their rights and responsibilities at Massasoit Community College. The Office assists students in navigating behavioral concerns, wellness, and mental health challenges, as well as student grievances. This holistic approach helps students understand their role in the community and develop a plan to succeed moving forward.

Student Wellness Referrals

Massasoit's CARE Team is here to support students navigating difficult situations that may interfere with their ability to be successful. Common CARE Team referrals include but are not limited to Housing/Food Insecurity, Financial Insecurity, Domestic/

Dating Violence, and Mental Health. To submit a CARE Team Referral, please submit a CARE Team Referral Form. For additional Health and Wellness resources, please visit Massasoit's Health and Wellness webpage.

Student Code of Conduct

Massasoit Community College expects students to conduct themselves in a manner that is appropriate to a collegiate environment. Massasoit Community College strives to maintain a learning environment that enhances the academic, intellectual, cultural, and social enrichment of its students, faculty, staff, and the community at large.

To ensure that no member of the College community is deprived of this collegiate environment, students' rights and responsibilities are clearly stated, and behavior and discipline codes have been established. To review these expectations, please review the Student Code of Conduct.

To report suspected violations of the Student Code of Conduct and other conduct-related concerns, please submit a Student Conduct Referral Form.

Student Grievance Procedure

A student may use the Student Grievance Procedure to address alleged abridgment of the student's rights. The student Grievant or the Responding Party may consult with the Student Grievance Officer at any time. The College's Student Grievance Officer is Eraj Mashmasarmi, Director of Student Rights and Responsibilities.

The Student Grievance Procedure may not be used to address allegations of discrimination, including sexual harassment. When a student believes that they have been discriminated against due to their race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, genetic information or national origin, the College's Discrimination and/or Title IX Sexual Harassment Complaint Form is a mechanism for resolution.

Student Support Programs

Choices

The mission of the Choices Program is to provide support services that meet the needs of Transitional Assistance (DTA) recipients and other qualified low-income individuals, including those receiving MassHealth, Snap, or WIC benefits. Choices assists students in managing the demands of parenting, family responsibilities, employment, and personal issues as they pursue a college education.

Choices promotes realistic self-appraisal, enhanced self-esteem, and career exploration. Program participants are offered the opportunity to pursue higher education and obtain the skills needed to achieve their career goals.

Choices promotes a holistic approach designed to foster self and occupational awareness to assist each participant in recognizing and understanding their individual strengths and limitations. As a result, participants are better prepared to begin the process of choosing, finding, and keeping employment.

Choices program participants have access to:

- Individual counselors providing academic and personal guidance
- Participation in a learning community connecting to peer support
- Career exploration and decision-making
- Referrals to college and off-campus resources
- Workshops and special events

Students are encouraged to participate in tutoring, workshops, extra-curricular college activities, and college clubs and organizations.

For eligible recipients, day care fee assistance and transportation reimbursement may be available through the Department of Transitional Assistance.

Latch Academic Support Program

The Latch program is a first-year support and learning community. It serves a diverse population of about 185 students per semester who are looking for support as they transition into college and develop their reading, writing, mathematics, and other academic skills. For over 50 years, Latch's community approach to education has helped students establish successful independent learning strategies and set realistic academic and career goals.

The Latch program offers a mix of academic advising and counseling, peer tutoring and mentoring that create a tight-knit learning community in which students learn together and from one another. Moreover, professors maintain regular contact with Latch's academic counselors on students' progress, providing a way for our support team to address academic issues as they arise. Since student engagement and participation are keys to successfully transitioning into college, students agree prior to acceptance in the program to participate in all of its aspects.

Students are eligible for the Latch program if they are enrolled in a degree or certificate program; are new to college and looking to develop their reading, writing, mathematics, and other academic skills; are a matriculated student who has been removed from a degree or certificate program due to academic probation or deficiency; tested into one or more developmental courses; have had unsatisfactory academic experiences in the past; and/or have been away from school for a long time.

To apply, students may submit an application on the Latch page on the Massasoit website or stop by Latch tutoring in Brockton for assistance.

SUCCESS Scholars Program

The SUCCESS Scholars Program is a student support program open to all part-time students. The goal of this innovative program is to improve the retention, transfer, and graduation rates of part-time students through holistic, wraparound student support services.

Our services include case-managed academic and career advising, peer coaching, and an ongoing student-led Participatory Action Research (PAR) project. Program activities will include opportunities for students to develop their academic and leadership skills, financial wellness, career interests, and more.

The SUCCESS Scholars Academic Counselors provide guidance on many subjects including but not limited to:

- Academic Enrichment
- Financial Wellness
- Career Work Readiness
- Health & Wellness

The Massasoit Community College SUCCESS Scholars program helps students do well and move through their academic program while managing the costs and demands of a college education. They also have the opportunity to build relationships with fellow students of similar backgrounds and experiences who share like-minded interests, passions, and academic goals.

TRIO Student Support Program

TRIO Student Support Services Program is a federally funded program that helps first-generation, low income, and students with disabilities with demonstrated academic need to overcome class, social, and cultural barriers to higher education. The goal of the program is to increase retention, graduation, and transfer rates from two-year to four-year institutions of eligible students. The program is available to 180 Massasoit students who have applied and have been accepted each year.

To qualify, students must meet at least one of the following criteria:

- Be a first-generation student (neither parent is a four-year college graduate);
- Be within the federal TRIO Program low-income guidelines;
- Be a qualified individual with a documented disability

Each student will be assigned an academic counselor to help them succeed in college.

The student and counselor will jointly develop an Educational Action Plan.

Students have access to intensive academic advising, personal counseling, mentoring, laptop computers, and assistance with transferring to four-year colleges.

- Students benefit from personal assistance in applying for and managing financial aid, as well as the TRIO/SSS Grant Aid Scholarship to those that qualify.
- Students have the opportunity to take part in special on- and off-campus cultural and leadership activities, and campus visits with other TRIO students.
- Special topics in SSS workshops include study skills, time, stress, and money management, leadership, and developing a resume.

Veteran Services

Massasoit Community College Veterans Services and its staff are dedicated to assisting those who served and is open to all military members and their families and veterans attending the college. The Veterans Center is a one-stop location with a dedicated certifying official to assist with educational/financial benefits and college administrative issues; a dedicated Veteran counselor to assist with any educational or personal issues; a lounge area for studying, socializing, and unwinding; computer workstations for class assignments, research, employment search, and browsing; and a multimedia-enabled conference area for presentations and meetings.

Policies for Veteran Students

Veterans Benefits and Transition Act of 2018 Section 103

In accordance with Sec. 103 of the Veterans Benefits and Transition Act of 2018:

Massasoit Community College permits any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a certificate of eligibility can also include a statement of benefits obtained from the Department of Veterans Affairs' (VA) website, eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

*A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

Massasoit Community College does not penalize Chapter 31 or 33 students if/when the VA is late making payments. Massasoit Community College does not have any policies in place that would do any of the following while waiting for VA payments:

- Prevent enrollment
- Assess a late penalty fee
- Require alternative or additional sources of funding
- Deny access to school resources

In order to prevent outstanding student accounts, Chapter 31 or 33 students must:

- Submit a COE or Statement of Benefits by the first day of classes
- Submit a written request to be certified
- Provide any additional information needed for certification

The Veterans Access, Choice and Accountability Act of 2014

Massasoit Community College adheres to The Veterans Access, Choice and Accountability Act of 2014. As of July 1, 2017 any qualifying Veterans, dependents and individuals are eligible for in-state tuition and fees.

For all courses, semesters, or terms beginning after August 1, 2021, Massasoit Community College charges qualifying veterans, dependents and eligible individuals tuition and fees at the rate for in-state residents. Covered individuals including the following will be charged the in-state resident rate:

- A veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post-9/11 G Bill), of 38 U.S.C. who lives in the state in which the institution is located (regardless of his/her formal state of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence).
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31 or Chapter 33 of 38 U.S.C.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal state of residence).

Harry W. Colmery Veterans Educational Assistance Act

Accordance with the Harry W. Colmery Veterans Educational Assistance Act- Forever GI Bill® signed into law on August 17, 2017 monthly housing allowance will be based on the specific campus where the student is taking most classes.

Main Campus: One Massasoit Blvd, Brockton, MA 02302
Extension Campus: 900 Randolph Street, Canton, MA 02021
Extension Campus: 49 Union Street, Middleboro, MA 02346

Massasoit Community College under S2248 PL 115-407 will not enforce any penalties for any late payments or any other penalties against a veteran, dependent or eligible individual. Any portion of the student bill not covered by VA benefits is still expected to be settled by the due date.

Military Leave/Withdrawal

Massasoit Community College adheres to the Massachusetts Public Colleges and Universities policy on students who are called to active military duty as follows:

Students who are unable to complete a semester because they are called to active United States military duty shall, upon verification, be granted the option of a refund or credit of tuition and campus fees. With respect to any health insurance fee, the refund policy is subject to the concurrence of the institution's insurance carrier.

Any students who have received any form of financial aid, including a full or partial scholarship or student loan or who expect to receive such, should contact the Financial Aid Office at their respective institution to make appropriate arrangements.

Students shall receive non-punitive withdrawals in all courses from which they are required to withdraw.

Verification shall be provided by furnishing the Registrar with a copy of the Order to Active Duty within one week (7 days) of receipt of the order. If the Order is not in writing, the student may sign an affidavit attesting to such order which includes an address or telephone number where the institution can verify the Order and furnish the affidavit to the Registrar within one week (7 days) of receipt of the order.

The institution's president may waive or suspend any institutional policy or regulation that negatively impacts students in their withdrawal or subsequent readmission to the institution due to a call to active duty.

The institution, upon request of a student, should assist the student in filing mitigating circumstances forms with external state or federal agencies (for example, Veterans Affairs) in an attempt to prevent overpayment charges being made against the student.

Any student required to withdraw due to being called to active duty shall be given priority in enrollment in the program of his or her choice upon return to the institution for the two semesters immediately following his or her discharge from active duty.

To initiate the process, students must go to Student Central, complete a Withdrawal from the College form, and provide a copy of the Order to Active Duty or an affidavit as described above. A grade of W will be recorded for all courses after the official withdrawal procedure has been completed. For more information, contact the Veteran Services Counselor at 508-588-9100, x1063 or at veterans@massasoit.mass.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

Academic Information

This section of the Catalog contains academic term definitions and procedures, and information on core curriculum, grading, and frequently asked academic questions.

Academic Definitions

Academic Deficiency

The student has a number of alternatives when their academic status falls to Academic Deficiency:

1. If applicable, the student may complete his/her incomplete course work and bring the academic record back into Good Standing before the beginning of the next semester.
2. The student may submit an appeal to the Appeals Committee. The Committee will consider alternatives and make recommendations to the Senior Vice President and Vice President of Faculty and Instruction.
3. The student may request special academic counseling and planning with College counselors or developmental program staff who will consider alternatives and make recommendations to the Senior Vice President and Vice President of Faculty and Instruction.
4. If no action is taken within the identified timeframe, the student remains in deficiency status and in a non-degree program for one academic semester. After one academic semester, a student may apply for readmission to a degree program.

Academic Degrees

The Board of Higher Education has statutory authority to confer Associate Degrees to individual community colleges. Upon recommendation of the faculty, those candidates who qualify may be awarded a degree of Associate in Arts (A.A.), the degree of Associate in Science (A.S.), or the degree of Associate in Applied Science (A.A.S.).

A Certificate is awarded to students who complete at least 30 credits in a Board of Higher Education approved program.

Academic Forgiveness

Academic forgiveness provides a second chance for students who had an unsuccessful start in an academic degree or certificate program in the past. It allows students who have demonstrated recent academic success to have failing grades (D+ and lower) removed from their grade point average (GPA) while retaining credit for grades of C- or higher. Academic forgiveness will only be granted one time per student.

Academic Forgiveness Eligibility Requirements

Student must have been absent from Massasoit Community College with no recorded grades for a minimum of three full academic semesters (fall and spring semesters only; Winter Session and Summer Session do not qualify).

Student must be currently matriculated in a degree or certificate program (cannot be non-degree).

Student must be seeking their first degree or certificate from Massasoit Community College (cannot have graduated previously from Massasoit).

Student must have completed at least one semester and earned at least 12 credits with a GPA of 2.50 or higher in their returning semester(s).

If all eligibility requirements are met and academic forgiveness is granted, then all courses with a grade of D+ or lower taken before the defined absence will be excluded from GPA calculations and "Academic Forgiveness Approved" will be noted on transcripts for each approved semester. These courses will still remain on college transcripts and will continue to be considered attempted courses in the completion rate and grade point average when determining satisfactory academic progress (SAP) for financial aid.

Academic Probation

Students who are not in Good Standing will be placed on Academic Probation and are strongly encouraged to meet with a counselor. The purpose in meeting with the counselor is to consider one or more of the following options:

1. a reduction or change in the student's intended course selection for the next probationary semester;
2. a reduction or change in intended work plans for next semester;
3. tutoring;
4. academic assistance program, Latch;

5. a program of regular, periodic meetings with the student's new instructors, counselor, and/or faculty advisor and
6. career reassessment program.

After one semester of Academic Probation, the student will:

1. be removed from Academic Probation if the cumulative grade point average is raised to or above that required for Good Standing.
2. continue on Academic Probation if the probationary semester's grade point average is 2.25 or above, but the cumulative grade point average stays below that required for Good Standing.
3. Will have a status of Academic Deficiency if the semester's GPA is below 2.25 and the cumulative GPA is below that required for Good Standing.

Academic Standing

The cumulative GPA is the total of all Quality Points acquired divided by the total number of credits attempted. Students are considered to be in Good Standing if they maintain a cumulative GPA as indicated:

1.0 upon the completion of 1-15 total credits

1.6 upon the completion of 16-30 total credits

1.75 upon the completion of 31-45 total credits

2.0 upon the completion of over 45 total credits

Withdrawals, Incompletes, Passes, and Audits are not completed courses and, therefore, do not factor into the GPA.

The minimum cumulative GPA for graduation is 2.0. Students receiving financial aid are also required by government regulations to comply with additional standards. Please see Financial Aid Section.

Academic Year

The academic year consists of two semesters of about 15 weeks each. Curricula leading to the degrees of Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) are designed so that a student pursuing a program can complete graduation requirements in two academic years, or four semesters. In most associate degree programs, the opportunity exists to complete the required curricula over a longer period of six to eight semesters by taking fewer courses per semester. Interested students should contact a counselor or academic advisor for details.

Certificate programs are typically completed in one or two semesters.

Credit Hour

Massasoit has adopted the federal definition of a credit hour: an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is consistent with commonly accepted practice in postsecondary education and that reasonably approximates not less than:

1. One hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time;
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

In determining the amount of work associated with a credit hour, the institution may consider a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

Semester Hour

A semester hour is a unit of credit earned for attending and successfully completing a course during a given semester. A class that awards 3 semester hours represents 150 minutes of instructional time per week for 15 weeks with the expectation of at least two hours of additional work or the equivalent. Laboratory courses may carry additional credit hours, usually at the rate of one credit per two hour lab. Sixty or more semester hours (but not more than 70) are required for graduation from degree programs depending on the curriculum in which a student is enrolled. Certificate programs may require fewer semester hours.

Graduation

Massasoit Community College does not require students to apply for graduation. Students who have completed their program(s) of study and met all graduation requirements will automatically be graduated at the end of the term (January, May/June/August). To graduate from MCC, students must:

- complete all program requirements, both courses and credits, which will be verified by the Office of the Registrar
- have a minimum 2.0 cumulative grade point average (GPA)

Students will be contacted by the Office of the Registrar in their final semester to notify them of their upcoming graduation from their certificate and/or associates degree program and to request the student's desired diploma name and name pronunciation.

Opt out: students will be able to opt out of graduating that term should they choose. A request from the student's Massasoit email address to the Registrar email or submission of the Request to Opt Out of Graduation form is required to delay graduation.

Massasoit has three degree conferral dates: one in January for coursework completed during the fall semester, one in May/June for coursework completed during the spring semester, and one in August for coursework completed during either summer term. Commencement ceremonies are held once a year at the end of the spring semester.

Graduation Requirements

Candidates for graduation must satisfactorily complete all of the following requirements:

- Complete all courses required for each degree/certificate program;
- Complete the minimum credits required for each degree/certificate program;
- A minimum of 15 credits (or 25% of the program) must have been completed at Massasoit for degree programs or at least 50% for certificate programs;
- Achieve a cumulative GPA of at least 2.0;
- Be free from disciplinary probation at time of graduation; and
- Have met all financial obligations in full to the College.

Commencement

Students who have completed all of the graduation requirements by the commencement date are eligible to participate in the ceremony. Information regarding the graduation ceremony for potential graduates will be posted on the Massasoit Community College website. Graduation packets are available for graduation students. Cap and gowns are available through the College virtual bookstore.

Graduation with Honors

Graduation with Honors is an official recognition by the College of outstanding academic achievement by a student during the entire period of his/her enrollment at the College. Honors are given to individuals receiving an Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S), and our three Board of Higher Education-recognized certificate programs.

A student's cumulative GPA as of his/her last semester in attendance before degree conferral is used to determine Graduation Honors.

- **Honors: 3.3-3.69 GPA**
- **High Honors: 3.7-3.89 GPA**
- **Highest Honors: 3.9 and above GPA**

The corresponding honors designation will appear on a student's official transcript. Phi Theta Kappa membership and Honors Program fulfillment will also appear on a student's official transcript.

Online Learning

Massasoit offers a variety of distance education courses each semester -- from fully online to hybrid to video conference. These options allow students to customize their learning experience to match educational goals, learning styles, and scheduling constraints. To learn more, visit massasoit.edu/online-learning or email onlinelearning@massasoit.mass.edu. Orientation sessions are offered both online and through face-to-face orientations sessions on campus.

Student Status

- Freshmen are students who have completed fewer than thirty credits. Sophomores are students who have completed thirty or more credits.
- Full-time students are those registered for at least twelve credits per semester.
- Part-time students are those who register for fewer than twelve credits per semester.

- Matriculating students are those who have been formally accepted in a program.
- Non-degree students are those who are not in any academic program. A special student who is part time registers for courses on a space-available basis.

SACHEM

Massasoit is a fully-participating member of the Southeastern Association for Cooperation in Higher Education in Massachusetts (SACHEM), a consortium of nine institutions of higher education in Southeastern Massachusetts whose purpose is to provide extended educational opportunities through cooperative programs and projects in a variety of educational and cultural endeavors.

Of particular interest to students is the opportunity to enroll in selected courses at other SACHEM institutions as part of a full-time course-load at no additional cost.

The schools included in this consortium are:

- Bridgewater State University, Bridgewater
- Bristol Community College, Fall River
- Cape Cod Community College, West Barnstable
- Dean College, Franklin
- Massachusetts Maritime Academy, Buzzards Bay
- Massasoit Community College, Brockton
- Stonehill College, North Easton
- University of Massachusetts, Dartmouth
- Wheaton College, Norton

Details of the cross-registration program for those who are interested may be obtained from the Registrar's Office.

Transcripts

Transcripts are a cumulative record of a student's grades at Massasoit. Students may need a copy of their transcript for an employer, for admission to a transferring institution, for personal records, etc.

To order transcripts, current or recent students who have an active MyMassasoit portal account can log into their account, find the Registrar Links card, then click "Order Official Transcript".

Former students with no active MyMassasoit account can create an account with Parchment to order transcripts. Transcript requests forms are available in Student Central (Student Center in Brockton, 1st Floor in Canton) and online.

Transcripts can only be released directly to the student or to a person or entity designated by the student (a photo ID is required when picking up a transcript in person). Transcripts are $3.00 per copy and must be paid for upon ordering using any major credit or debit card.

For more information, visit massasoit.edu/transcripts.

The Registrar's Office does not print unofficial transcripts. Active students can view and print their unofficial transcripts from the MyMassasoit portal.

Academic Honors

Commonwealth Honors Program

The Commonwealth Honors Program at Massasoit offers students honors courses in a variety of academic disciplines. Students are generally identified in their English Composition I classes, but any matriculated student who carries a GPA of 3.0 or higher and meets the criteria for a specific Honors course may be enrolled in that course. Admission typically comes after completion of 12 college credits, but exceptions are made for highly motivated students. Honors classes feature a seminar format of teaching and learning, a high degree of student participation, and ongoing conferences between students and their professors. All honors classes are designated as such on students' transcripts. Students may enroll in individual courses or work to complete the program and graduate as Commonwealth Honors Scholars. Students who complete all academic requirements of the Commonwealth Honors Program receive a $350 scholarship. The small size and intimate atmosphere of honors classes appeal to students who seek a strong voice in their education. Students receive sustained assistance in planning their future educational goals, including transfer.

Students receive a $100 waiver for each three- or four-credit honors course. The Brockton and Canton campuses have a dedicated Honors Center. The Honors Center is where students study, use computers, and meet with other students in the program.

Honors Program Highlights:

- Student presentations by members of the Honors Speakers Bureau
- Extracurricular activities for cultural enrichment
- Statewide undergraduate conference
- Student presentations of their Honors research at the end-of-semester at the Massasoit Honors Conference
- Massasoit Community College is a member of the National Collegiate Honors Council

Dean's List

Students who have earned a GPA of 3.4 or higher in a semester in which they have completed at least nine credits are considered candidates for the Dean's List. Students who have received a Failure or Incomplete cannot be included on the Dean's List. However, students who make up work and whose Incomplete grades are changed by the professor may be added to the Dean's List for one full semester only.

Massasoit Green Key

The Massasoit Green Key Award is an honorary activities society, established in 1968, designed to recognize the contributions made by students in the College and the wider community and to encourage involvement and participation in the life of the College. Although selection is primarily based on leadership, participation, and unselfish contributions of one's time, energy, and ability, the student must also be making satisfactory progress in his or her academic pursuits. Membership in this organization represents the highest honor the College can bestow for outstanding leadership in both the College and the community.

Honors Courses

An Honors course is any course of the College which is taught in an Honors format. This format involves a seminar style of teaching and learning, a high degree of student involvement in both class discussion and the presentation of reports, and ongoing consultations between student and instructor. Students admitted to a course on an Honors basis are usually recommended by one instructor of the department and, as a condition for entry, are interviewed by the instructor of the Honors course itself. Students may be asked to read course materials or texts before the first class of the course. Each course taken in an Honors format is so noted on the student's transcript.

Phi Theta Kappa

In 1985 the Honor Society of American Community and Junior Colleges established a chapter of Phi Theta Kappa at the College. The purpose of the society is to recognize publicly those students who pursue the ideals of scholarship, leadership, fellowship, and service. Students who have successfully completed 12 credits toward a degree program, achieved at least a 3.5 cumulative grade point average, and who have demonstrated leadership in the community and the College are eligible to be inducted into this society. Massasoit's chapter of Phi Theta Kappa is Alpha Kappa Upsilon.

Academic Frequently Asked Questions

Change of Program

Students interested in changing their program of study initiate the process with an advisor in the Advisement & Counseling Center in Brockton, the Enrollment Center in Canton, or the Main Office in Middleborough. Required paperwork is filled out during a discussion with the advisor, and career counseling is provided if necessary. All completed requests are filed with the Registrar's Office.

Please note: applications to selective admissions programs are submitted to the Admissions Office.

Directed/Independent Studies

The intent of special studies is to provide:

1. an alternative method for completing catalog courses (Directed Study); and
2. an opportunity to explore subject matter not presently offered (Independent Study).

Students who wish to take a directed or independent study course must fill out the Directed/Independent Study Form found on the MyMassasoit Student portal and discuss it with the faculty member who is willing to guide their studies.

This discussion is to occur prior to the start of the semester in which the directed/independent study course will be held. The student must sign and submit this form to their faculty member no later than the end of the semester's add/drop period.

Students who plan to complete a Commonwealth Honors project must discuss their project with their faculty member within the first three weeks of the semester. They are to sign and submit their Directed/Independent Study Form no later than four weeks after the start of the semester. The form will require the signed approval of the faculty member, Division Dean, and Vice Provost of Academic Affairs. Students may have up to two directed/independent courses per program while attending Massasoit.

Concurrent Curricula

The College allows students to be enrolled simultaneously (concurrent curricula) in up to three certificates and one degree program at the student's request before the completion of the certificate requirements, or in two degree programs at the student's request before the completion of the first degree. There is a maximum of four concurrent programs at a time. Students should complete a program modification form with an advisor in the Advising, Career & Transfer Center.

Credit for Prior Learning

Prior Learning Assessment (PLA) is a process through which students enrolled in a degree or certificate program at Massasoit Community College may earn college credit for knowledge gained through training, military service, work experience, volunteer service, or other experiential learning that occurred prior to enrollment at the college.

Through prior learning assessment, Credit For Prior Learning (CPL) may be awarded for college-level learning for which documentation exists to verify a student's mastery of course outcomes.

Student Learning Assessment

In keeping with Massasoit Community College's commitment to excellent educational experiences and high-quality programs for its students, and consistent with practices at other institutions within the state and nationally, Massasoit Community College routinely engages in the assessment of student learning at the course, program, institution and system levels.

The learning outcomes assessment process may include a variety of methods such as standardized tests, student surveys and focus groups, campus developed instruments, and a review of student course and co-curricular work. In circumstances beyond the individual course level, where a student's course or co-curriculum work is selected for assessment, the identity of the student will be protected. The student's name, grade or other identifying information will be removed before the student work is reviewed. Selected student work may be subject to review by a limited cohort of higher educational personnel, primarily faculty. Assessment of student learning is undertaken primarily for the purpose of improving student learning, curriculum development, instructional improvement, and enhancing student academic success.

Assessment activities will have absolutely no effect on a student's grade, academic standing, ability to transfer, or ability to be graduated. Massasoit Community College will take all necessary steps to ensure the confidentiality of all student records and student work reviewed through this process in accordance with FERPA regulation.

Cancellation of Classes

To view school cancellations, visit the Massasoit website at massasoit.edu.

When cancellation of classes is necessary due to inclement weather, announcements will be made at approximately 6 a.m. on the following radio and TV stations: WPLM-FM (99.1), WCTK (98.1), WBZ-TV (Ch. 4), WBZ-AM (1030) WHDH-TV (Ch. 7), NECN (Ch. 8), WFXT-TV (Ch. 25). Each campus may be independent of the other in regards to class cancellations in an emergency situation. Evening school cancellations are broadcast over the same stations at approximately 3:00 p.m. To sign up for the campus alert system, visit www.getrave.com/login/massasoit or the Massasoit website under Campus Police.

Please do not call the College.

For individual class cancellations and classroom changes, please refer to Canvas or your instructor's preferred method of communication, and if on campus, the digital TV monitors.

English 101 Substitution

A student, based on testing scores, may place out of ENGL 101 English Composition I and substitute any college-level writing course in its place. This is also the case if a student placed into an equivalent to ENGL 102 at another school and was not required to take the ENGL 101 equivalent. Currently there are only two options for replacement: ENGL 119 Creative Writing or JOUR 120 Journalism Basics for the Digital Age.

Core Curriculum | Massasoit Community College Catalog

What is Core Curriculum?

The "Core" is the center of our curriculum. It is a group of required courses that will assist the student to gain a foundation of knowledge, skills, and proficiencies that we believe every graduate of Massasoit should possess. This Core will assure employers and transfer colleges that our graduates have pursued a liberal arts education that is college level in the areas of communication, mathematics, science, social science and humanities.

A major benefit of the Core Curriculum is that it has been carefully designed to assist students to develop the prerequisite and corequisite skills needed to ensure success in their degree program (the Core does not pertain to Certificate programs unless otherwise specified by the individual program). The Core is competency-based. If a student is able to demonstrate that he/she already possesses these skills, he/she will be allowed to select courses of a higher level and/or a greater diversity of subject matter. A series of assessment tests will be employed to determine each student's level of ability. Test results will dictate whether a student will be exempt from certain courses or placed in courses to assist the student in gaining the skills he/she needs. Visit the Testing and Assessment page for more information.

The Core Curriculum has been designed to assist students to gain knowledge and skills that enhance and complement those of their chosen field. It will broaden life interests and equip a student to make more effective use of our world throughout life. We believe that it will help each student to keep growing as a person. We are proud of our Core Curriculum and trust that our students will share our belief when they have engaged in it.

Minimum Core Requirements

There are three Cores: one for Associate in Arts (AA) degrees, one for Associate in Science (AS) degrees, and one for Associate in Applied Science (AAS) degrees. The minimum Core components for each are listed below.

Associate in Arts (AA) Degree

- 6 Communications Credits
- 3 Oral Communication Credits
- 3 Quantitative Credits
- 7 Science Credits
- 9 Social Science Credits
- 6 Humanities Credits

Associate in Science (AS) Degree

- 6 Communications Credits
- 3 Quantitative Credits
- 3 / 4 Science Credits
- 3 Social Science/Humanities Credits
- 6 Liberal Arts Credits

Associate in Applied Science (AAS) Degree

- 6 Communications Credits
- 3 Quantitative Credits
- 3 / 4 Science Credits
- 3 Social Science/Humanities Credits
- 6 Liberal Arts Credits

Additional information concerning the Core Curriculum may be obtained by contacting the Office of Academic and Student Affairs.

Course Elective Guide

Business Administration (BU)

- Accounting
- Business
- Hospitality

Fine Arts (FA)

- Art
- Dance
- Media
- Music

- Philosophy
- Speech
- Theater

Global Learning (GL)

- ARTG 100 Art History of the Western World
- BIOL 215 Ecology
- BLST 240 The Caribbean: History, People, and Culture
- CULA 151 International Cuisine
- DANC 101 Dance – Fitness – Fusion
- DANC 102 Introduction to Dancesport: Ballroom and Latin Dance
- DANC 103 Latin Dance
- ECED 111 Early Childhood Curriculum: A Multi-Cultural Perspective
- ENGL 201 & 202 British Literature I & II
- ENGL 211 & 212 Masterpieces of World Literature I & II
- ESCI 121 Geology I
- ESCI 124 Physical Ocean Environment
- FILM 122 Film and Society
- FILM 200 Film Analysis
- GEOG 201 Human Geography
- HIST 108 & 109 World History I & II
- HIST 140 Refugees, Immigrants, and Displaced People
- ML – – – All modern language courses except MLSL American Sign Language
- RELG 101 Introduction to World Religions
- TRGE 101 & 102 Destination Geography I & II

Other courses have approved GL sections. See the Course Search for specific sections.

Humanities (HU)

- Art
- Black Studies
- Dance
- English
- ESL
- Film
- Journalism
- Modern Language
- Media
- Music
- Philosophy
- Speech
- Theater

Lab Science (LS)

4-credit requirement

- Biology
- Chemistry
- Earth Science
- Physics

Liberal Arts (LA)

- Anthropology
- Art
- Biology
- Black Studies
- Chemistry
- Dance
- Earth Science
- Economics
- English*
- ESL
- Film

- Geography
- Government
- History
- Journalism
- Math*
- Media
- Modern Language
- Music
- Philosophy
- Physics
- Psychology
- Religion
- Sociology
- Speech
- Theater
- Travel Geography

Modern Languages (ML)

- American Sign Language
- Arabic
- Cape Verdean
- French
- Portuguese
- Spanish

Science (SC)

3-credit requirement

- Biology
- Chemistry
- Earth Science
- Physics

Social Science (SS)

- Anthropology
- Economics
- Geography
- Government
- History
- Psychology
- Religion
- Sociology
- FILM 122 Film & Society

Additional Information

Interdisciplinary courses may have one or more attribute.

General Electives can be of any of the subjects listed above and/or any three credits from the following subjects:

- Academic Freshman Program
- Architecture
- Computer Technology Information Management
- Criminal Justice
- Culinary Arts
- Diesel
- Early Childhood Education
- Education
- Engineering
- Fire Science
- Human Services
- HVAC

- Information Security
- Security

English and Math developmental courses do not carry any attributes and cannot be used toward electives.

Course Format Definitions

Course Formats

In Person

- Meets in person, at the designated location, on specific days and times
- Experience face-to-face instruction in small class settings

Online

- All coursework occurs independently online with no scheduled class times
- Coursework has required due dates throughout the semester
- Offers convenience for those needing flexible scheduling

Video Conference

- Meets virtually at specific days and times using a video conferencing program like Zoom
- Live interaction with instructor and students in a virtual environment

Hybrid

A combination of any two of the learning options above:

- **Hybrid Campus/Online**: our most popular hybrid option consisting of some face-to-face instruction on campus with the rest being completed independently online
- **Hybrid Campus/Video Conference**: perfect option for those who prefer face-to-face instruction but cannot travel to campus every day; all classes have scheduled days and times with one or two class on campus each week
- **Hybrid Online/Video Conference**: fully remote experience with one or two scheduled class days and times each week with the rest being completed independently online

Comparison of Course Formats

On-campus Learning

Instruction occurs physically on campus.

- On Campus: Yes
- Online: No
- Video Conference: No

Online Learning

Instruction occurs online.

- On Campus: No
- Online: Yes
- Video Conference: Yes

Live Interaction

Course meets at specific days and times with live instruction.

- On Campus: Yes
- Online: No
- Video Conference: Yes

Uses a Learning Management System

Essential course information and homework are provided online through a learning management system like Canvas.

- On Campus: Sometimes
- Online: Yes
- Video Conference: Yes

Grading

Grades are recorded using a four-point system. Grade point average (GPA) is a calculation of a student's average grade either by semester or overall. The semester GPA is determined by dividing the total quality points earned in the semester by the sum of credits completed. The cumulative GPA is the total quality points acquired divided by the total credits attempted. For example, 26 quality points divided by 13 credits equals a 2.0 GPA.

The number of quality points earned is determined by multiplying the grade point value earned by the credits granted for that course. For example, a student receiving a grade of C in a three-credit course would receive six quality points (i.e., grade point value of 2.0 times the three credits successfully completed).

Grade Point Average (GPA)

Grades are reported using a four-point system. The following are included in the Grade Point Average GPA:

Letter Grade GPA Status

- A = 4.0 Excellent
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0 Satisfactory
- C- = 1.7
- D+ = 1.3 Less than Satisfactory
- D = 1.0
- D- = 0.7
- F = 0.0 Unsatisfactory

The following grades are not included in the GPA:

- **AU – Audit:** Students may audit a course for no academic credit. They will receive a grade of "AU" for the class, which will have no effect on their GPA.Students who audit a course are not required to complete work assignments, take tests, or fulfill laboratory requirements. However, the auditing students are allowed to participate in such activities should they wish to do so. Auditing students must adhere to all class safety procedures.
  - Students must still meet the required prerequisites for the course in order to register as an audit. To request audit status, students must register for the course in person in Student Central on the Brockton or Canton campus, by email request from their Massasoit email account to studentcentral@massasoit.mass.edu. Any request to audit a course or any changes from "credit" to "audit" or "audit" to "credit" must be requested by the add/drop date of the term of the course.Courses in selective admissions programs are not allowed to be audited. Full tuition and fees apply to audited courses. Financial aid cannot be used to pay for audited courses as they do not fulfill degree or certificate requirements.
- **I – Incomplete:** Instructors have sole discretion in assigning a temporary grade of Incomplete (I) to a student when at least the majority of the work for the class has been completed. Incomplete grades are not computed in determining the semester and cumulative GPA, and semesterly honors statuses like Dean's List are not awarded until after the Incomplete grade has been changed and an official semester GPA determined.The instructor of the course has the right to establish the appropriate amount of time for the student to make up the missing work to determine a final grade. However, the instructor must change the grade by the end of the following semester (specific semester information below) or the grade will change automatically to a Failure (F). Grade changes must be submitted on the official grade change form, located in the MyMassasoit portal. The Incomplete grade cannot be changed to a Withdrawal (W). The student is expected to take the initiative in seeking to complete coursework necessary to change the Incomplete to a letter grade.Timelines for Incomplete (I) to Failure (F) processing:
  - If a student receives an Incomplete (I) in the winter, spring, or summer semesters and the student has not completed the work for the instructor to change it to a letter grade, it will be converted to a Failure (F) at the end of the fall semester.
  - If a student receives an Incomplete (I) in the fall semester and the student has not completed the work for the instructor to change it to a letter grade, it will be converted to a Failure (F) at the end of the spring semester.
  - Individual programs may have different grading requirements based on accreditation rules. Contact the program director for information on individual grading policies.
- **NG – No Grade:** Indicates that the faculty member did not submit a grade at the time that grades were rolled to a student's academic history.
- **P – Pass:** Given for successful completion of certain internships, practicums, community service courses, and other courses. This grade has no impact on the GPA but the course may be counted toward graduation.
- **W – Withdrawn:** Indicates withdrawal from a course. Withdrawals do not count toward a student's GPA.

Grading Policies

- Repeating a Course Policy
- Change of Grade Policy

Institutional Student Learning Outcomes

Graduates of Massasoit Community College will be able to

- Communicate effectively using writing, reading, listening and speaking skills
- Think critically, creatively, and logically about ideas, texts and real-world problems
- Understand the role of an active citizen and participate in their communities in constructive ways that demonstrate respect for differing cultures and values
- Effectively locate, analyze, and ethically apply information using technology and other resources
- Use quantitative concepts to evaluate, interpret, and problem-solve across disciplines
- Build connections among ideas and experiences across and beyond the curriculum

Core Competencies

Massasoit Community College's core competencies are arranged into eight categories based on the AAC&U LEAP VALUE Rubrics:

- Written Communication
- Quantitative Literacy
- Oral Communication
- Information Literacy
- Critical and Creative Thinking
- Civic Engagement
- Integrative Learning
- Global Learning

Each of these categories includes several dimensions. These are the elements Massasoit will examine when looking at student work across the college. The AAC&U LEAP VALUE Rubrics provide the initial basis for assessing these dimensions. The terms and categories below are taken directly from the corresponding LEAP Value Rubrics listed above.

Written Communication

Context of and purpose of writing; content development; genre and disciplinary conventions; sources and evidence; control of syntax and mechanics

Quantitative Literacy

Interpretation; representation; calculation; application analysis; assumptions; communication

Oral Communication

Organization; language; delivery; supporting material; central message

Information Literacy

Determine the extent of information needed; access the needed information; evaluate information and its sources critically; use information effectively to accomplish a specific purpose; access and use information ethically and legally

Critical and Creative Thinking

Explanation of issues; evidence; influence of context and assumptions; student's position; conclusion and related outcomes; acquiring competencies; taking risks; solving problems; embracing contradictions; innovative thinking; connecting, synthesizing, transforming

Civic Engagement

Diversity of communities and cultures; analysis of knowledge; civic identity and commitment; civic communication; civic action and reflection; civic contexts/structures

Integrative Learning

Connections to experience; connections to discipline; transfer; integrated communication; reflection and self-assessment

Global Learning

Global self-awareness; perspective taking; cultural diversity; personal and social responsibility; understanding global systems; applying knowledge to contemporary global contexts

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Academic Programs

Degrees & Certificates by Division

Enrollment Information Academic Information

Continuing & Community Education (Non-Credit Options)

Business & Entreprenuerial Leadership

Associate Degree Programs

- Business Administration Careers – Accounting
- Business Administration Careers – Management
- Business Administration Careers – Marketing
- Business Administration Transfer
- Computer Information Systems – Integrated User Support
- Culinary Arts
- Hospitality Management

Certificate Programs

- Community Banking
- Computerized Accounting
- Food Production
- Hospitality Management
- Microsoft Office Specialist
- InformationTechnologies
- Pastry

Behavioral Science, Public Service, & Education

Associate Degree Programs

- Criminal Justice Transfer
- Fire Science Technology
- Early Childhood Education & Administration
- Early Childhood Education & Administration Transfer
- Elementary Education
- Human & Social Services Career
- Human & Social Services Transfer
- Psychology

Certificate Programs

- Corrections
- DDS Direct Support in Human Services Certificate
- Early Childhood Education Foundational
- Juvenile Justice
- Law Enforcement
- Private Security Basic

Health Sciences

Associate Degree Programs

- Liberal Arts Studies – Health Sciences(opens in a new tab)
- LPN to Associate Degree Advanced Placement Nurse Education – Full Time
- LPN to Associate Degree Advanced Placement Nurse Education – Part Time
- Nurse Education
- Radiologic Technology
- Respiratory Care

Certificate Programs

- Dental Assistant
- Medical Assistant

Liberal Studies & The Arts

Associate Degree Programs

- Black Studies
- Liberal Arts
- Media Arts
- Social Science Transfer
- Theatre Arts
- Visual Arts – Art & Graphic Design
- Visual Arts – Fine Arts

Certificate Programs

- Global Learning
- Media Arts – Radio and Podcasting
- Media Arts – Video Production

Science, Technology, Engineering, & Mathematics (STEM)

Associate Degree Programs

- Architectural and Building Technology
- Biology Transfer
- Chemistry Transfer
- Computer Science Transfer
- Computer Science Transfer – Data Science
- Diesel Technology
- Diesel Technology Heavy Equipment Apprentice
- Engineering Transfer – Chemical
- Engineering Transfer – Civil
- Engineering Transfer – Electrical
- Engineering Transfer – Mechanical
- HVAC – Building Systems Energy Management Program
- Mathematics Transfer
- Veterinary Technology

Certificate Programs

- Alternative Fuels & Emissions
- Java Programming
- Networking Security Specialist

Important Program Information

Financial Aid Eligibility

All of Massasoit's associate degree programs and nine certificate programs are aid-eligible programs.

The following academic programs are ***not*** financial aid eligible, including for Free Community College:

- Food Production
- Hospitality Management (Certificate)
- Information Technologies
- Pastry
- Corrections
- Private Security Basic
- Global Learning
- Java Programming
- Microsoft Office Specialist
- Networking Security Specialist
- All Community and Continuing Education Programs

For Free College financial aid eligibility information, visit massasoit.edu/free.

Admissions Details

Massasoit maintains an open admissions policy and accepts students on a first-come, first-served basis. The open enrollment policy does not apply to selective admissions programs of study which may have specific deadlines, prerequisites, and other admissions criteria noted below:

- DDS Direct Support in Human Services Certificate (DDS Employees Only)
- LPN to Associate Degree Advanced Placement Nurse Education – Full Time
- LPN to Associate Degree Advanced Placement Nurse Education – Part Time
- Nurse Education
- Radiology Technology
- Respiratory Care
- Veterinary Technology
- Dental Assistant
- Medical Assistant
- Diesel Technology Heavy Equipment Apprentice (Local 4 only)

Most selective admissions programs have different application deadlines, for detailed admissions criteria, deadlines for application, and more information, visit massasoit.edu/admissions.

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Degree in Business Administration Careers - Accounting Option

Program Details

The Business Administration Careers – Accounting program has been designed to allow and encourage the acquisition of specific skills that will enable students to enter and perform successfully in a variety of business career paths. The student will attain focus in his or her studies by concentrating in a sequence of courses collectively referred to as options.

The sequencing of specific course requirements within the Business Administration Careers Program allows the student whose career interests change after the first semester to switch Options or to switch into the transfer program with no risk of having to make up courses. Students are encouraged to consult with advisors before choosing any option sequence.

The Accounting option is designed for students who wish to pursue careers in areas such as accounting, auditing, financial advising, or tax preparation.

Graduates earn an Associate in Science Degree.

Program Outcomes

Graduates of the Business Administration program will be able to:

- Apply business concepts and critical thinking skills to solve problems and make decisions.
- Evaluate and analyze information to support decision-making.
- Communicate effectively, both in writing and orally, to business audiences.
- Collaborate effectively in diverse teams.
- Evaluate how ethical and stakeholder concerns impact business decisions.

Academic Map

Degree in Business Administration Careers - Accounting Option

A minimum of 20 classes and 63 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in ACCT 105
Principles of Financial Accounting I
3 Credits in ACCT 108
Computerized Business Applications
3 Credits in BUSN 110
Introduction to Business
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - Topics in Mathematics I or higher

Semester 2

4 Credits in ACCT 106
Principles of Financial Accounting II
4 Credits in ACCT 107
Principles of Managerial Accounting
3 Credits in BUSN 170
Business Communication
3 Credits in ECON 201
Principles of Economics I
3 Credits in ENGL 102
English Composition II

Semester 3

3 Credits in ACCT 211
Taxation
3 Credits in BUSN 201
Business Law I
3 Credits in Liberal Arts elective
3 Credits in Science elective
3 Credits in General elective

Semester 4

3 Credits in ACCT 115

Small Business Financial Software
3 Credits in ACCT 201
Intermediate Accounting I
3 Credits in ACCT 225
Spreadsheet Applications
3 Credits in Liberal Arts elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee serves as a vital link between the college and the business community, bringing together experienced professionals, educators, and industry leaders to guide the development and continuous improvement of our academic programs. By offering insights into current market trends, workforce demands, and evolving business practices, the committee helps ensure that our curriculum remains relevant, rigorous, and aligned with the needs of employers. Together, we are committed to preparing students for successful careers and lifelong learning in a dynamic global economy.

- **Caitlin Finning-Golden**
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- **Michael Lapsley**
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- **Thomas Golden**
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- **Timothy Viall**
  Senior Communications Specialist, Metropolitan Area Planning Council;
  Adjunct Professor, Massasoit Community College
- **Mia Berger**
  UMASS Student and Junior Accountant

Degree in Business Administration Careers - Management Option

Program Details

The Business Administration Careers – Management program has been designed to allow and encourage the acquisition of specific skills that will enable students to enter and perform successfully in a variety of business career paths. The student will attain focus in his or her studies by concentrating on a sequence of courses collectively referred to as options.

The sequencing of specific course requirements within the Business Administration Careers Program allows the student whose career interests change after the first semester to switch Options or to switch into the transfer program with no risk of having to make up courses. Students are encouraged to consult with advisors before choosing any option sequence.

The Management option is designed for students who wish to pursue careers where they serve in a supervisory position, such as managing a small business or retail store.

Graduates earn an Associate in Science Degree.

Program Outcomes

Graduates of the Business Administration program will be able to:

- Apply business concepts and critical thinking skills to solve problems and make decisions.
- Evaluate and analyze information to support decision-making.
- Communicate effectively, both in writing and orally, to business audiences.
- Collaborate effectively in diverse teams.
- Evaluate how ethical and stakeholder concerns impact business decisions.

Academic Map

Degree in Business Administration Careers - Management Option

A minimum of 20 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit

Semester 1

3 Credits in ACCT 108
Computerized Business Applications
3 Credits in BUSN 110
Introduction to Business
3 Credits in ECON 201
Principles of Economics I
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - Topics in Mathematics I or higher

Semester 2

4 Credits in ACCT 104
Fundamentals of Financial Reporting
3 Credits in BUSN 112
Principles of Management
3 Credits in BUSN 170
Business Communication
3 Credits in ENGL 102
English Composition II
3 Credits in Liberal Arts elective

Semester 3

4 Credits in ACCT 107
Principles of Managerial Accounting
3 Credits in BUSN 120
Principles of Marketing
3 Credits in either BUSN 125 or BUSN 127
(Small Business Management or Human Resources Management)
3 Credits in BUSN 201
Business Law I
3 Credits in Science elective

Semester 4

3 Credits in BUSN 260
Organizational Behavior
3 Credits in Business elective
3 Credits in Business elective
3 Credits in Liberal Arts elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

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  Senior Communications Specialist, Metropolitan Area Planning Council;
  Adjunct Professor, Massasoit Community College
- **Mia Berger**
  UMASS Student and Junior Accountant

Degree in Business Administration Careers - Marketing Option

Program Details

The Business Administration Careers – Marketing program has been designed to allow and encourage the acquisition of specific skills that will enable students to enter and perform successfully in a variety of business career paths. The student will attain focus in his or her studies by concentrating in a sequence of courses collectively referred to as options.

The sequencing of specific course requirements within the Business Administration Careers Program allows the student whose career interests change after the first semester to switch options or to switch into the transfer program with no risk of having to make up courses. Students are encouraged to consult with advisors before choosing any option sequence.

The Marketing option is designed for students who wish to pursue careers in areas such as sales, advertising, marketing, or market research.

Graduates earn an Associate in Science Degree.

Program Outcomes

Graduates of the Business Administration program will be able to:

- Apply business concepts and critical thinking skills to solve problems and make decisions.
- Evaluate and analyze information to support decision-making.
- Communicate effectively, both in writing and orally, to business audiences.
- Collaborate effectively in diverse teams.
- Evaluate how ethical and stakeholder concerns impact business decisions.

Academic Map

Degree in Business Administration Careers - Marketing Option

A minimum of 20 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in ACCT 108
Computerized Business Applications
3 Credits in BUSN 110
Introduction to Business
3 Credits in ECON 201
Principles of Economics I
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - Topics in Mathematics I or higher

Semester 2

4 Credits in ACCT 104
Fundamentals of Financial Reporting
3 Credits in BUSN 120
Principles of Marketing
3 Credits in BUSN 170
Business Communication
3 Credits in ENGL 102
English Composition II
3 Credits in Liberal Arts elective

Semester 3

4 Credits in ACCT 107
Principles of Managerial Accounting
3 Credits in BUSN 112
Principles of Management
3 Credits in BUSN 123
Advertising
3 Credits in BUSN 201
Business Law I
3 Credits in Science elective

Semester 4

3 Credits in BUSN 122
Sales
3 Credits in BUSN 124
Principles of Retailing
3 Credits in Business Administration elective
3 Credits in Liberal Arts elective
3 Credits in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Commitee

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- **Mia Berger**
  UMASS Student and Junior Accountant

Degree in Business Administration Transfer

Program Details

The Business Administration Transfer program emphasizes the preparation of business students whose express intention is to transfer to a four-year baccalaureate degree program. The curriculum of this program is designed to provide the student with a strong foundation in the principles of business administration and liberal arts.

Graduates earn an Associate in Science Degree.

Program Outcomes

Graduates of the Business Administration program will be able to:

- Apply business concepts and critical thinking skills to solve problems and make decisions.
- Evaluate and analyze information to support decision-making.
- Communicate effectively, both in writing and orally, to business audiences.
- Collaborate effectively in diverse teams.
- Evaluate how ethical and stakeholder concerns impact business decisions.

Academic Map

Degree in Business Administration Transfer

A minimum of 20 classes and 64 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in ACCT 108
Computerized Business Applications
3 Credits in ECON 201
Principles of Economics I
3 Credits in ENGL 101
English Composition I
3 Credits in SPCH 105
Speech Communication
3 Credits in Math elective - College Algebra or higher

Semester 2

4 Credits in ACCT 105
Principles of Financial Accounting I
3 Credits in BUSN 201
Business Law I
3 Credits in ECON 202
Principles of Economics II
3 Credits in ENGL 102
English Composition II
4 Credits in Lab Science elective

Semester 3

4 Credits in ACCT 106
Principles of Financial Accounting II
3 Credits in BUSN 112
Principles of Management
3 Credits in MATH 158
Introduction to Statistics
3 Credits in Humanities elective
3 Credits in Science elective

Semester 4

4 Credits in ACCT 107
Principles of Managerial Accounting
3 Credits in BUSN 120
Principles of Marketing
3 Credits in either a Business elective or Math elective - College Algebra or higher
3 Credits in Humanities elective
3 Credits in Social Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

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Degree in Computer Info Systems - Integrated User Support

Program Details

The Associate of Applied Science Degree in Computer Information Systems – Integrated User Support is designed to serve the needs of the career-oriented student who wishes to find employment as an Information Technology Specialist in computer and related business careers that involve information security, computer networks, Microsoft Office applications, computer software and hardware maintenance, and help-desk services. According to the United States Bureau of Labor Statistics, in the years 2019-2029, there will be an 11% increase in the demand for computer user-support specialists resulting in 557,000 new jobs openings through this decade. In the South Shore and South Coast areas of Massachusetts, the demand for persons possessing the skills acquired through this degree far exceeds the supply.

Graduates earn an Associate of Applied Science Degree.

Program Outcomes

As students work through the various courses in this two-year program, they develop a solid background in the components of Microsoft Office (Word, Excel, PowerPoint, Access), setting up the Windows operating system, configuring and troubleshooting basic PCs, and local area networks (LANs). Information security concepts and help-desk systems are also included in the student's coursework.

In addition to comprehensive computer-related technical skills, you will also acquire a strong, well-rounded business skill set consisting of management, communication, professionalism, and the so-called "soft skills," which are essential for success in all business environments today.

Integrated into the program are courses that prepare students to sit for industry-standard certification exams such as CompTIA A +, CompTIA Network+, CompTIA Security+, and MOS (Word, Excel PowerPoint).

From small to large, private to public, for-profit to non-profit institutions alike, information technology is the backbone to all successful, forward-moving organizations; and YOU will be prepared to be a part of today's proactive and tech-savvy team in this environment upon completion of the Computer Information Systems – Integrated User Support degree.

Academic Map

Degree in Computer Info Systems - Integrated User Support

A minimum of 25 classes and 63 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

1 Credit in CTIM 101
Beginning Windows
1 Credit in CTIM 102
Beginning Word
1 Credit in CTIM 103
Beginning Excel
3 Credits in CTIM 171
Computer Hardware and Software Configuration
1 Credit in CTIM 114
Beginning PowerPoint
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - Topics in Mathematics I or higher
3 Credits in Liberal Arts elective

Semester 2

3 Credits in BUSN 112
Principles of Management
3 Credits in CTIM 112
Word Applications
1 Credit in CTIM 115
Intermediate PowerPoint
3 Credits in CTIM 266
Professional Development for Business
3 Credits in ENGL 102
English Composition II
3 Credits in Liberal Arts elective

Semester 3

3 Credits in ACCT 225
Spreadsheet Applications
3 Credits in BUSN 170
Business Communications
3 Credits in CTIM 131
Introduction to Coding
3 Credits in CTIM 225
Introduction to Networking
3 Credits in Humanities or Social Science elective

Semester 4

1 Credit in CTIM 117
Beginning Access
3 Credits in CTIM 178
Help Desk Concepts
3 Credits in CTIM 180
Computer and Information Security
3 Credits in CTIM 221
Operating Systems Concepts
3 Credits in CTIM 230
Ethics in Information Technology
3 Credits in Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Culinary Arts

Program Details

The Culinary Arts program prepares students to enter the diverse and exciting field of food service. A fieldwork experience requirement requires the student to have a minimum of 240 hours of paid or unpaid experience in a food-service establishment, thus giving him or her the practical knowledge necessary to supplement his or her studies.

The curriculum for Culinary Arts requires courses in a variety of subject areas as well as at least fifteen Culinary Arts courses. All Culinary Arts students are required to adhere to a dress code and to provide and care for their own uniforms.

Graduates earn an Associate in Applied Science Degree.

Program Outcomes

The Culinary Arts curriculum at Massasoit is designed to provide students with a variety of entry-level culinary skills, enabling them to enter a position in any area of the food service field that they desire. The associate degree curriculum provides them with a well-rounded foundation of both pastry and savory food experiences.

Following these outcomes, graduates of the program are able to adjust to any food service operation. The faculty of the Culinary Arts Program is committed to helping all students in attaining their culinary goals.

- To develop-entry level skills that will enable students to secure gainful employment in the food service industry.
- To develop the qualities needed to become successful at the art of being a chef such as stamina, dexterity, food preparation and presentation, food safety and proper use of chef's tools.
- To enable students to acquire any new skills in food design and preparation that are needed to succeed in the field.
- To develop the ability to multi-task in stressful situations in order to redirect and make decisions on a moment's notice.
- To become familiar with purchasing, inventory and cost controls, front of the house operations, and the basic principles involved within these tasks.
- To develop a personal sense of professionalism that will enable the student to have the confidence to understand and maintain the highest standards needed for working in the food service industry.

Academic Map

Degree in Culinary Arts

A minimum of 22 classes and 65 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CULA 123
Table Service
3 Credits in CULA 139
Culinary Certification
3 Credits in CULA 140
Culinary Concepts
3 Credits in CULA 143
Foundations of Baking
3 Credits in ENGL 101
4 English Composition I

Semester 2

3 Credits in CULA 128
The Art of Bread
3 Credits in CULA 146
American Regional Cuisine
3 Credits in Math elective - Contemporary Mathematics or higher
3 Credits in Liberal Arts elective
3 Credits in Liberal Arts elective

Semester 3

4 Credits in CULA 151 or CULA 152
International Cuisine or Classical Cuisine
4 Credits in CULA 161 or CULA 162
(Advanced Pastries or Classical Desserts)
4 Credits in CULA 295
Field Work Experience in Culinary Arts
3 Credits in ENGL 102
English Composition II
3 Credits in SPCH 105, 107
Speech Communication or Oral Interpretation

Semester 4

3 Credits in CULA 135
Garde Manger
4 Credits in CULA 151 or CULA 152
International Cuisine or Classical Cuisine
4 Credits in CULA 161 or CULA 162
Advanced Pastries or Classical Desserts
3 Credits in Culinary Arts elective
3 Credits in Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is comprised of chefs, hospitality professionals, educators, and industry leaders who collaborate to ensure our program reflects the dynamic and evolving nature of the culinary and food service industries. By offering expert guidance on curriculum development, industry standards, and emerging trends, the committee plays a crucial role in preparing students with the skills, creativity, and professionalism needed for success in kitchens, bakeries, restaurants, and beyond. Together, we are committed to cultivating culinary excellence and supporting student achievement.

- **Jason Santos**
  Chef
  Abby Lane
- **Nicholas Calias**
  Chef
  The Colonnade Hotel & Brasserie JO
- **Janet Lightizer**
  Pastry Chef/Instructor
  TriCounty Vocational High School
- **JJ Fernandes**
  Owner
  JJ's Café
- **Meghan Thompson**
  Pastry Chef
  Townsman
- **Joseph DiFrancesco**
  Chef de Cuisine
  Rustic Kitchen
- **Brian McGowan**
  Cross Trainer/New Shack Opener
  Shake Shack
- **Josh Fraser**
  Kitchen Manager
  Rustic Kitchen
- **Jamie Shell**
  Salesperson
  Sysco

- **Shawn Medeiros**
  Line Cook
  Disch's Route 63 Tavern

Degree in Hospitality Management

Program Details

Massasoit's Hospitality Management program encourages students to acquire and develop competency in relevant and marketable business skills, including communications, quantitative analysis, critical thinking, research, and decision making. The program prepares students for employment in the rapidly expanding hotel and restaurant industry.

Hospitality students will study business applications, tourism, marketing, finances, accounting, and hotel operations. They are also introduced to a variety of business careers through learning experiences such as case analyses, simulations, community service, cooperative learning, and internships. Massasoit students gain an understanding and appreciation of technologies available in the information-based economy of the 21st century that enhance business operations.

Graduates earn an Associate in Science Degree.

Program Outcomes

Graduates of the Hospitality Management program will be able:

- To identify and apply the hospitality and leadership concepts and skills relevant to the operational areas of the hospitality management industry.
- To demonstrate professional behavior and competencies in customer service and model these behaviors as effective leaders.
- To develop a variety of leadership skills and aptitudes such as motivating, leading changes, and resolving conflict.
- To communicate effectively in oral and written communication utilizing soft skills.
- To define, identify, evaluate and solve problems along with ethical and unethical business practices, using appropriate tools and technology.
- To utilize leadership principles that recognize the challenges and opportunities of working effectively with people in a diverse and global environment.

Academic Map

Degree in Hospitality Management

A minimum of 23 classes and 63 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in ACCT 108
Computerized Business Applications
3 Credits in HOSP 103
Introduction to Hospitality Management
3 Credits in HOSP 133
Introduction to Tourism
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - Topics in Mathematics I or higher

Semester 2

4 Credits in ACCT 104
Fundamentals of Financial Reporting
3 Credits in HOSP 106
Conference and Event Planning
3 Credits in HOSP 134
Hospitality Marketing

3 Credits in either ECON 201, ECON 202, or Social Science elective
(Principles of Economics I, II, or Social Science elective)
3 Credits in ENGL 102
English Composition II

Semester 3

4 Credits in ACCT 107
Principles of Managerial Accounting
3 Credits in HOSP 101
Food/Beverage Service Management
3 Credits in HOSP 107
Hospitality Law
3 Credits in TRGE 101, TRGE 102, or Liberal Arts elective
(Destination Geography I, II, or Liberal Arts elective)
3 Credits in Science elective

Semester 4

3 Credits in BUSN 170
Business Communication
3 Credits in HOSP 131
Hotel Operations
3 Credits in HOSP 135
Hospitality Human Resources
1 Credit in HOSP 136
ServSafe Certification
3 Credits in TRGE 101, TRGE 102, or Liberal Arts elective
(Destination Geography I, II, or Liberal Arts elective)
3 Credits in Business Administration or Culinary Arts elective

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Certificate in Community Banking

Program Details

The Certificate in Community Banking is designed to prepare students for entry-level careers in commercial and community banking. This program emphasizes banking operations, finance, fraud prevention, lending, and community reinvestment and engagement. Graduates of this program will be qualified for a range of positions in the banking industry, especially in the Greater Boston and South Shore of Massachusetts. This certificate also articulates with associate and bachelor's degree programs for graduates who wish to continue their studies.

Program Outcomes

After completing the program:

1. Students will demonstrate proficiency in banking workforce skills:
    a. Identify critical issues and practices in the banking industry.
    b. Understand critical issues involving bank fraud.
    c. Define and interpret business law and banking regulations.
2. Students will demonstrate an understanding of fundamental business practices:
    a. Communicate within professional and academic environments, both orally and in writing.
    b. Identify and utilize appropriate technologies and software.
    c. Create and analyze business reports.

Academic Map

Certificate in Community Banking (BANK-CAC)

21 credits is required. At least 16 credits of your program must be taken at Massasoit Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in ENGL 101
English Composition I
3 Credits in ACCT 108
Computerized Business Applications
3 Credits in BUSN 111
Personal Finance
3 Credits in BUSN 201
Business Law I

Semester 2

3 Credits in BUSN 170
Business Communication
3 Credits in BUSN 117
Critical Issues in Community Banking
3 Credits in Business elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Computerized Accounting

Program Details

This 26-credit College-approved Computerized Accounting Certificate is directed at students for whom a degree program is not a consideration currently. The program is intended to accomplish the following objectives:

- Prepare students for entry-level training positions in companies where accounting departments may be specialized or all inclusive. Examples: accounts payable, accounts receivable, inventory control, or payroll.
- Prepare students who are currently employed, performing the functions of a bookkeeper, and having the desire to enhance their opportunity for growth within their present organization.

Graduates of this program can anticipate qualifying for entry-level accounting positions. The certificate prepares students for positions that provide technical assistance to professional accountants. The certificate provides an opportunity for students, should they desire to do so later, to transfer the courses into the Business Administration Careers associate degree program.

Program Outcomes

Completion of the coursework for the first two semesters of this program provides the students with a College-Approved certificate. Courses completed in this certificate also meet requirements in the Business Administration Careers-General Business and Accounting Option degree programs.

The Computerized Accounting Certificate enables students to:

- Enter entry-level training positions in companies where accounting departments may be specialized or all inclusive;
- Apply select computerized accounting software to analyze and record transactions including general accounting transactions;
- Demonstrate the ability to process accounts payable, accounts receivable, inventory control, and/or payroll;
- Demonstrate an understanding of the federal tax structure as its applies to both individuals and corporations;
- Communicate effectively in a professional accounting workplace environment;
- Demonstrate ethical behavior and confidentiality with financial data;
- Display positive interpersonal skills as a member of a business work team.

Academic Map

Certificate in Computerized Accounting

A minimum of 8 classes and 26 credits is required. At least 13 credits of your certificate must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in ACCT 105
Principles of Financial Accounting I
3 Credits in ACCT 108
Computerized Business Applications
3 Credits in ACCT 211
Taxation
3 Credits in BUSN 110
Introduction to Business

Semester 2

4 Credits in ACCT 106
Principles of Financial Accounting II
3 Credits in ACCT 115
Small Business Financial Software
3 Credits in ACCT 225
Introduction to Business
3 Credits in BUSN 111
Personal Finance

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Hospitality Management

Program Details

Students in our **Hospitality Management Certificate** program will study tourism, event planning, marketing, human resources, and hotel operations, as well as other aspects of the field. With the interconnectedness of the hospitality and culinary industries, food, and beverage service management and ServSafe certification are included in the curriculum.

Full-time students can complete the program in two semesters, and graduates of the Hospitality Management Certificate can begin their careers in entry-level positions or continue their studies at Massasoit to earn our associate in science in Hospitality Management.

Program Outcomes

The Certificate in Hospitality Management is:

- To give students a path to obtain entry level management jobs in the hospitality industry, and as a pathway to an associate degree in hospitality management.
- To identify and apply the Hospitality management and leadership concepts and skills relevant to the operational areas of hospitality management industry.
- To demonstrate professional behavior and competencies in customer service and model these behavior as effective leaders.
- To communicate effectively in oral and written communication utilizing learned soft skills.
- To utilize leadership principles that recognize the challenges and opportunities of working effectively with people in a diverse and global environment.

Academic Map

Certificate in Hospitality Management

A minimum of 9 classes and 25 credits is required. At least 13 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in HOSP 103
Introduction to Hospitality Management
3 Credits in HOSP 106
Conference and Event Planning
3 Credits in HOSP 133
Introduction to Tourism
3 Credits in HOSP 134
Hospitality Marketing

Semester 2

3 Credits in HOSP 101
Food/Beverage Service Management
3 Credits in HOSP 107
Hospitality Law
3 Credits in HOSP 131
Hotel Operations
3 Credits in HOSP 135
Hospitality Human Resources
1 Credit in HOSP 136
ServSafe Certification

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Food Production

Program Details

Completion of the coursework for the first two semesters of the Food Production Certificate provides the students with a college-approved certificate indicating that the student has been provided with the background necessary to establish and maintain sanitation standards for food service operations under the National Certification guidelines, as well as assist in the day-to-day kitchen operation of any institution.

Students can proceed toward a degree in Culinary Arts upon completion of this certificate if they so desire.

Additional Information

A minimum of 27 credits and 9 courses is required for completion. The same course may not be used as two different course requirements. Some courses may have prerequisites, please see course descriptions for details.

Program Outcomes

The Food Production Certificate enables students to:

- Practice the technical skills used in food preparation and service.
- Establish and maintain sanitation standards for service operations under the National Certification guidelines.
- Become proficient in the proper use and maintenance of professional foodservice equipment.

- Apply fundamental concepts, skills, and techniques of basic baking.
- Apply the principles of food identification, food utilization, and menu writing.
- Develop the professionalism necessary for working successfully with subordinates, peers, supervisors, suppliers, customers and industry professionals.
- Apply nutrition, sustainable and practical culinary principles in preparation for the contemporary job market.=

Academic Maps

Certificate in Food Production

A minimum of 8 classes and 24 credits is required. At least 12 credits of your certificate must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CULA 139
Culinary Certification
3 Credits in CULA 140
Culinary Concepts
3 Credits in CULA 143
Foundations of Baking
3 Credits in CULA 156
Nutrition and Food Trends

Semester 2

3 Credits in CULA 123
Table Service
3 Credits in CULA 135
Garde Manger
3 Credits in CULA 143
Foundations of Baking
3 Credits in CULA 146
American Regional Cuisine
3 Credits in CULA 157
Meat Fabrication and Charcuterie

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Microsoft Office Specialist

Program Details

The Microsoft Office Certificate prepares students for the workforce with skills in Microsoft Office applications: word processing (Word); spreadsheet (Excel); database (Access); presentations (PowerPoint); and personal information management (Outlook).

Students completing this 15-credit program will have covered the content on the Microsoft Office Specialist Exams in Word, Excel, and PowerPoint.

Program Outcomes

Completion of the Microsoft Office Specialist Certificate will:

- Provide students with intensive, focused training in Microsoft Office applications.
- Provide students with the skills necessary to pass the MOS (Microsoft Office Specialist) Exam.

Academic Map

Certificate in Microsoft Office Specialist

A minimum of 10 classes and 14 credits are required. At least 6 credits of your program must be taken at Massasoit. As you work toward the completion of this certificate, please be aware that these courses also meet requirements in the Office Technologies certificate. Please review the requirements with an advisor and complete a Concurrent Curriculum form if you would also like to matriculate into an additional certificate program. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CTIM 100
Computer Keyboarding
1 Credit in CTIM 101
Beginning Windows
1 Credit in CTIM 102
Beginning Word
1 Credit in CTIM 103
Beginning Excel
1 Credit in CTIM 114
Beginning PowerPoint
1 Credit in CTIM 115
Intermediate PowerPoint
1 Credit in CTIM 117
Beginning Access
3 Credits in CTIM 266
Professional Development for Business

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Information Technologies

Program Details

The Office Technologies Certificate is designed to blend the practical business information skills, computer skills, and soft skills that are necessary for people seeking careers in the modern electronic office. Students will gain hands-on experience in a variety of microcomputer software packages, including word processing and spreadsheet. Related business and professional skills necessary for success in today's offices are also developed.

Academic Map

Certificate in Information Technologies

A minimum of 14 classes and 30 credits is required. At least 15 credits of your certificate must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CTIM 100
Computer Keyboarding
1 Credit in CTIM 101
Beginning Windows
1 Credit in CTIM 102
Beginning Word
1 Credit in CTIM 103

Beginning Excel
1 Credit in CTIM 114
Beginning PowerPoint
1 Credit in CTIM 115
Intermediate PowerPoint
1 Credit in CTIM 117
Beginning Access
3 Credits in CTIM 180
Computer Information and Security
3 Credits in CTIM 266
Professional Development for Business

Semester 2

3 Credits in ACCT 225
Computer Applications
3 Credits in CTIM 112
Word Applications
3 Credits in BUSN 170
Business Communication
3 Credits in BUSN 112
Principles of Management
3 Credits in CTIM 171
Computer Hardware and Software Configurations

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Computer Technology and Information Management Advisory Committee

This committee is composed of industry professionals, academic experts, and community partners who provide valuable insight and guidance to ensure our program remains current, competitive, and aligned with the evolving needs of the IT and business technology sectors. Through collaboration and shared expertise, the committee supports curriculum development, promotes workforce readiness, and helps shape a learning environment that prepares students for success in a wide range of technology-driven careers.

- **Jamison Abbott**
  Principal Software Engineer, Soft Robotics, Inc.
- **Jennifer O'Brien**
  Sr. Corporate Recruiter at Foundation Medicine, Inc.
- **Terry Sonnemann**
  EDI Product Support Associate at athenahealth
- **Jennifer Pollard**
  Executive Director & Associate Provost, Wellesley Career Education, Wellesley College

Certificate in Pastry

Program Details

The Pastry Certificate is designed to provide the student with the skills necessary to assist in pastry shops, restaurants, and many other industry institutions. Completion of the coursework in two semesters will award the student with a college-approved certificate.

The student will receive ServSafe certification upon successfully passing the National Certification exam, which indicates to future employers that the student has the knowledge and capabilities to maintain the sanitation standards as dictated by the National Restaurant Association.

Additional Information

Students can proceed toward a degree in Culinary Arts upon completion of this certificate, if they so desire.

Program Outcomes

The Pastry Certificate enables students to:

- Practice the skills necessary to assist in pastry shops, restaurants, and related departments in industry institutions.
- Establish and maintain sanitation standards for service operations under the National Certification guidelines.
- Produce accurate food computations and demonstrate an understanding of weights and measures.
- Become proficient in baking techniques, processes, methods and ingredients used to prepare yeast breads, quick breads, various types of cookies and cakes, meringues, creams and custards, and dessert sauces.
- Prepare pastries and desserts, pate choux and puff pastry, a variety of fillings, and hot and cold sauces.
- Demonstrate techniques, terminology, and the creative process in the design of finished display pieces.
- Develop the professionalism necessary for working successfully with subordinates, peers, supervisors, suppliers, customers and industry professionals.

Academic Map

Certificate in Pastry

A minimum of 8 classes and 26 credits is required. At least 13 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CULA 139
Culinary Certification
3 Credits in CULA 140
Culinary Concepts
3 Credits in CULA 143
Foundations of Baking
3 Credits in CULA 159
Cake Decorating

Semester 2

3 Credits in CULA 128
The Art of Bread
3 Credits in CULA 160
Chocolate Artistry
4 Credits in CULA 161
Advanced Pastries
4 Credits in CULA 162
Classical Desserts

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Criminal Justice - Transfer Option

Program Details

The Criminal Justice – Transfer Degree Program provides students with educational experiences that will produce academic and technical skills, commensurate with a liberal arts education. The program is also geared to make its students competitive in applying for entry level criminal justice jobs and in applying to four-year colleges and universities. The Associate Degree program in Criminal Justice at Massasoit Community College includes day, evening, and online options.

Motivations for seeking a degree in Criminal Justice are many. Many wish to prepare for a career in municipal and state policing or attain a position in one of 21 federal law enforcement agencies, such as the Federal Bureau of Investigation; Bureau of Alcohol,

Tobacco, and Firearms; Drug Enforcement Administration; U.S. Customs Service; or U.S. Marshals Service. This program is Police Career Incentive Pay Program (PCIPP) approved.

Many students in this program exhibit an interest in the fields of corrections, probation, parole, juvenile justice, and private security.

Students devote approximately one-half of their time studying liberal arts and social science courses such as psychology, sociology, and English. The other half of their program is more directly related to the field of Criminal Justice.

Graduates earn an Associate in Science Degree.

Program Outcomes

Completing the Associate Degree, transfer students will have:

- A practical working understanding of the Criminal Justice system and the major component segments; Law Enforcement, Courts and Corrections.
- Completed the necessary academic requirements to transfer directly to a bachelor's degree program in Criminal Justice at all Massachusetts state schools and most private colleges.
- Acquired a solid foundation in Criminal Law and Constitutional Procedures, Psychology, Sociology and Criminology,
- Become prepared for further academic study or career opportunities.
- The ability to communicate well in written English, speech, and mathematics.
- An education rounded with electives in the sciences, social sciences, and humanities.
- Become prepared for future coursework, careers, and as effective citizens.

Academic Map

Degree in Criminal Justice - Transfer Option

A minimum of 20 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: A maximum of 12 CJUS credits may be accepted in transfer. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CJUS 101
Introduction to Criminal Justice
3 Credits in ENGL 101
English Composition I
3 Credits in either GOVT 105 or GOVT 200
(American National Government or State and Local Government)
3 Credits in SOCI 104
Principles of Sociology
3 Credits in SPCH 105
Speech Communication

Semester 2

3 Credits in CJUS 302
Corrections
3 Credits in CJUS 305
Criminal Law
3 Credits in ENGL 102
English Composition II
3 Credits in PSYC 101
General Psychology
3 Credits in Math elective - Introduction to Statistics or higher

Semester 3

3 Credits in CJUS 306
Criminal Procedures
3 Credits in CJUS or SECU

Criminal Justice or Security elective
3 Credits in SOCI 203
Criminology
3 Credits in Humanities elective
4 Credits in Lab Science elective

Semester 4

3 Credits in CJUS 316
Police, Community, and Society
1 Credit in CJUS 403
Criminal Justice Capstone
3 Credits in CJUS or SECU
Criminal Justice or Security elective
3 Credits in Humanities elective
3 Credits in Science elective
3 Credits in Social Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of dedicated professionals from law enforcement, corrections, legal services, and community organizations who work collaboratively with faculty and administrators to ensure our programs remain current, comprehensive, and responsive to the evolving needs of the criminal justice field. By offering expert insight into industry trends, policy developments, and workforce expectations, the committee plays a vital role in shaping a curriculum that prepares students for successful transfer, career advancement, and meaningful service in their communities.

- **Sheriff Michael G. Bellotti**
  Norfolk County
- **Dr. Marcel Beausoleil**
  Fitchburg State University
- **Carl Boen**
  Old Colony Correctional Center
- **Dr. Stephen Morreale**
  Worcester State University
- **Chief Probation Officer Joel F. West**
  Plymouth County Juvenile Court
- **Julie Ellen Christian**
  Massasoit Community College
- **Colin Murphy**
  Massasoit Community College

Degree in Fire Science Technology

Program Details

The Fire Science Technology program is designed to provide career fire department personnel in the communities served by the College with a two-year career program whereby they may upgrade their educational levels and improve their effectiveness in the use of modern fire science techniques. Furthermore, the program will prepare students to begin a career in fire service.

The curriculum combines career and general education courses. In addition to firefighting, graduates of this program may find employment in private industry, or they may transfer to a college offering a Bachelor of Science Degree in Fire Science or Public Safety.

Graduates earn an Associate in Science Degree.

Program Outcomes

Upon completion of the program, graduates will be able to:

- Explain the history and basic principles of the fire service.
- Provide an in-depth analysis of the principles of fire control through the utilization of personnel, equipment, and extinguishing agents on the fire ground
- Demonstrate knowledge of the legal aspects of the fire service and emergency medical service.
- Demonstrate an understanding of the principles of fire development, cause, and prevention
- Apply theoretical knowledge of hydraulic principles to solving water supply problems for fire protection
- Understand the principles of supervision and management necessary for leadership and administration in the fire service
- Know the duties and responsibilities of Incident Command.
- Demonstrate effective communication and interpersonal skills with supervisors, peers and the public.
- Utilize knowledge of building construction principles, fire protection systems, and fire prevention codes to affect safer occupancies
- Demonstrate a working knowledge of fire investigation principles.
  Identify hazardous materials, hazardous properties, and successful emergency scene operations.

Academic Map

Degree in Fire Science Technology

A minimum of 20 classes and 60 credits is required. At least 15 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in FIRE 101
Principles of Emergency Services
3 Credits in FIRE 103
Fundamentals of Fire Prevention
3 Credits in either CHEM 131 or CHEM 151
(Survey of Chemistry or General Chemistry I)
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - Introduction to Statistics or higher

Semester 2

3 Credits in FIRE 107
Legal Aspects of Emergency Services
3 Credits in FIRE
Fire Science elective
3 Credits in PHYS 120
Science of Fire Behavior and Combustion
3 Credits in ENGL 102
English Composition II
3 Credits in PSYC 101
General Psychology

Semester 3

3 Credits in FIRE 211
Hazardous Material Incident Response
3 Credits in FIRE 213
Building Construction, Blueprint, and Plan Review
3 Credits in FIRE 301
Fire Company Officership - Tactics and Strategy
3 Credits in either GOVT 105 or GOVT 200
(American National Government or State and Local Government)
3 Credits in SOCI 104

Principles of Sociology

Semester 4

3 Credits in FIRE 111
Fire Investigation I
3 Credits in FIRE 205
Fire Service Safety and Survival
3 Credits in FIRE 206
Fire Protection Systems and Equipment
3 Credits in FIRE 208
Fire Hydraulics and Water Distribution Systems
3 Credits in SPCH 105
Speech Communication

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is comprised of fire service professionals, emergency management experts, educators, and community leaders who work collaboratively to ensure the program remains aligned with current industry standards, certification requirements, and public safety needs. By offering guidance on curriculum development, training practices, and emerging trends in fire science and emergency response, the committee plays a vital role in preparing students for successful careers in fire service and related fields. Together, we are committed to advancing excellence in fire science education and supporting the development of the next generation of public safety professionals.

- **Lance Benjamino**
  Chief
  Middleborough Fire Department
- **Elaine deCiutis**
  Fire Science Technology Program Scholarship Representative
  Stonington, CT
- **Richard Donovan**
  Chief
  Randolph Fire Department
- **Charles Dooty**
  Chief
  Canton Fire Department
- **Shawn Goyette**
  Student
  Fire Science Program – Massasoit Community College
- **David Ladd**
  Director
  Massachusetts Hazardous Material Response
- **Thomas Leonard**
  Massachusetts Deputy Fire Marshal (retired)
  Department of Fire Sciences
- **John Nuttall**
  Chief
  Abington Fire Department

Degree in Early Childhood Education & Administration

Program Details

The Early Childhood Education and Administration program for students interested in working with young children. The program will prepare students for Department of Early Education and Care (EEC) certification as Lead Teacher and, after six months of work experience, as a director in a childcare setting. The curriculum is designed to meet the standards of the National Association for the Education of Young Children (NAEYC).

Formal instruction is integrated with fieldwork in the form of a supervised practicum experience. The opportunity to observe and work in early childhood facilities will support course work, as well as fulfill EEC employment requirements. Admission to the Early Childhood Education and Administration Program, however, does not ensure a practicum placement.

Prior to the students obtaining a practicum assignment, their records may be subject to review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter 6, Sections 172-178, and Massachusetts General Laws, Chapter 28 A, Section 1 et seq., and regulations promulgated pursuant to such statutes.

Graduates earn an Associate in Science Degree.

Academic Map

Degree in Early Childhood Education & Administration

A minimum of 19 classes and 60 credits is required. At least 15 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements. A minimum grade of 2.0 (C) is required for all Early Childhood courses. A minimum grade of C+ is required for ECED 250 and 260.

Semester 1

3 Credits in ECED 102
Development in Early Childhood
3 Credits in ECED 105
Introduction to Early Childhood Education
3 Credits in ECED 112
Health, Nutrition, and Safety Needs of the Young Child
3 Credits in ENGL 101
English Composition I
3 Credits in either SPCH 105 or SPCH 107
Speech Communication or Oral Interpretation

Semester 2

3 Credits in ECED 101
Positive Guidance
3 Credits in ECED 111
Early Childhood Curriculum: A Multi-Cultural Perspective
3 Credits in ENGL 102
English Composition II
3 Credits in either PSYC 101 or SOCI 104
(General Psychology or Principles of Sociology)
3 Credits in MATH 116 or higher (except MATH 125 and MATH 126)
Math Experiences for Early Childhood Education or Math elective

Semester 3

3 Credits in ECED 217
The Young Child with Special Needs
3 Credits in ECED 231
Infant and Toddler Curriculum
4 Credits in ECED 250
Practicum I in Early Childhood Education
3 Credits in SOCI 208
Family and Community
3 Credits in Science elective

Semester 4

3 Credits in ECED 201
Administration, Supervision, and Management of Child Care Programs
3 Credits in ECED 211

Child Care Policies and Issues
5 Credits in ECED 260
Practicum II Early Childhood Education and Administration
3 Credits in Department Approved elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of dedicated educators, childcare professionals, community leaders, and industry experts who collaborate to ensure our programs reflect the latest research, best practices, and workforce needs in early childhood education. By providing valuable input on curriculum development, licensure requirements, and field experiences, the committee plays a key role in preparing students to become compassionate, knowledgeable, and effective early childhood educators. Together, we are committed to supporting the growth and development of young children and the professionals who serve them.

- **Lorne Ranstrom**
  Eastern Nazarene College
- **Ann Marie Rush**
  College Early Childhood Consultant
- **Patti Plummer-Wilson**
  Brockton Day Nursery
- **Judith Ward**
  Child Care Education Alumna
- **Christine Principe**
  Child Care Education faculty (retired)
- **Sarah Sullivan**
  Child Care Education Alumna

Degree in Early Childhood Education & Administration Transfer

Program Details

The Early Childhood Education and Administration department offers a comprehensive career program for students interested in working with young children. The Early Childhood Education & Administration – Transfer program will prepare students for Department of Early Education and Care (EEC) certification as Lead Teacher and, after six months of work experience, as a director in a childcare setting. The curriculum is designed to meet the standards of the National Association for the Education of Young Children (NAEYC).

Formal instruction is integrated with fieldwork in the form of a supervised practicum experience. The opportunity to observe and work in early childhood facilities will support course work, as well as fulfill EEC employment requirements. The Early Childhood Education and Administration Program, however, does not ensure a practicum placement.

Prior to the students obtaining a practicum assignment, their records may be subject to review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter 6, Sections 172-178, and Massachusetts General Laws, Chapter 28 A, Section 1 et seq., and regulations promulgated pursuant to such statutes.

The Early Childhood Education and Administration Transfer Option is designed to meet the requirements of the Massachusetts Board of Higher Education Transfer Compact. The intent of the compact is to facilitate transfer from community colleges in Massachusetts to early childhood preparation programs at public four-year institutions in Massachusetts. Graduates of the transfer option will meet EEC requirements for teachers.

Graduates earn an Associate in Science Degree.

Academic Map

Degree in Early Childhood Education & Administration Transfer

A minimum of 20 classes and 62 credits is required At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program

requirements. A minimum grade of 2.0 of C is required for all Early Childhood courses. A minimum grade of C+ is required for ECED 250 and 260.

Semester 1

3 Credits in ECED 102
Development in Early Childhood
3 Credits in ECED 105
Introduction to Early Childhood Education
3 Credits in ENGL 101
English Composition I
3 Credits in PSYC 101
General Psychology
3 Credits in either SPCH 105 or SPCH 107
(Speech Communication or Oral Interpretation)

Semester 2

3 Credits in ECED 101
Positive Guidance
3 Credits in ECED 111
Early Childhood Curriculum: A Multi-Cultural Perspectives
4 Credits in either BIOL 121 or BIOL 143
(Biological Principles I or Introduction to Environmental Science)
3 Credits in ENGL 102
English Composition II
3 Credits in SOCI 104
Principles of Sociology

Semester 3

3 Credits in ECED 217
The Young Child with Special Needs
4 Credits in ECED 250
Practicum I in Early Childhood Education
3 Credits in MATH 127
Mathematics for Elementary Teachers I
3 Credits in Literature elective
3 Credits in Social Science Requirement

Semester 4

3 Credits in ENGL 121
Children's Literature
3 Credits in MATH 128
Mathematics for Elementary Teachers II
3 Credits in Physical Science elective
3 Credits in Liberal Arts elective
3 Credits in Liberal Arts elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of dedicated educators, childcare professionals, community leaders, and industry experts who collaborate to ensure our programs reflect the latest research, best practices, and workforce needs in early childhood education. By providing valuable input on curriculum development, licensure requirements, and field experiences, the committee plays a key role in preparing students to become compassionate, knowledgeable, and effective early childhood educators. Together, we are committed to supporting the growth and development of young children and the professionals who serve them.

- **Lorne Ranstrom**
  Eastern Nazarene College
- **Ann Marie Rush**
  College Early Childhood Consultant
- **Patti Plummer-Wilson**
  Brockton Day Nursery
- **Judith Ward**
  Child Care Education Alumna
- **Christine Principe**
  Child Care Education faculty (retired)
- **Sarah Sullivan**
  Child Care Education Alumna

Degree in Elementary Education

Program Details

Massasoit's Associate of Arts Degree in Elementary Education is your first step in pre-service teacher preparation. With supportive and encouraging faculty members, students learn educational philosophy and history, gain skills throughout the liberal arts, and become culturally responsive and effective educational pre-practitioners.

This program is ideal for entry-level college students, instructional paraprofessionals, teaching assistants and aides, and returning or career-change students who wish to attain their short- and long-term higher education and career goals. In order to become an elementary school teacher, students must complete the associate's degree program, transfer to a four-year degree-granting institution, and complete additional courses and work to earn at least a bachelor's degree and a teaching certificate.

This degree meets the requirements of the Elementary Education Transfer Compact, as well as the MassTransfer Compact, of the Massachusetts Board of Higher Education. Students who graduate with this degree will then be able to enter a Massachusetts state college or university's elementary education program as a junior.

Graduates earn an Associate of Arts Degree.

Program Outcomes

Upon successful completion of the Elementary Education degree program, students will:

- Be able to demonstrate learning in the area of educational philosophy and history
- Have and demonstrate skills in the Liberal Arts
- Be culturally responsive and effective educational pre-practitioners
- Meet published requirements for entrance into state college or university elementary educations programs at the junior level

Academic Map

Degree in Elementary Education

A minimum of 23 Credits and 63 credits is required. At least 16 credits of your program must be taken at Massasoit. Students in Elementary Education are eligible for MassTransfer benefits with a minimum GPA of 2.7. Please see an advisor for more information on MassTransfer. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in BIOL 121 or 143
(Biological Principles I or Introduction to Environmental Science)
3 Credits in ENGL 101
English Composition I
3 Credits in HIST 103
United States History I
3 Credits in MATH 127
Mathematics for Elementary Teachers I
3 Credits in PSYC 101
General Psychology

Semester 2

3 Credits in ENGL 102
English Composition II
3 Credits in HIST 108
World History I
3 Credits in MATH 128
Mathematics for Elementary Teachers II
3 Credits in SOCI 104
Principles of Sociology
4 Credits in Physical Science elective

Semester 3

3 Credits in EDUC 111
Introduction to Elementary Education
1 Credit in EDUC 201
Mass Tests for Educator Licensure (MTEL) Prep for Comm & Literacy Skills Test (CSLT)
3 Credits in ENGL 213
American Literature to 1860
3 Credits in GOVT 105
American National Government
3 Credits in SPCH 105
Speech Communication
3 Credits in PSYC 202
Child Psychology

Semester 4

3 Credits in ECON 201
Principles of Economics I
3 Credits in EDUC 205
Language and Literacy Learning
3 Credits in EDUC 210
Critical and Anti-Racist Approaches to Education
3 Credits in ENGL 214
American Literature since 1860
3 Credits in GEOG 201
Human Geography

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of experienced educators, school administrators, academic advisors, and community partners who work collaboratively to ensure our program prepares future teachers with the knowledge, skills, and practical experience needed for success in today's classrooms. By offering guidance on curriculum development, licensure requirements, and educational trends, the committee plays a vital role in aligning our program with state standards and the evolving needs of elementary education. Together, we are committed to fostering excellence in teacher preparation and supporting the academic and professional growth of our students.

- **Colleen Reynolds**
  Special Education Specialist
  Willett Early Childhood Center
- **Janet Hansbury**
  Educator (retired)
  Brockton Public Schools
- **Susan Pratt**
  Technology Teacher
  Notre Dame Academy

- **Dr. Lorne Ranstrom**
  Department Chair, Division of Teacher Education
  Eastern Nazarene College
- **Dr. Judith Riordan**
  Superintendent of schools (retired)
  East Bridgewater Public Schools
- **Darrin B. Reynolds**
  Principal
  Butler Elementary School
- **Susan S. Fraga-Mullen**
  Alumna, Teacher
- **Erin O'Brien**
  Alumna
- **Amy McAlpine**
  Instructional Technology Specialist
  Marshfield High School
  School Committee member
  East Bridgewater
- **Matthew McDonough**
  Alumnus
  Teacher/Librarian
  Raymond School

Degree in Human & Social Services - Career

Program Details

Massasoit's Associate in Science in Human & Social Services Career maximizes students' opportunities for entry-level, professional job placement directly after graduation by emphasizing skill-building course work and practicum experiences.

Students in the Human & Social Services Career program develop the knowledge and attitudes required to work effectively with people in a wide variety of professional settings.

Past graduates have found careers in nursing homes, mental health and developmental disability settings, day care centers, youth programs, alcohol and drug treatment programs, and in other social service agencies. Because many career paths within and outside of these professions require education beyond the associate degree, more than half of Massasoit Human & Social Services graduates transfer to four-year colleges and universities to pursue bachelor's degrees.

Graduates earn an Associate in Science Degree.

Program Outcomes

Graduates of the Human & Social Services Department's Transfer and Career Options will:

- Develop and maintain effective working relationships with clients, colleagues and supervisors.
- Identify, interpret, and adhere to ethical standards for professional behavior.
- Work together with individuals and groups to assess needs, promote strengths, manage problems, set goals, develop or access resources, and implement and assess action plans.
- Communicate effectively, orally, and in writing.
- Develop and implement activities for personal and professional growth in order to maintain professional competency and currency, manage stress, and enhance satisfaction and job performance.
- Evidence civic engagement in their geographical communities or in "communities of affinity" through varied affiliations and activities, (including, but not limited to their placement in community agencies for their field experience course or courses), or via social media experiences.
- Graduates will also successfully transfer to Baccalaureate Degree programs within and beyond Massachusetts.

Career Option Graduates will also

- - Be able to obtain and successfully perform within a variety of entry-level helping positions in areas such as mental health, developmental disabilities, services to children, youth and families, addictions treatment, social services, and gerontology.

Academic Map

Degree in Human & Social Services - Career

A minimum of 20 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in HSRV 101
Introduction to Social Work/Human Services
3 Credits in HSRV 103
Group Dynamics
3 Credits in ENGL 101
English Composition I
3 Credits in SOCI 104
Principles of Sociology
3 Credits in Math elective

Semester 2

3 Credits in HSRV 102
Counseling Techniques
3 Credits in HSRV
Human/Social Services elective
3 Credits in ENGL 102
English Composition II
3 Credits in PSYC 101
General Psychology
3 Credits in SPCH 105
Speech Communication

Semester 3

3 Credits in HSRV 105
Human/Social Services Practice
4 Credits in HSRV 405
Seminar and Field Experience in Human Services I
3 Credits in Human/Social Services elective
3 Credits in GOVT 200
State and Local Government
3 Credits in Psychology or Sociology elective

Semester 4

3 Credits in HSRV 107
Fostering Equality and Diversity
4 Credits in HSRV 406
Seminar and Field Experience in Human Services II
3 Credits in Human/Social Services elective
3 Credits in Science elective
3 Credits in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of professionals from social work, mental health, community outreach, and human services organizations who collaborate with faculty and staff to ensure our programs remain responsive to the evolving needs of individuals, families, and communities. By offering guidance on curriculum development, field placement opportunities, and emerging trends in the human services field, the committee plays a vital role in preparing students to become compassionate, skilled, and effective practitioners. Together, we are committed to fostering student success and strengthening the social fabric of our communities.

- **Deborah Archer**
  Family Service Manager
  Self Help/Head Start
- **Robert Biela**
  Program Director
  Brockton Area Assoc. for Retarded Citizens
- **Diane Dumont**
  Program Director
  South Shore Industries
- **Gina Millett**
  Clinical Director
  Highpoint
- **Joel West**
  Chief Probation Officer
  Plymouth County Juvenile Probation Department
- **Sara Garrity**
  Community Outreach Prev & Ed Mgr
  Health Imperatives Violence Intervention & Prevention
- **Margaret Tiberio**
  Stairway to Recovery
- **Glen Prospere**
  Human Service Department
  Massasoit Community College
- **Karyn Boutin**
  Dean – Public Service/Social Science Division
  Massasoit Community College
- **Natasha Barros**
  The Family Center at Community Connections
- **Jhon Bolivar**
  Student Representative

Degree in Human & Social Services - Transfer

Program Details

Massasoit's Associate in Science in Human & Social Services – Transfer option allows graduates to transfer directly into their junior year at other Massachusetts state colleges. Most students transfer into human services, sociology, psychology, social work, or education programs.

Students in the Human & Social Services Transfer program develop the skills, knowledge, and attitudes required to work effectively with people in a wide variety of professional settings.

Past graduates have found careers in nursing homes, mental health and developmental disability settings, day care centers, youth programs, alcohol and drug treatment programs, and in other social service agencies. Because many career paths within and outside of these professions require education beyond the associate degree, more than half of Massasoit Human & Social Services graduates transfer to four-year colleges and universities to pursue bachelor's degrees.

Human & Social Services also offers a career option.

Supervised field experience is an important part of both programs, as work and internships give students the opportunity to apply their newly acquired knowledge and skills to real life situations and to test potential career choices.

Graduates earn an Associate in Science Degree.

Program Outcomes

Graduates of the Human & Social Services Department's Transfer and Career Options will:

- Develop and maintain effective working relationships with clients, colleagues and supervisors.
- Identify, interpret, and adhere to ethical standards for professional behavior.
- Work together with individuals and groups to assess needs, promote strengths, manage problems, set goals, develop or access resources, and implement and assess action plans.
- Communicate effectively, orally, and in writing.
- Develop and implement activities for personal and professional growth in order to maintain professional competency and currency, manage stress, and enhance satisfaction and job performance.
- Evidence civic engagement in their geographical communities or in "communities of affinity" through varied affiliations and activities, (including, but not limited to their placement in community agencies for their field experience course or courses), or via social media experiences.
- Graduates will also successfully transfer to Baccalaureate Degree programs within and beyond Massachusetts.

Academic Map

Degree in Human & Social Services - Transfer

A minimum of 20 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in HSRV 101
Introduction to Social Work/Human Services
3 Credits in HSRV 103
Group Dynamics
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - Introduction to Statistics or higher
3 Credits in SOCI 104
Principles of Sociology

Semester 2

3 Credits in HSRV 102
Counseling Techniques
3 Credits in Human/Social Services elective
Class in ENGL 102
English Composition II
3 Credits in PSYC 101
General Psychology
3 Credits in SPCH 105
Speech Communication

Semester 3

3 Credits in HSRV 105
Human/Social Services Practice
4 Credits in either HSRV 405 or HSRV 406
(Seminar and Field Experience in Human Services I or II)
3 Credits in either PSYC 201 or PSYC 205
(Abnormal Psychology or Developmental Psychology)
4 Credits in BIOL 160
Human Genetics, Reproduction, and Society
3 Credits in Humanities elective

Semester 4

3 Credits in HSRV 107
Fostering Equality and Diversity
3 Credits in Human/Social Services elective
3 Credits in Humanities elective
3 Credits in Lab Science or Science elective
3 Credits in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

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  Chief Probation Officer
  Plymouth County Juvenile Probation Department
- **Sara Garrity**
  Community Outreach Prev & Ed Mgr
  Health Imperatives Violence Intervention & Prevention
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  Stairway to Recovery
- **Glen Prospere**
  Human Service Department
  Massasoit Community College
- **Karyn Boutin**
  Dean – Public Service/Social Science Division
  Massasoit Community College
- **Natasha Barros**
  The Family Center at Community Connections
- **Jhon Bolivar**
  Student Representative

Degree in Psychology

Program Details

Massasoit Community College offers an Associate in Arts Degree in Psychology designed to cater to students planning to transfer to a four-year liberal arts bachelor's program or seeking entry-level positions in the field of Psychology. This comprehensive program aims to equip students with a deep understanding of Psychology and a diverse cultural background encompassing the humanities, natural sciences, mathematics, and social sciences. The Psychology curriculum comprises a range of courses covering various aspects of the discipline, including General Psychology, Abnormal Psychology, Child Psychology, Adolescent Psychology, Developmental Psychology, Social Psychology, Psychology of Learning, Psychology of Personality, Statistics for Psychology, and

Biopsychology. The core courses within the program emphasize sociology, ethics, biology, statistics, and a range of electives, ensuring a well-rounded education for aspiring psychology professionals.

Graduates earn an Associate in Arts Degree.

Program Outcomes

Students graduating with an A.A. degree in Psychology will:

1. Understand and compare the theories, major concepts and mechanisms, which explain human thought and behavior.
2. Engage in critical thinking to review empirical studies of psychology and draw appropriate and apply the scientific method as a primary basis for engaging in critical thinking.
3. Evaluate ethical standards in psychological theory and practice.
4. Create oral and written communications using the technical language of psychology.
5. Describe the impact of society and culture on human diversity from a psychological perspective.

Academic Map

Degree in Psychology

A minimum of 20 classes and 63 credits is required. A minimum of 16 Credits at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in PSYC 101
General Psychology
3 Credits in ENGL 101
English Composition I
3 Credits in either SPCH 105, SPCH 107, or SPCH 121
(Speech Communication, Oral Interpretation, or Argumentation and Debate)
3 Credits in History elective
3 Credits in Modern Language elective

Semester 2

3 Credits in either PSYC 202, PSYC 203, or PSCY 205
(Child Psychology, Adolescent Psychology, or Developmental Psychology)
4 Credits in BIOL 121
Biological Principles I
3 Credits in ENGL 102
English Composition II
3 Credits in History elective
3 Credits in Modern Language elective

Semester 3

3 Credits in either PSYC 201, PSYC 206, PSCY 207, PSCY 208, or PSCY 209
(Abnormal Psychology, Psychology of Learning, Biological Psychology, Psychology of Personality, or Social Psychology)
4 Credits in BIOL 122 or BIOL 160
(Biological Principles II or Human Genetics, Reproduction, and Society)
3 Credits ANTH 101, ECON 201, or GEOG 201
(Intro Anthropology, Principles of Economics I, or Human Geography)
3 Credits in MATH 158
Introduction to Statistics
3 Credits in SOCI 104
Principles of Sociology

Semester 4

3 Credits in either PSYC 201, PSYC 206, PSYC 207, PSCY 208, PSCY 209

(Abnormal Psychology, Psychology of Learning, Biological Psychology, Psychology of Personality, or Social Psychology)
4 Credits in PSYC 220
Statistics for Psychology and Social Sciences
3 Credits in PHIL 201
Ethical Dilemmas
3 Credits in Literature elective
3 Credits in Liberal Arts elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Corrections

Program Details

The Corrections Certificate Program prepares students for a career in state, county, federal, or community corrections. The certificate combines specialized criminal justice, corrections, and general education coursework to provide students with the knowledge and skills they need to compete for entry into the corrections field. Credits earned in the certificate program are applicable to a Police Career Incentive Pay Program (PCIPP) eligible associate in science degree at Massasoit Community College. They are also fully transferrable to most other colleges.

Program Outcomes

Students who complete the Corrections Certificate will have:

- Acquired the necessary and specific academic course work to prepare them for a position in Massachusetts Corrections facilities after successful completion of academy training.
- A working understanding of the corrections career and the opportunities available for employment in various agencies.

Academic Map

Certificate in Corrections

A minimum of 9 classes and 27 credits is required. At least 14 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CJUS 101
Introduction to Criminal Justice
3 Credits in ENGL 101
English Composition I
3 Credits in either GOVT 105 or GOVT 200
(American National Government or State and Local Government)
3 Credits in PSYC 101
General Psychology
3 Credits in SOCI 104
Principles of Sociology

Semester 2

3 Credits in CJUS 302
Corrections
3 Credits in CJUS 340
Community Corrections
3 Credits in CJUS 345
Corrections Law and Procedure

3 Credits in SOCI 203
Criminology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Dept of Devel. Svcs (DDS) Direct Support in Human Services

Program Details

The Direct Support Certificate is a program initiated by the Department of Developmental Services (DDS) in partnership with the Massachusetts Community Colleges Executive Office. It is an educational program especially designed to enhance the knowledge and skills of direct support workers in DDS settings.

This College-approved certificate consists of 22 college level credits. Major topics include the organization and history of the social welfare system, the dynamics and skills of effective group work, effective oral and written communication, interpersonal relations and supportive counseling skills, and work site certification. National Skills Standards for Human Service Workers will be integrated into the curriculum. The certificate is designed to strengthen writing, problem solving, and critical thinking skills by utilizing reading assignments and discussions of daily experiences, challenges and concerns of direct support workers.

Direct support workers who are employed at an agency under contract with DDS, with a GED or high school diploma, and who have the support of their employer, are eligible to apply. Participants are required to take the community college placement assessment and demonstrate college-level skills in reading and writing. Applicants are accepted into the program in May, June, September, and January.

Program Outcomes

Students who complete the DDS Direct Support Certificate will learn how:

- To enhance the knowledge and skills of direct support workers in DDS settings.
- To strengthen writing, problem solving and critical thinking skills of direct support workers.
- To attract and retain dedicated and qualified workers.
- To prepare students for transfer into Human Services, Social Work, Sociology, Psychology, Education or other helping professions.
- To assist students with self-development and career planning, basic skill and knowledge improvement, and professional education.
- To assist students working in a variety of DDS settings to further their professional development and career advancement.

Academic Map

Certificate in Dept of Devel. Svcs (DDS) Direct Support in Human Services

A minimum of 7 classes and 22 credits is required. At least 11 credits of your certificate must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Required Courses

3 Credits in HSRV 101
Introduction to Social Work/Human Services
3 Credits in HSRV 103
Group Dynamics
3 Credits in HSRV 221
Special Topics in Human Services
3 Credits in HSRV 222
Developmental Disabilities
4 Credits in HSRV 405
Seminar & Field Experience in Human Services I
3 Credits in ENGL 101

English Composition I
3 Credits in PSYC 101
General Psychology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Early Childhood Education Foundational

Program Details

The **Foundational Certificate in Early Childhood Education** prepares students with the essential knowledge and practical experience for working with children from birth through Pre-K. Through 16 credits of coursework in child development, curriculum, positive guidance, and supervised field experience, students connect early childhood theory with effective classroom practice and family engagement. Designed to align with Massachusetts Department of Early Education and Care (EEC) requirements, the certificate provides a pathway toward **Lead Teacher certification**, employment in the early childhood field, and continued study toward an associate degree.

This program requires that the five courses listed below for a total of 16 credits be taken in order to earn the certificate.

- Child Growth and Development
- Introduction to Early Childhood Education
- Early Childhood Curriculum **or** Infant/Toddler Curriculum
- Guiding Children's Behavior
- Practicum in Early Childhood Education

There is a supervised and required Practicum placement in a license child care setting where students can demonstrate competency.* A minimum grade of B- or higher is required in the Practicum setting. An overall average of C must be earned in all pre-requisite courses.

Earn your certificate and transfer your credits towards an associate degree in early childhood or to work in the field.

*A CORI/SORI is required before Practicum placement. There is no guarantee of Practicum placement.

Program Outcomes

Students who successfully complete the program will be able to:

- Explain and demonstrate an understanding of how cultural, economic, political, and historical factors influence theories of child development.
- Use knowledge of physical, cognitive, social, and emotional development to practice assessment of children from birth to age eight (8).
- Explain the main theories, models, job roles, and responsibilities in early childhood education for creating safe and inclusive learning environments.
- Follow ethical, legal, and practical considerations for supporting children with diverse needs and backgrounds in an unbiased way.
- Implement developmentally appropriate curriculum plans that align with ECE guidelines and support child development across domains.
- Demonstrate positive and supportive interactions with children, families, and colleagues.

Academic Map

Certificate in Early Childhood Education Founadtional

A minimum of 5 classes and 16 credits is required At least 8 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Required Courses

3 Credits in ECED 102
Development in Early Childhood
3 Credits in ECED 105
Introduction to Early Childhood Education
3 Credits in ECED 111 or ECED 231
(Early Childhood Curriculum: A Multi-Cultural Perspectives or Infant/Toddler Curriculum)
3 Credits in ECED 101
Positive Guidance
4 Credits in ECED 290
Practicum II in Early Childhood Eduation

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Juvenile Justice

Program Details

The Juvenile Justice Certificate program prepares students for entry level work with youth agencies. The certificate combines criminal justice and psychology/sociology coursework with an emphasis on juvenile development to provide students with the knowledge and skills needed to work in youth oriented social services groups.

Academic Map

Certificate in Juvenile Justice

A minimum of 6 classes and 18 credits is required. At least 9 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CJUS 101
Introduction to Criminal Justice
3 Credits in SOCI 104
Principles of Sociology

Semester 2

3 Credits in PSYC 101
General Psychology
3 Credits in CJUS 231
Juvenile Justice

Semester 3

3 Credits in CJUS 323
Juvenile Delinquency
3 Credits in PSYC 203
Adolescent Psychology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Law Enforcement

Program Details

Developed in cooperation with the Massachusetts Chiefs of Police Association, the Law Enforcement Certificate prepares students for a career in local law enforcement. The certificate combines specialized criminal justice and general education coursework to provide students with the knowledge and skills they need to compete for entry of the Massachusetts law enforcement field. All of the credits earned in the certificate program can be applied to a Police Career Incentive Pay Program (PCIPP) eligible Associate in Science degree in Criminal Justice.

Program Outcomes

Students who complete the Law Enforcement Certificate will have:

- Acquired a specific academic foundation preparing them for successful completion of a Massachusetts Police Academy or similar training programs.
- Completed the course work identified by the Commonwealth as necessary for basic academy training, and required for hybrid police academies (if offered).

Academic Map

Certificate in Law Enforcement

A minimum of 9 classes and 27 credits is required. At least 14 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CJUS 101
Introduction to Criminal Justice
3 Credits in ENGL 101
English Composition I
3 Credits in SOCI 104
Principles of Sociology
3 Credits in SPCH 105
Speech Communication

Semester 2

3 Credits in CJUS 305
Criminal Law
3 Credits in CJUS 306
Criminal Procedures
3 Credits in CJUS 316
Police, Community, and Society
3 Credits in PSYC 101
General Psychology
3 Credits in SOCI 203
Criminology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Private Security

Program Details

Private security companies provide armed and unarmed security services and expertise to private and public clients. Employees may provide patrol and guard services, traffic regulation, and fire and theft prevention and detection.

The Private Security – Basic Certificate will provide an entry level certificate in Private Security to help enhance the employability of individuals wishing to enter the field. The program will also provide continuing education for those individuals currently working in the field.

The certificate consists of four courses (12 credits) and could be completed in a single semester or in conjunction with other degree programs at the college.

Program Outcomes

Students who complete the Basic Security Certificate will have:

- Acquired the necessary academic course work to introduce and prepare them for an entry level security career in the private security industry.

Academic Map

Certificate in Private Security

A minimum of 4 classes and 12 credits is required. At least 6 credits of your certificate must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CJUS 223
Introduction to Investigative and Forensic Services
3 Credits in CTIM 180
Computer and Information Security
3 Credits in SECU 101
Introduction to Private Security
3 Credits in one of the following electives: BUSN 110, BUSN 112, CJUS 101, PSYC 101 or SOCI 104
elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Liberal Arts Studies - Health Sciences

Program Details

The Health Sciences Career option is designed for students interested in a health career, or who have completed health science course credits in an associate degree program or a certificate in a health program, and are seeking to be employed in entry-level health positions, or interested in transferring to a four-year institution to continue in an allied health program. Students who have completed a certificate in a health program will also be eligible to obtain an industry-recognized certification.

Graduates earn an Associate in Science Degree.

Program Outcomes

Graduates of the Liberal Studies Health Science option will achieve the outcomes of the Liberal Studies degree. Additionally, graduates are prepared to:

- Identify skills and knowledge necessary for a health care worker;
- Apply critical thinking and problem-solving skills in healthcare environments;
- Demonstrate professional and ethical work habits as they apply to health care environments;
- Exhibit interpersonal and communication skills with patients, peers, other health care personnel, and the public;
- Recognize the impact of different cultures in the healthcare environment;
- Transfer to an allied health bachelor's degree program.

Pathway

Degree in Liberal Arts Studies-Health Sciences

A minimum of 20 class and credits is required At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in BIOL 121
Biological Principles I
3 Credits ENGL 101
English Composition I
3 Credits in either MATH 158 or MATH 203 higher
(Introduction to Statistics or College Algebra or higher)
3 Credits in PSYC 101
General Psychology
3 Credits in History Elective

Semester 2

4 Credits in BIOL 201
Anatomy and Physiology I
3 Credits in ENGL 102
English Composition II
3 Credits in SOCI 104
Principles of Sociology
3 Credits in History Elective
3 Credits in General elective

Semester 3

4 Credits in BIOL 202
Anatomy and Physiology II
3 Credits in 200 level Literature Elective
3 Credits in General elective
3 Credits in General elective
3 Credits in General elective

Semester 4

3 Credits in PSYC 205
Developmental Psychology
3 Credits in either SPCH 105 or SPCH 107
(Speech Communication or Oral Interpretation)
3 Credits in 200 level Literature elective
3 Credits in General elective
3 Credits in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Nursing - LPN to Associate Full-Time

Program Details

These full-time courses of study lead to an Associate in Science degree and eligibility to take the NCLEX-RN. Classes are held primarily during the day. LPNs are admitted annually to the second year by advanced placement. Credit is given for Nursing I, II, and III. To receive advanced placement the LPN must have graduated from an approved school of practical nursing, hold a current unrestricted license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required prerequisite first-year courses. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth Technical School may be given transfer credit for the Human Growth and Development course.

Graduates earn an Associate in Science Degree.

Program Outcomes

The graduates of this Associate Degree program are prepared to deliver nursing care in structured settings to patients with common health needs, and are eligible to take the NCLEX Examination for licensure as a registered nurse.

Critical thinking is a multi-faceted process that includes the application of analytical reasoning, reflection and rational problem solving skills, using verifiable information and clinical judgment in order to choose among existing alternative solutions to clinical problems. Adapted from PEW Commission ADN Competencies.

At the completion of the Nurse Education Program at Massasoit Community College, the graduate will utilize critical thinking to:

Competencies	Program Outcomes
Nursing Process	Integrate consistently and independently the nursing process in coordinating a holistic care plan to meet the needs of individuals across the life span.
Teaching & Learning	Incorporate teaching/learning concepts into nursing practice.
Technical Skills	Perform technical skills and competencies necessary for entry into professional practice in accordance with current policies, procedures, and evidence based practice.
Roles & Responsibilities	Responsibilities Integrate professional values through collegial practice, lifelong learning, service to the community, and the commitment to improvement of the profession and the health care system.
Knowledge Base	Synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized, holistic and caring nursing practice.
Communication	Communicate effectively and therapeutically with patients, families, and health care team members in the coordination and delivery of patient care.
Diversity	Provide nursing care to diverse populations both independently and in collaboration with other health team members.

Academic Map

Degree in LPN to Associate Degree - Day Option

A minimum of 15 classes and 65 credits is required. At least 19 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements. A minimum grade of C+ (78) is required in all nursing courses. Math Competency: All students in the nursing program must pass MATH 203 College Algebra or higher OR earn a score of 268 or higher on the Math Placement Exam or place higher through Multiple Measures.

Semester 1

8 Credits in NURS 101
Nursing I
4 Credits in BIOL 201
Anatomy and Physiology I
3 Credits in ENGL 101
English Composition I
3 Credits in PSYC 101
General Psychology

Semester 2

4 Credits in NURS 203
Nursing II
4 Credits in NURS 204
Nursing III
4 Credits in BIOL 202
Anatomy and Physiology II
3 Credits in ENGL 102
English Composition II
3 Credits in Liberal Arts elective

Semester 3

9 Credits in NURS 301
Nursing IV
4 Credits in BIOL 231
Microbiology
3 Credits in PSYC 205
Developmental Psychology

Semester 4

9 Credits in NURS 302
Nursing V
1 Credit in NURS 303
Nursing Seminar
3 Credits in SOCI 104
Principles of Sociology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

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Degree in Nursing - LPN to Associate Part-Time

Program Details

Classes for the part-time course of study are held primarily in the evening. This option mirrors the full-time option but is designed to provide a longer study time for those who value and desire the RN role. This course of study leads to an Associate of Science degree and eligibility to take the NCLEX-RN.

The LPN cohort option is three semesters in duration. LPNs receive advanced placement if they graduated from an approved school of practical nursing, hold a current unrestricted license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required courses of the first three semesters. Students receive credit for Nursing I-E, II-E, and III-E. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth Technical may be given transfer credit for the Human Growth and Development course.

Graduates earn an Associate in Science Degree.

Program Outcomes

The graduates of this Associate Degree program are prepared to deliver nursing care in structured settings to patients with common health needs, and are eligible to take the NCLEX Examination for licensure as a registered nurse.

Critical thinking is a multi-faceted process that includes the application of analytical reasoning, reflection and rational problem solving skills, using verifiable information and clinical judgment in order to choose among existing alternative solutions to clinical problems. Adapted from PEW Commission ADN Competencies.

At the completion of the Nurse Education Program at Massasoit Community College, the graduate will utilize critical thinking to:

Competencies	Program Outcomes
Nursing Process	Integrate consistently and independently the nursing process in coordinating a holistic care plan to meet the needs of individuals across the life span.
Teaching & Learning	Incorporate teaching/learning concepts into nursing practice.
Technical Skills	Perform technical skills and competencies necessary for entry into professional practice in accordance with current policies, procedures, and evidence based practice.
Roles & Responsibilities	Responsibilities Integrate professional values through collegial practice, lifelong learning, service to the community, and the

	commitment to improvement of the profession and the health care system.
Knowledge Base	Synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized, holistic and caring nursing practice.
Communication	Communicate effectively and therapeutically with patients, families, and health care team members in the coordination and delivery of patient care.
Diversity	Provide nursing care to diverse populations both independently and in collaboration with other health team members.

Academic Map

Degree in LPN to Associate Degree - Evening/Weekend

A minimum of 16 classes and 65 credits is required. At least 17 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements. A minimum grade of C+ (78) is required in all nursing courses. Math Competency: All students in the nursing program must pass MATH 203 College Algebra or higher OR earn a score of 268 or higher on the Math Placement Exam or place higher through Multiple Measures.

Semester 1

6 Credits in NURS 212
Nursing I-E
4 Credits in BIOL 201
Anatomy and Physiology I
3 Credits in PSYC 101
General Psychology

Semester 2

5 Credits in NURS 214
Nursing III-E
4 Credits in BIOL 202
Anatomy and Physiology II
3 Credits in ENGL 101
English Composition I

Semester 3

5 Credits in NURS 213
Nursing II-E
3 Credits in ENGL 102
English Composition II
3 Credits in Liberal Arts elective

Semester 4

6 Credits in NURS 304
Nursing A
3 Credits in PSYC 205
Developmental Psychology

Semester 5

6 Credits in NURS 305
Nursing B

4 Credits in BIOL 231
Microbiology

Semester 6

6 Credits in NURS 306
Nursing C
1 Credit in NURS 307
Nursing Trends
3 Credits in SOCI 104
Principles of Sociology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

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Degree in Nurse Education - Full-Time

Program Details

The Nurse Education Programs are designed to prepare students for entry-level positions in nursing in a variety of health care settings. The program requires general education, liberal arts, science, and nursing courses. Clinical experiences are selected to enhance learning and achievement of the program outcomes.

Graduates earn an Associate in Science Degree.

Program Outcomes

The graduates of this Associate Degree program are prepared to deliver nursing care in structured settings to patients with common health needs, and are eligible to take the NCLEX Examination for licensure as a registered nurse.

Critical thinking is a multi-faceted process that includes the application of analytical reasoning, reflection and rational problem solving skills, using verifiable information and clinical judgment in order to choose among existing alternative solutions to clinical problems. Adapted from PEW Commission ADN Competencies.

At the completion of the Nurse Education Program at Massasoit Community College, the graduate will utilize critical thinking to:

Competencies	Program Outcomes
Nursing Process	Integrate consistently and independently the nursing process in coordinating a holistic care plan to meet the needs of individuals across the life span.
Teaching & Learning	Incorporate teaching/learning concepts into nursing practice.
Technical Skills	Perform technical skills and competencies necessary for entry into professional practice in accordance with current policies, procedures, and evidence based practice.
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Knowledge Base	Synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized, holistic and caring nursing practice.
Communication	Communicate effectively and therapeutically with patients, families, and health care team members in the coordination and delivery of patient care.
Diversity	Provide nursing care to diverse populations both independently and in collaboration with other health team members.

Academic Map

Degree in Nurse Education - Day

A minimum of 15 classes and 65 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements. Math Competency: All students in the nursing program must pass MATH 203 College Algebra or higher OR earn a score of 268 or higher on the Math Placement Exam or place higher through Multiple Measures. A minimum grade of C+ (78) is required in all nursing courses.

Semester 1

8 Credits in NURS 101
Nursing I
4 Credits in BIOL 201
Anatomy and Physiology I
3 Credits in ENGL 101
English Composition I
3 Credits in PSYC 101
General Psychology

Semester 2

4 Credits in NURS 203

Nursing II
4 Credits in NURS 204
Nursing III
4 Credits in BIOL 202
Anatomy and Physiology II
3 Credits in ENGL 102
English Composition II
3 Credits in Liberal Arts elective

Semester 3

9 Credits in NURS 301
Nursing IV
4 Credits in BIOL 231
Microbiology
3 Credits in PSYC 205
Developmental Psychology

Semester 4

9 Credits in NURS 302
Nursing V
1 Credit in NURS 303
Nursing Seminar
3 Credits in SOCI 104
Principles of Sociology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

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Degree in Radiologic Technology

Program Details

The **Radiologic Technology Program** is a 21-month, competency-based program, preparing students for entry-level careers as radiographers in a variety of clinical settings. Accreditation has been granted by the Joint Committee on Education in Radiology Technology (JRCERT). Students who successfully complete the approved course of study are then eligible to apply for examination by the American Registry of Radiologic Technologists (ARRT).

The Radiologic Technology program is a selective and highly competitive admissions program. All applicants are reviewed by a committee using the rubrics to ensure fair and ethical selection practices.

Upon completion of the Radiologic Technology program, students should be able to apply principles of radiographic exposure with knowledge of anatomy, physiology, and positioning to determine the best demonstration of anatomical structures.

The technologist is also responsible for the care, protection, and comfort of the patient. Additional responsibilities include the ongoing monitoring of equipment safety and quality. This requires a level of professional judgment that necessitates quality academic and clinical training. Radiologic technologists are employed by hospitals, clinics, and private contractors.

Radiologic technologists are integral members of the health care profession. With recent advances in imaging technology, radiographers could broaden their professional opportunities in a variety of diagnostic modalities.

Students must be formally admitted into the Radiologic Technology program to take Radiologic Technology concentration courses. Radiology courses are sequential and must be completed in order. Admission to the program is selective and highly competitive.

Graduates earn an Associate in Science Degree.

Additional Information

The 4 credit "Biological Principles" course is a prerequisite for Anatomy and Physiology I and II. For additional information see information on "How to Apply" in the General Program Information page

Classes may be completed prior to applying for the Radiologic Technology Program. It is strongly urged that students complete these prerequisite classes which are used in the Rubric prior to applying. If a student wishes to take prerequisite courses first, applying into a Liberal Arts Associate Degree Program to do so is a good option.

Priority consideration is given to students who apply with Anatomy and Physiology I&II, English I&II, General Psychology or Principles of Sociology and College Algebra or higher with a grade of "B" or better.

Students contemplating a career in Radiology must be aware that if they have ever been convicted by a court of law, their records will be subject to review by the ARRT examination board.

Program Outcomes

The Massasoit Community College Radiologic Technology Program evaluates student learning and program effectiveness through measurable outcomes that reflect the knowledge, skills, and professional behaviors expected of entry-level radiographers. The program uses assessment data to monitor student achievement, identify areas for improvement, and maintain the quality and effectiveness of the program.

The following outcomes were adapted from JCERT Competencies. Upon completion of the Radiologic Technology Program, students will be able to:

1. Clinical Competence: Students will demonstrate clinical competence by accurately performing radiographic procedures, applying appropriate positioning and technical factors, producing diagnostic-quality images, and consistently applying radiation protection principles in accordance with ALARA.

2. Critical Thinking and Problem Solving: Students will demonstrate critical-thinking and problem-solving skills by evaluating radiographic images for diagnostic quality, recognizing and correcting technical errors, and adapting procedures appropriately for trauma, non-routine, and diverse patient conditions.
3. Communication: Students will demonstrate effective verbal, nonverbal, and written communication when interacting with patients, families, physicians, and members of the healthcare team.
4. Professionalism: Students will demonstrate professional and ethical behavior by providing compassionate patient care, maintaining confidentiality, demonstrating accountability and dependability, adhering to professional standards, and recognizing the importance of lifelong learning and professional development.

Academic Map

Degree in Radiologic Technology

A minimum of 27 classes and 74 credits is required. A minimum of 18 credits at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in RADT 101
Introduction to Clinical Practice
1 Credit in RADT 111
RADT Anatomy and Positioning Lab I
2 Credits in RADT 133
RADT Anatomy and Positioning Lecture I
3 Credits in RADT 141
RADT Clinical Experience I
4 Credits in BIOL 201
Anatomy and Physiology I
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - College Algebra or higher

Semester 2

3 Credits in RADT 102
Image Production and Evaluation
1 Credit in RADT 112
RADT Anatomy and Positioning Lab II
2 Credits in RADT 120
RADT Principles of Digital Imaging
2 Credits in RADT 134
RADT Anatomy and Positioning Lecture II
3 Credits in RADT 142
RADT Clinical Experience II A
4 Credits in BIOL 202
Anatomy and Physiology II
3 Credits in ENGL 102
English Composition II

SUMMER

5 Credits in RADT 143
4 RADT Clinical Experience II B

Semester 3

2 Credits in RADT 105
Medical Imaging
1 Credit in RADT 113
RADT Anatomy and Positioning Lab III
3 Credits in RADT 131
Radiation Science I

1 Credit in RADT 137
RADT Anatomy and Positioning Lecture III
4 Credits in RADT 144
RADT Clinical Experience III
3 Credits in PSYC 101 or SOCI 104
General Psychology or Principles of Sociology

Semester 4

2 Credits in RADT 106
Seminar/Quality Control
3 Credits in RADT 132
Radiation Science II and Protection
3 Credits in RADT 138
RADT Pathology and Sectional Anatomy
2 Credits in RADT 140
Advanced Imaging Procedures
4 Credits in RADT 145
RADT Clinical Experience IV

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is comprised of healthcare professionals, radiologic technologists, educators, and industry partners who collaborate to ensure the program remains aligned with current clinical standards, certification requirements, and technological advancements in medical imaging. By offering expert insight into curriculum development, clinical training, and workforce trends, the committee plays a vital role in preparing students to become skilled, compassionate, and credentialed radiologic technologists. Together, we are committed to advancing excellence in radiologic education and supporting the health of our communities.

- **Catherine Powers Ozyurt Ph.D**
  Dean of Health Sciences
  Massasoit Community College
- **Anthony Kapadoukakis, Ph.D., R.T.(R),CT,QM, ASRT, ISRRT**
  Department Chairperson/Professor
  Massasoit Community College
- **Cheryl Burke, M.A, R.T.(R)(M)(CT)**
  Clinical Coordinator
  Massasoit Community College
- **Student Representative** – 1st year – TBA for each calendar year
- **Student Representative** – 2nd year – TBA for each calendar year
- **Ella Penny, A.S, R.T. (R) (M), R.N.**
  Clinical Instructor
  Brockton Hospital Signature Healthcare.
- **Daniel Dubovy, A.S, R.T.(R)**
  Clinical Instructor
  Morton Hospital, A Steward Family, Inc.
- **Jocelyn Charest, B.A.**
  Manager of the South Coast Clinical Instructors
- **Cheryl Economos, A.S., R.T.(R)**
  Clinical Instructor
  Charlton Memorial Hospital
- **Kevin Doten**
  Respiratory Instructor
  Massasoit Community College

Degree in Respiratory Care

Program Details

Respiratory Care is a two-year program that awards an Associate in Science degree. Program lecture courses are primarily taught on the Brockton Massasoit Community College campus with assigned clinical training experiences located at healthcare facilities throughout the surrounding area. The Massasoit Community College Respiratory Care Program is accredited by **CoARC (Commission on Accreditation for Respiratory Care)** as program #200230. View CoARC Programmatic Outcomes Data. CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Students who graduate from the Massasoit program are eligible to take the National Board of Respiratory Care credentialing examinations needed for licensure as a Respiratory Therapist.

In addition to courses in general education, liberal arts, and the theory of respiratory care, carefully selected clinical experiences are provided in area hospitals and health agencies to enable students to develop the skills necessary for the successful completion of the program and future competent practice as a Registered Respiratory Therapist. A minimum grade of 75 must be achieved in all respiratory care courses.

Students contemplating a career as a Respiratory Therapist must be aware that if they have ever been convicted by a court of law, their records will be subject to review by the Commonwealth of Massachusetts Board of Registration in Respiratory Care upon application for licensure as a Respiratory Therapist. A CORI (Criminal Offender Record Information) check will be required for all students before participating in any patient-care clinical experiences at area hospitals or healthcare agencies.

Respiratory Care is an allied health profession dedicated to the management and care of patients of all ages, infants to elderly, who are experiencing difficulties with breathing. While working under the direction of a Physician, the scope of a Respiratory Therapist's expertise includes mechanical ventilator management, artificial airways, oxygen therapy, aerosolized medication administration, acute and chronic pulmonary disease management etc. Employment opportunities can be found in hospitals, home care, sales, education etc. Currently there is a shortage of Respiratory Therapists throughout Massachusetts. For specific information regarding the Respiratory Care Program at Massasoit Community College, email the Program Director at kdoten@massasoit.mass.edu.

To be considered for admission into this program, the applicant must possess a high school diploma or an equivalency certificate, complete an acceptable course in Biological Principles or successfully perform on the biology departmental challenge exam, attend a Respiratory Care Program information session, and successfully achieve adequate scores on the ATI TEAS examination.

Program Outcomes

- Students will apply all modalities of respiratory care proficiently.
- Students will select equipment and troubleshoot in a proficient manner.
- Students will demonstrate appropriate respiratory care safety practice.
- Students will effectively communicate with the physician.
- Students will demonstrate adaptability and flexibility when met with a new circumstance related to the respiratory care emergencies, difficult cases or variations from the routine.
- Students will use effective oral communication skills in the clinical and academic settings.
- Students will practice written communication skills.
- Graduate students will demonstrate involvement in state and national professional organizations.
- Students will discuss the importance of keeping current in the profession.
- Students/Graduates will participate in professional activities.
- Graduates will successfully obtain the National Board of Respiratory Care's Registered Respiratory Therapist (RRT) credential.

Academic Map

Degree in Respiratory Care

A minimum of 19 classes and 70 credits is required. A minimum of 18 credits at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements. A minimum grade of C is required for respiratory courses.

Semester 1

7 Credits in RESP 101
Fundamentals of Respiratory Care I
2 Credits in RESP 113

Respiratory Care Seminar I
2 Credits in RESP 115
Respiratory Care Equipment
4 Credits in BIOL 201
Anatomy and Physiology I
3 Credits in either CHEM 131 or CHEM 151
(Survey of Chemistry or General Chemistry I)

Semester 2

7 Credits in RESP 102
Fundamentals of Respiratory Care II
2 Credits in RESP 112
Introduction to Pharmacology
4 Credits in BIOL 202
Anatomy and Physiology II
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - Introduction to Statistics or higher

Semester 3

7 Credits in RESP 103
Fundamentals of Respiratory Care III
2 Credits in RESP 111
Introduction to Pathology
3 Credits in RESP 121
Respiratory Care Clinical Cardio Anatomy and Physiology
3 Credits in ENGL 102
English Composition II

Semester 4

7 Credits in RESP 104
Fundamentals of Respiratory Care IV
3 Credits in RESP 116
Respiratory Care Seminar II
1 Credit in RESP 117
Cardiopulmonary Diagnostics and Evaluation
4 Credits in BIOL 231
Microbiology
3 Credits in PSYC 101
General Psychology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of respiratory therapists, healthcare professionals, educators, and clinical partners who work collaboratively to ensure the program remains aligned with current clinical standards, licensure requirements, and the evolving needs of the healthcare industry. By providing expert input on curriculum development, clinical training, and emerging trends in respiratory care, the committee plays a vital role in preparing students to become skilled, compassionate, and credentialed respiratory therapists. Together, we are committed to advancing respiratory care education and improving patient outcomes in our communities.

- **Alycia Canha, RRT**
  Clinical Instructor
  Boston Medical Center-South
  Massasoit Respiratory Care Program

- **Catherine Powers Ozyurt EdD, GCPH, LSW**
  Dean of Nursing and Allied Health
  Massasoit Community College
- **Cheryl Manning, RRT**
  Simulation Laboratory Instructor
  Massasoit Respiratory Care Program
- **Denise Logan M.Ed., B.S., R.R.T.-ACCS**
  Director of Clinical Education
  Massasoit Respiratory Care Program
- **Donna Sullivan, RRT**
  Alumni, Past Faculty Member
  Massasoit Respiratory Care Program
- **Brian Bloom, MD, MBA**
  Medical Director
  Massasoit Respiratory Care Program
- **Elizabeth Bucha, RRT**
  Clinical Instructor
  South Shore Hospital
- **Emmanuel Berthil, RRT**
  Vibra Hospital of Southeastern Massachusetts
- **Jack Keating**
  Professor, Massasoit Community College
- **Joseph Higgins, RRT**
  Manager of Respiratory Therapy Services
  Brigham and Women's Faulkner Hospital
- **Kevin Doten, MS, RRT**
  Program Director
  Massasoit Respiratory Care Program
- **Khamsouk Touy, RRT**
  Massasoit Community College
- **Laura Lusky, RRT**
  Advisory Committee Chair, Alumni
  Massasoit Respiratory Care Program
- **Martha DeSilva, RRT**
  Program Director Emerita
  Massasoit Respiratory Care Program
- **Melissa LaRose, RRT**
  Clinical Instructor
  Franciscan Children's Hospital
  Massasoit Respiratory Care Program
- **Michelle M. DuBois**
  Massachusetts State Representative – 10th Plymouth District
- **Nancy Rec, RRT**
  Clinical Instructor
  Brigham and Women's Faulkner Hospital
  Massasoit Respiratory Care Program
- **Patricia Harron, RRT**
  Clinical Instructor
  Massachusetts General Hospital
  Massasoit Respiratory Care Program
- **Susan E. Clover, M.S., R.N., A.C.M.**
  Associate Dean of Nursing Education
  Massasoit Community College
- **1st Year Student – TBA**
- **2nd Year Student – TBA**

Certificate in Dental Assistant

Program Details

The dental assistant is an important member of the dental team. Effective utilization of a well-trained dental assistant results in more effective dental service for a greater number of people, with less time and productivity expended by the dentist. A well-trained Certified Dental Assistant is always in demand in the career market.

While many assistants are employed in private dental practices, there are other fields of opportunity:

- School clinics or public health clinics
- Private hospitals or government hospitals
- Dental schools or the armed services
- Dental sales insurance companies

The main duty is assisting the dentist at chairside in the transfer of instruments, the preparation of dental materials, the sterilization of instruments, and the preparation of the treatment room. The dental assistant is also responsible for certain laboratory procedures.

Most important, the assistant is trained to expose and process X-rays used by the dentist in diagnosis and treatment planning.

Frequently the assistant is called upon to evaluate the patient's diet and its relationship to oral health, to instruct the patient in the importance of home care, and to demonstrate proper brushing, flossing techniques, and the use of other adjuncts as prescribed by the dentist.

The assistant's duties also include appointment making, recalls, billing, processing third-party insurance forms, ordering supplies, and complying with OSHA regulations

Program Outcomes

After successful completion of the Dental Assistant program:

- Students will apply all modalities of dental assisting proficiently.
- Students will demonstrate appropriate OSHA standards.
- Students will effectively communicate with dental team.
- Students will demonstrate adaptability and flexibility when met with a new circumstance related to dental
- care, difficult cases or variations from the routine.
- Students will use effective oral communication skills in the clinical and academic settings.
- Students will practice written communication skills.
- Graduate students will demonstrate involvement in state and national professional organizations.
- Students will discuss the importance of keeping current in the profession.

Academic Map

Certificate in Dental Assistant

A minimum of 13 classes and 40 credits is required. At least 20 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in DENT 102
Dental Materials I
3 Credits in DENT 103
Dental Radiography I
3 Credits in DENT 105
Dental Office Management
5 Credits in DENT 106
Dental Science I
6 Credits in DENT 107
Chairside Assisting
3 Credits in ENGL 101
English Composition I

Semester 2

3 Credits in DENT 111
Dental Science II
6 Credits in DENT 112
Clinical Externship in Dental Assisting
2 Credits in DENT 113
Dental Materials II
3 Credits in DENT 114

Dental Radiography II
3 Credits in PSYC 101
General Psychology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Commitee

This committee is composed of dental professionals, educators, and community partners who work collaboratively to ensure the program remains aligned with current industry standards, certification requirements, and best practices in patient care. By providing expert input on curriculum development, clinical training, and workforce trends, the committee plays a vital role in preparing students to become skilled, compassionate, and job-ready dental assistants. Together, we are committed to supporting student success and advancing excellence in dental healthcare education.

- **Catherine Powers Ozyurt**
  Dean of Health Sciences
  Massasoit Community College
- **Dr. Paul Hubley**
  General Dentist
- **Sabrina O'Shea**
  Director/Chair Dental Assisting, Facilitator of Advisory Board
  Massasoit Community College
- **Eve Jankey**
  Director/Chair Dental Assisting
  Massasoit Community College
- **Christina Farinella**
  Adjunct Faculty
  Massasoit Community College
- **Michelle Mello**
  Adjunct Faculty
  Massasoit Community College
- **Pricila DeJesus '23**
  CDA
  Massasoit Program Alum

Certificate in Medical Assistant

Program Details

On the Canton campus, Massasoit offers training in Medical Assisting, a nine-month (full-time day) Certificate Program. The program curriculum is based on the 2022 American Association of Medical Assistants (AAMA) and the Medical Assisting Education Review Board, (MAERB) guidelines. As a graduate of this program, you will be eligible to become a nationally certified medical assistant by passing a national certification examination. National certification is not a requirement for entry level employment, yet it is sought after by employers. The **Medical Assistant Program** is a college accredited program through NECHE, The New England Commission of Higher Education.

Medical assistants perform administrative and clinical tasks. Duties vary with type of practice and include greeting patients, demonstrating effective communication skills in a professional manner, telephone interaction, scheduling appointments, utilizing Electronic Health Records, and Practice Management Software programs.

Clinical duties include obtaining medical histories, recording vital signs, preparing patients for examinations (pediatrics to gerontology), performing EKG's, sterilization of instruments, collecting and identifying specimens, routine urinalysis, fecal analysis, clinical bacteriology, and phlebotomy. Medical Assistants who work for specialists will have additional duties.

A seven-week/245-hour clinical practicum in a Health Maintenance Organization/Health Care Facility is required for graduation.

Additional Information

This program awards a Regent-Approved Certificate upon completion of 13 courses and 38 credits.

Academic Map

Certificate in Medical Assistant

A minimum of 13 classes and 38 credits are required. At least 19 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements. A minimum grade of C (75) is required in all Medical Assitant (MEDA) courses.

Semester 1

3 Credits in MEDA 104
Basic Laboratory Procedures I
2 Credits in MEDA 107
Medical Assisting Techniques I
3 Credits in MEDA 108
Anatomy, Physiology, and Terminology I
3 Credits in MEDA 109
Pharmacology
5 Credits in MEDA 229
Medical Office Management I
2 Credits in PHIL 111
Medical Law and Ethics

Semester 2

6 Credits in MEDA 116
Clinical Externship in Medical Assisting
2 Credits in MEDA 119
Anatomy, Physiology, and Terminology II
2 Credits in MEDA 120
Medical Assisting Techniques II
2 Credits in MEDA 121
Basic Laboratory Procedures II
2 Credits in MEDA 230
Medical Office Management II
3 Credits in ENGL 101
English Composition I
3 Credits in PSYC 101
General Psychology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of healthcare professionals, educators, and community partners who work collaboratively to ensure the program remains aligned with current clinical standards, certification requirements, and the evolving needs of the healthcare industry. By providing expert input on curriculum design, hands-on training, and workforce trends, the committee plays a critical role in preparing students to become competent, compassionate, and certified medical assistants. Together, we are committed to supporting student success and strengthening the quality of patient care in our communities.

- **Eve K. Jankey, MEd, CMA (AAMA) '12**
  Department Chair, Medical Assisting Program, Program Alumn
  Massasoit Community College
- **Catherine Powers Özyurt, EdD, MSW**
  Dean of Health Sciences, Massasoit Community College
- **Susan Beer, MEd, CMA (AAMA)**
  Former Faculty, Massasoit Community College
- **Nataliya Ryzhenko, MS, MLT (ASCP)**
  Former Faculty, Massasoit Community College

- **Charlene Harris PBT (ASCP)**
  Instructor, Phlebotomy Program & Medical Assistant Program Massasoit Community College
- **Donna M. Krol**
  Administrative Assistant, Health Sciences – Canton
- **Hanna Brucker, DC**
  Adjunct Faculty, Massasoit Community College
- **Caitlin Coppinger**
  Community Interest Person
- **Jessica Rando, LPN**
  Community Interest Person
- **Sharon Perkins**
  South Shore Medical, Clinical Academic Practice Coordinator
- **Madison Crowley**
  Plymouth Bay Orthopedics Human Resources Coordinator
- **Kelly Mattar, MHA, RN, CMSRN**
  South Shore Medical, Clinical PD Specialist
- **Jennifer O'Brien, CMA (AAMA)**
  Graduate, MA Program Director Tri-Country Regional H.S.
- **Andre Laffitte**
  Atrius Health Recruiting Specialist
- **Lauren McGovern, RN**
  Dana Farber Nurse Educator
- **Annette Smith**
  Brigham Mass General Human Resources Director
- **Sophia Burke, CMA (AAMA) '22**
  2022 Graduate, Student
- **Paige Norek, CMA (AAMA) '22**
  2022 Graduate, Steward Medical Group – Middleboro
- **Shannon Perry, CMA (AAMA) '19**
  2019 Graduate, South Shore Medical Family Medicine
- **Sarah Byers, CCMA (NHA) '24**
  2024 Graduate, Atrius Health Braintree Pediatrics
- **Kaitlyn Walker, CCMA (NHA) '24**
  2024 Graduate, Dana Farber Foxborough
- **Ava Morrison '25**
  Class of 2025 Advisory Board Representative
- **Skyla Silva '25**
  Class of 2025 Advisory Board Representative

Degree in Black Studies

Program Details

The mission of the Black Studies Associate of Arts degree is to provide an interdisciplinary arena in which students learn to critically examine, analyze, and interpret Black experiences in American society. The degree offers a broad selection of courses addressing historical, cultural, and sociological factors that affect the lives of Black people. For the purpose of this program, the term "Black" encompasses people who are African-descended Americans, Africans, and others from the African diaspora (e.g., Haiti and other Caribbean Island countries, Cape Verde).

The fundamental goal of the Black Studies degree program is to offer a comprehensive introduction of the historical, anthropological, sociological, psychological, economic, and political aspects of Black America. The curriculum also offers opportunities to study the literary, musical, and artistic heritage of Black people in America and beyond.

Graduates earn an Associate in Arts Degree.

Program Outcomes

The Black Studies Program goals are:

- Prepare students for professional careers and support current workers in the fields of public service, education, healthcare, social work, law, community development, and others.
- Prepare students to pursue advanced Bachelor and master's degrees in Black Studies and related fields.

Academic Map

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Liberal Arts

Program Details

The **Liberal Arts Program** includes a broad range of general and liberal arts electives which allows students to tailor the program to meet their individual needs. The student with specific career goals may, through selection of electives, design a program to meet specific vocational objectives. The student who plans to transfer into a program in a four-year college, the prerequisites of which are not adequately met in any other program, may tailor the program to meet these requirements. The program meets the MassTransfer requirements.

Graduates earn and Associate in Arts Degree.

Program Outcomes

After successful completion of the program, graduates will have the kills and knowledge to:
• Synthesize information both quantitatively and qualitatively.
• Communicate clearly and logically in writing and orally.
• Critically evaluate information and assess validity.
• Apply ethical standards to intellectual pursuits.
• Develop an expansive and diverse world view.

Academic Map

Degree in Liberal Arts

A minimum of 20 classes and 61 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in ENGL 101
English Composition I
3 Credits in History elective
3 Credits in either SPCH 105 or SPCH 107
Speech Communication or Oral Interpretation
3 Credits in General elective
3 Credits in Math elective - Topics in Mathematics I or higher

Semester 2

3 Credits in ENGL 102
English Composition II
3 Credits in either PSYC 10 or SOCI 104
(General Psychology or Principles of Sociology)
4 Credits in Lab Science elective
3 Credits in General elective.
3 Credits in General elective.

Semester 3

3 Credits in Social Science elective
3 Credits in Science elective
3 Credits in Humanities elective or Fine Arts elective
3 Credits in General elective

Semester 4

3 Credits in Humanities elective
3 Credits in English Literature elective
ENGL 200 or higher
3 Credits in General elective
3 Credits in General elective
3 Credits in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Media Arts

Program Details

Step into the dynamic world of broadcasting with our Media Arts program, meticulously crafted to launch your career in television, radio, production, performance, editing, and writing. Whether you're drawn to being in front of the camera or working your magic behind the scenes, this program delivers a perfect blend of academic coursework, hands-on studio production, and on-air experience in state-of-the-art facilities.

Our students get exclusive access to a fully operational television studio and the renowned Dale Dorman Radio Studio, immersing them in real-world production environments. From broadcast vocal performance to mastering television and radio production techniques, participants develop the skills that make them industry ready.

In addition to acquiring proficiency in computerized nonlinear editing, students will also be well-prepared for seamless transfers to four-year colleges and universities that offer advanced programs in broadcast journalism, radio and television broadcasting, and mass communications.

Whether you're aiming to make waves in the broadcast industry or continue your journey at a top-tier institution, the Media Arts program equips you with the tools to thrive in today's media-driven world.

Graduates earn an Associate in Arts Degree.

Program Outcomes

The Associate of Arts Media Arts Degree Program will:

- Provide faculty who are experienced media professionals dedicated to meeting the needs of community college students by creating a supportive environment necessary for learning.
- Provide lecture-based and experiential learning, focusing on current industry methods, digital tools, and technology.
- Offer elective options that allow students to explore Broadcasting, Journalism, Theatre Arts, and related creative fields as they connect with Media Arts.
- Foster an attitude of adaptability, professionalism, and life-long learning as essential qualities for success in today's evolving media landscape.

Student Learning Outcomes:

- Learn and apply the vocabulary of media production, performance, and digital storytelling, with competency in both on-air and behind-the-scenes skills.
  Understand, analyze, and explain the influence of media on culture and society in both historical and contemporary contexts.
- Apply knowledge of media theory and practice across radio, television, film, and digital platforms.
- Demonstrate proficiency in critical thinking, oral communication, writing, and visual literacy for diverse media formats.
- Write and produce original content that shows critical engagement with primary and secondary media texts and industry research.

- Assess the interdisciplinary nature of media production, including performance, editing, sound, design, and digital integration.
- Work creatively, collaboratively, and cooperatively within production teams in professional and academic settings.

Academic Map

Degree in Media Arts

A minimum of 20 classes and 61 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in MDIA 111
Introduction to Mass Communication
3 Credits in MDIA 112 or 113
(Television Studio Production or Radio Production and Podcasting)
3 Credits in SPCH 105
5 Speech Communication
3 Credits in ENGL 101
English Composition I
3 Credits in History elective

Semester 2

3 Credits in FILM 200
Film Analysis
3 Credits in either MDIA 116 or MDIA 108
(Digital Video Editing or Radio Broadcasting)
3 Credits in SPCH 108
Interpersonal Communication
3 Credits in ENGL 102
English Composition II
3 Credits in Math elective - Topics in Mathematics I or higher

Semester 3

3 Credits in either JOUR 120 or MDIA 110
(Journalism Basics for the Digital Age or Broadcast Writing)
3 Credits in either MDIA 114 or MDIA 213
Advanced TV Production or Advanced Radio Production and Podcasting
3 Credits in Literature elective
3 Credits in PSYC 101
General Psychology
3 Credits in Science elective

Semester 4

3 Credits in MDIA 401
Practicum in Television or Radio
3 Credits in Media Arts or General elective
3 Credits in Literature elective
3 Credits in SOCI 104
Principles of Sociology
4 Credits Lab Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Social Science Transfer

Program Details

Do you want to understand how people think, how societies change, and how the world works? The Associate in Arts in Social Science Transfer program is designed to help you explore those big questions — while preparing you to continue your studies at a four-year university.

The Social Science Transfer Degree program has a threefold mission:

- To advance and disseminate knowledge concerning the nature, scope, and processes of the social sciences.
- To provide students with a rigorous foundation in the fundamental concepts, theories, and methodological skills necessary for advanced study in the social sciences.
- To cultivate the competencies and intellectual preparation required for successful transfer to four-year institutions and for entry into professional careers in related fields.

Graduates earn an Associate in Arts degree.

Program Outcomes

To fulfill its mission, the Social Science program has five outcome goals. Students graduating with an A.A. degree in Social Science will:

1. Understand and compare the key sociological theories, major concepts and mechanisms, which explain human thought and social behavior.
2. Engage in critical thinking to review empirical studies of the social sciences and apply the scientific method as a primary basis for engaging in critical thinking.
3. Evaluate ethical standards in social science theory and practice.
4. Create oral and written communications using the technical language of the social sciences.
5. Describe the impact of society and culture on human diversity from a social science perspective.

Academic Map

Degree in Social Science Transfer

A minimum of 20 classes and 62 credits is required. A minimum of 16 Credits at Massasoit. Note: A maximum of four 200-level PSYC courses may be used to satisfy program requirements. Note: A maximum of four 200-level SOCI courses may be used to satisfy program requirements. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in either ANTH 101, ECON 201, or GEOG 201
(Intro to Anthropology, Principles of Economics I, or Human Geography)
3 Credits in SOCI 104
Principles of Sociology
3 Credits in ENGL 101
English Composition I
3 Credits in either SPCH 105, SPCH 107, or SPCH 121
(Speech Communication, Oral Interpretation, or Argumentation and Debate)
3 Credits in History elective

Semester 2

3 Credits in PSYC 101
General Psychology
3 Credits in ENGL 102
English Composition II
3 Credits in History elective
3 Credits in either Humanities or Modern Language elective
3 Credits in Social Science elective

Semester 3

3 Credits in Math elective - Introduction to Statistics or higher
3 Credits in Psychology elective
3 Credits in Sociology elective
3 Credits in Literature elective
4 Credits in Lab Science elective

Semester 4

3 Credits in Humanities or Modern Language elective
4 Credits in Lab Science elective
3 Credits in Social Science elective
3 Credits in General elective
3 Credits in in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Theatre Arts

Program Details

Step into the transformative world of live performance with our Theatre Arts program, designed to spark creativity on stage and behind the scenes. Whether your passion is acting, directing, design, or technical theatre, the program blends theory with hands-on training, collaborative productions, and coursework that prepares you for professional careers or advanced study.

Students train in real theatre environments, participating in Massasoit productions that range from contemporary plays and musicals to classical works. This direct, practical engagement builds confidence and industry-ready skills across every aspect of performance and production.

Massasoit also sets itself apart with professional development opportunities that connect students to the evolving field of theatre. Workshops, job-shadow placements, and mentorship pair students with professionals who guide them through the creative and technical process. Cross-disciplinary projects with the Media Arts program further expand skills into broadcasting, digital production, and performance for the screen.

Whether you're pursuing theatre as part of a liberal arts education or preparing for transfer to a competitive four-year program, Massasoit's Theatre Arts program equips you with the foundation, versatility, and artistic courage to thrive in today's performing arts landscape.

Graduates earn an Associate in Arts Degree.

Program Outcomes

The Associate in Arts Theatre Arts Degree Program will:

- Provide faculty who are experienced professionals dedicated to meeting the needs of community college students by creating a supportive environment necessary for learning.
- Provide lecture based and experiential learning, focusing on current industry methods and technology.
- Provide various elective options to explore Music, Dance, Musical Theatre, and Media Arts, as they relate to Theatre Arts.
- Foster an attitude of self-improvement, responsibility, and professionalism in the graduate, and to nurture life-long learning as a core value.
- Student Learning Outcomes:
- Learn the vocabulary of artistic expression and competency in the theatrical knowledge applicable to performance and technical skills.
- Understand, analyze, and explain the relationship among world cultures as they relate to theatrical study.
- Apply knowledge in the theory and practice of both performative and technical theatre professional processes.
- Demonstrate proficiency in text analysis, critical thinking, oral communication, writing skills.
- Write critically about both primary and secondary texts, research, and viewing of productions.
- Assess the interdisciplinary nature and components of the theatre performance and design.
- Inhabit the ability to work creatively, collaboratively and cooperatively, in diverse teams.

- Every graduate will be able to:
- Acquire an associate degree education equivalent to the first two years of a baccalaureate degree program.
- Acquire academic skills necessary for successful transfer to a senior institution which include a strong foundation in the theatre arts.
- Apply skills needed for entry-level positions in theatre and/or advanced study beyond the Associates Degree.
- Transfer to state-supported schools in Massachusetts through the Mass Transfer Program.

Academic Map

Degree in Theatre Arts

A minimum of 20 classes and 61 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in THET 101
Introduction to the Theatre
3 Credits in THET 204
Movement for Acting
3 Credits in ENGL 101
English Composition I
3 Credits in History elective
3 Credits in Math elective - Topics in Mathematics I or higher

Semester 2

3 Credits in THET 102
Voice Improvement
3 Credits in THET 205
Acting I
3 Credits in ENGL 102
English Composition II
3 Credits in SPCH 107
Oral Interpretation
3 Credits in History elective

Semester 3

3 Credits in THET 110
Stagecraft
3 Credits in either ENGL 119 or Fine Arts elective
(Creative Writing or Fine Arts elective)
3 Credits in ENGL 217
Dramatic Literature I
3 Credits in either PSYC 101 or SOCI 104
(General Psychology or Principles of Sociology)
3 Credits in Science elective

Semester 4

3 Credits in THET 230
Design for the Theatre
3 Credits in ENGL 218
Dramatic Literature II
3 Credits in Fine Arts elective
4 Credits Lab Science elective
3 Credits in in General elective.

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer

Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Visual Arts - Art & Graphic Design

Program Details

The Visual Arts program provides students with the basic technical and intellectual foundation necessary to pursue a career as either a fine artist or graphic designer.

The Department of Visual Arts, guided by a faculty of experienced professional artists, offers two options: Art and Graphic Design, and Fine Arts. In each option, students are expected to develop an individual aesthetic within their discipline. The Visual Arts program is dedicated to encouraging and nurturing the pursuit of independent interests and personal vision while preparing students for careers in the visual arts field.

Graduates of the Visual Arts program will demonstrate competency in:

- Basic technical skills in the visual formats of drawing, color, and design (Fine Arts and Graphic Design)
- Basic technical skills in computer generated formats (Graphic Design)
- Basic technical skills in elective subjects such as painting, printmaking, sculpture, ceramics, photography and/or graphic design (for transfer as a junior to a baccalaureate degree program).

The Art and Graphic Design Option provides a strong technical and intellectual foundation in Graphic Design. The core of the curriculum is a series of foundation courses. Tracks in Illustration and Graphic Design follow in the second year. Electives allow students to incorporate additional media into their curriculum with courses from the Fine Arts Option.

Graduates earn an Associate in Applied Science Degree.

Program Outcomes

To prepare fine arts & graphic design students for entry-level positions in graphic design and/or advanced study beyond the Associates Degree by:

- Providing faculty who are experienced professionals dedicated to meeting the needs of community college students by creating a supportive environment necessary for learning visual communication.
- Providing lecture based and didactic instruction in art history and core curriculum studies.
- Providing studio instruction in drawing, color and design, painting, printmaking, sculpture, ceramics, photography and graphic design.
- Providing computer laboratory instruction in graphic design, animation and web site design.
- Providing individual and group critiques to discuss specific solutions to visual problems.
- Providing student outcomes that demonstrate an understanding of the vocabulary of artistic and creative expression and competency in the technical skills necessary to express an artistic vision.

Academic Map

Degree in Visual Arts - Art & Graphic Design

A minimum of 20 classes and 60 credits is required. At least 15 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in ARTG 100
Art History of the Western World
3 Credits in ARTG 107
Drawing I
3 Credits in ARTG 113
Color and Design I
3 Credits in ARTG 281
Computer-Aided Graphic Design
3 Credits in ENGL 101

English Composition I

Semester 2

3 Credits in ARTG 108
Drawing II
3 Credits in ARTG 112
Typography
3 Credits in ARTG 114
Color and Design II
3 Credits in ARTG 115
Introduction to Graphic Design and Production
3 Credits in ENGL 102
English Composition II

Semester 3

3 Credits in ARTG 105
Graphic Design I
3 Credits in ARTG 205
Three-Dimensional Design
3 Credits in ARTG 211
Illustration I
(3 Credits in either PSYC 101 or SOCI 104)
General Psychology or Principles of Sociology
3 Credits in Math elective - Contemporary Math or higher

Semester 4

3 Credits in ARTG 106 or ARTG 212
Graphic Design II or Illustration II
3 Credits in Graphic Design elective
3 Credits in Printmaking elective
3 Credits in Science elective
3 Credits in Liberal Arts elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committees

This committee is composed of design professionals, educators, creative industry leaders, and community partners who collaborate to ensure the program remains current, innovative, and aligned with the evolving demands of the graphic design field. By offering insight into industry trends, software standards, portfolio development, and career pathways, the committee plays a key role in shaping a curriculum that prepares students for success in both transfer opportunities and the professional design world. Together, we are committed to fostering creativity, technical excellence, and real-world readiness in our students.

- **Valerie Cook**
  President
  Effie Noren Graphics
- **Effie Noren**
  Founder
  Effie Noren Graphics
- **Michelle Debatis-Killion**
  Head Graphic Designer
  Triad Advertising
- **Dan O'Brien**
  Prepress + Art Direction
  Albert Basse Associates

- **Tom Neville**
  Owner + Graphic Designer
  Neville Design
- **Donna Tone-Pah-Hote**
  Alumna
  Massasoit Community College

Degree in Visual Arts - Fine Arts

Program Details

The Visual Arts program provides students with the basic technical and intellectual foundation necessary to pursue a career as either a fine artist or graphic designer.

The Department of Visual Arts, guided by a faculty of experienced professional artists, offers two options: Art and Graphic Design, and Fine Arts. In each option, students are expected to develop an individual aesthetic within their discipline. The Visual Arts program is dedicated to encouraging and nurturing the pursuit of independent interests and personal vision while preparing students for careers in the visual arts field.

Graduates of the Visual Arts program will demonstrate competency in:

- Basic technical skills in the visual formats of drawing, color, and design (Fine Arts and Graphic Design)
- Basic technical skills in computer generated formats (Graphic Design)
- Basic technical skills in elective subjects such as painting, printmaking, sculpture, ceramics, photography and/or graphic design (for transfer as a junior to a baccalaureate degree program)

The Fine Arts Option provides the study of two-dimensional and three-dimensional media with tracks in painting, printmaking, ceramics, and sculpture. This option allows for a dedicated route in Fine Arts and offers elective courses in graphic design and photography.

Graduates earn an Associate in Applied Science Degree.

Program Outcomes

To prepare fine arts & graphic design students for entry-level positions in graphic design and/or advanced study beyond the Associates Degree by:

- Providing faculty who are experienced professionals dedicated to meeting the needs of community college students by creating a supportive environment necessary for learning visual communication.
- Providing lecture based and didactic instruction in art history and core curriculum studies.
- Providing studio instruction in drawing, color and design, painting, printmaking, sculpture, ceramics, photography and graphic design.
- Providing computer laboratory instruction in graphic design, animation and web site design.
- Providing individual and group critiques to discuss specific solutions to visual problems.
- Providing student outcomes that demonstrate an understanding of the vocabulary of artistic and creative expression and competency in the technical skills necessary to express an artistic vision.

Academic Map

Degree in Visual Arts - Fine Arts

A minimum of 20 classes and 60 credits is required. At least 15 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in ARTG 107
Drawing I
3 Credits in ARTG 113
Color and Design I
3 Credits in ARTG 263
Sculpture I

3 Credits in Art elective
3 Credits in ENGL 101
English Composition I

Semester 2

3 Credits in ARTG 108
Drawing II
3 Credits in ARTG 114
Color and Design II
3 Credits in ARTG 221
Painting I
3 Credits in Printmaking elective
3 Credits in ENGL 102
English Composition II

Semester 3

3 Credits in ARTG 101
History of Art I
3 Credits in ARTG 205
Three-Dimensional Design
3 Credits in Art electives
3 Credits in either PSYC 101 or SOCI 104
(General Psychology or Principles of Sociology)
3 Credits in Math elective - Contemporary Math or higher

Semester 4

3 Credits in ARTG 102
History of Art II-High Renaissance to Present
3 Credits in Art electives
3 Credits in Art electives
3 Credits in Science elective
3 Credits in Liberal Arts elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee brings together artists, educators, gallery professionals, and community arts advocates who collaborate to ensure the program remains vibrant, relevant, and responsive to the evolving landscape of the visual arts. By offering insight into artistic trends, exhibition opportunities, and professional practices, the committee plays a key role in shaping a curriculum that nurtures creativity, technical skill, and critical thinking. Together, we are committed to supporting student growth and fostering a strong connection between academic study and the broader arts community.

- **Ellyn Moller**
  Director
  Milton Art Museum
- **Amy Montague**
  Director
  Audubon Visual Arts Center

Certificate in Global Learning

Program Details

The Global Learning Certificate provides students an interdisciplinary understanding of contemporary global issues. Enrolled students, who join a cohort referred to as "Global Scholars," develop important 21st century skills, including intercultural communication, global awareness, and perspective taking. They then learn to apply these skills to contemporary global contexts. The program provides students with more competitive resumés for the job market, increased scholarship opportunities, and better transfer applications for four-year colleges and universities. All this is accomplished while maintaining adherence to the Core Curriculum and allowing for students to earn a certificate while working toward an associate degree.

Program Outcomes

Global Awareness:

- Develop an understanding of the relationships between the self and both local and global communities. Recognize how ideas, events, and actions in one location have consequences in areas across the world.
  How are we all connected? Who am I? What is/will be my role locally and globally?

Perspective Taking:

- Recognize ways in which one's own perspectives and beliefs have been shaped, as well as acknowledge and respect a diversity of cultural, political, social and economic perspectives beyond one's own.
  What are my beliefs? How did I get them? What do people in other cultures believe? What are commonalities and differences among world cultures?

Global and Local Engagement:

- Recognize complex power structures and inequities among cultures, regions, nations, and societies. Engage in socially responsible problem solving in global and local contexts.
  What are forces that bring us together and that drive us apart? What are aspects of global here in my local community? Can I communicate effectively in cross-cultural environments? What can I do to address global problems responsibly?

Academic Map

Certificate in Global Learning

A minimum of 6 classes and 18 credits is required. At least 9 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in INTR 110
Introduction to Global Learning
3 Credits in Modern Language I elective (does not include Sign Language)
3 Credits in Global Learning elective

Semester 2

3 Credits in INTR 202
Global Learning Seminar
3 Credits in Modern Language I elective (does not include Sign Language)
3 Credits in Global Learning elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Media Arts - Radio and Podcasting

Program Details

College-approved Certificate Massasoit's Certificate in Radio and Podcasting provides students hands-on learning from professors who work in the media industry. Student radio personalities, producers, and podcasters work in professional radio studios and learn professional techniques and editing. Students develop weekly radio programs and podcasts that are broadcast over our radio stream.

Students leave Massasoit with the skills to work in the industry or transfer to another college. Students do not just learn about media – they perform the duties of those working in the media industry. This has given Massasoit's Media Arts program a great reputation in the industry, and great placement for internships and employment. Skills learned in this industry also carry over to areas of business, web design, communication, public relations, education, and sports management. Almost any industry uses aspects of media, and Massasoit students can benefit by learning skills in podcasting, broadcasting, digital media content, and production.

Program Outcomes

The Radio and Podcasting Certificate Program will:

- Provide instruction from faculty who actively work in the audio and broadcast industry.
- Deliver hands-on training in professional studios using current hardware, software, and production workflows.
- Offer experiential learning through weekly shows and podcasts broadcast on the college stream.
- Connect classroom work to internships, collaborative projects, and community media opportunities.
- Prepare students for immediate employment or for transfer into degree programs in media arts and related fields.

Student Learning Outcomes:

- Use industry terminology and core tools for audio production, including digital audio workstations, microphones, mixers, and signal flow.
- Plan and produce on-air and on-demand content through the full pipeline: concept, scripting, booking, recording, editing, mixing, and publishing.
- Demonstrate on-air performance skills, vocal technique, interviewing, hosting, and show pacing for live and recorded formats.
- Edit and finish audio to technical standards for broadcast and podcast platforms, including loudness normalization, metadata, and file delivery.
- Operate studio and control-room equipment for live boards, remote recording, and streaming workflows.
- Apply legal and ethical practices related to media law, attribution, music licensing, underwriting, and basic regulatory expectations.
- Collaborate in production teams with professional communication, time management, and problem solving.
- Evaluate audience needs and platform analytics to refine content strategy and improve engagement.

Every graduate will be able to:

- Enter the workforce with job-ready skills for roles such as board operator, production assistant, podcast editor, or on-air talent.
- Build and present a portfolio of broadcast segments and podcast episodes suitable for internship and entry-level applications.
- Apply certificate coursework toward further study in the Associate of Arts in Media Arts or transfer to a four-year institution.
- Leverage audio production skills across adjacent fields such as business, web content, communication, public relations, education, and sports media.

Academic Map

Certificate in Media Arts - Radio and Podcasting

A minimum of 7 classes and 21 credits is required. At least 11 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in MDIA 108
Radio Broadcasting
3 Credits in MDIA 110
Broadcast Writing and Presentation
3 Credits in MDIA 111
Introduction to Mass Communication

3 Credits in MDIA 113
Radio Production and Podcasting

Semester 2

3 Credits in MDIA 213
Advanced Radio Production and Podcasting
3 Credits in MDIA 401
Practicum in Television or Radio
3 Credits in Media elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Media Arts - Video Production

Program Details

Massasoit's Certificate in Video Production provides students with hands-on learning from professors who work in the media industry. Students leave Massasoit with the skills to work in the industry or transfer to another college. Students do not just learn about media – they perform the duties of those working in the media industry. This has given Massasoit's Media Arts program a great reputation in the industry and great placement for internships and employment. Skills learned in this industry also carry over to areas of business, web design, communication, public relations, education, and sports management. Almost any industry uses aspects of media, and Massasoit students can benefit by learning skills.

Program Outcomes

The Video Production Certificate Program will:

- Provide instruction from professors who are active professionals in the media industry, ensuring students gain current and relevant skills.
- Deliver experiential, hands-on learning in video production, editing, and content creation using industry-standard tools and technology.
- Offer opportunities to connect classroom training with practical experience through internships, collaborative projects, and community-based media initiatives.
- Prepare students for immediate employment, career advancement, or transfer into degree-granting programs in media arts and related fields.

Student Learning Outcomes:

- Develop proficiency in the vocabulary, tools, and techniques of video production, including camera operation, lighting, audio, and nonlinear editing.
- Apply critical thinking, storytelling principles, and creative problem-solving to produce compelling video content across platforms.
- Demonstrate competency in pre-production, production, and post-production processes.
- Create professional-quality video projects suitable for portfolio use in industry or for transfer to higher education programs.
- Work effectively in collaborative production teams, demonstrating professionalism, reliability, and communication skills.
- Understand how video production skills translate to a wide range of industries such as broadcasting, business, web design, public relations, education, and sports management.

Every graduate will be able to:

- Enter the workforce with job-ready skills in video production and editing for roles such as production assistant, editor, or videographer.
- Pursue internships or entry-level employment in media industries with confidence in technical and creative competencies.
- Apply certificate coursework toward further study in the Associate of Arts in Media Arts program or transfer to a four-year institution.

Academic Map

Certificate in Media Arts - Video Production

A minimum of 7 classes and 21 credits is required. At least 11 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in MDIA 110
Broadcast Writing and Presentation
3 Credits in MDIA 111
Introduction to Mass Communication
3 Credits in MDIA 112
Television Studio Production
3 Credits in MDIA 116
Digital Video Editing

Semester 2

3 Credits in FILM 200
Film Analysis
3 Credits in MDIA 114
Advanced Television Production
3 Credits in MDIA 401
Practicum in Television or Radio

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Architectural Technology

Program Details

Architectural and Building Technologyis defined as the study of design, systems, and construction pertaining to the science of building. The Architectural and Building Technology program is designed to develop marketable competence in a wide variety of skills within the building design profession. Leading objectives include developing the ability to apply technology to building design and to communicate practical solutions. This comprehensive program prepares the student in architectural and graphic design and the application of structural and heavy construction principles. The ability to apply codes to building design is developed, while emphasizing life safety. Skills in applying steel framing, plumbing, HVAC, electrical, and other engineering principles to building design are also stressed. Analysis of construction materials, understanding job management, scheduling, specifications, and application of contract documents to typical building construction round out the curriculum. Completion of the architectural program also offers graduates an opportunity to continue their education at several of the fine architectural schools in Massachusetts and out of state.

Graduates earn an Associate in Applied Science Degree.

Program Outcomes

Students will:

- Graphically communicate architectural ideas and building assemblies, both two and three dimensionally
- Learn digital graphics software packages and be able produce construction and presentation drawings
- Solve architectural problems through the development of an aesthetic approach and the manipulation of form and space
- Develop an understanding of building materials and methods
- Demonstrate an understanding of the coordination within a building project between architecture and related professions
- Understand basic life safety and regulatory requirements for building projects
- Study fundamental structural principles

- Utilize research from web based and other sources in architectural and construction management projects
- Identify basic methods of sustainable building practices and their environmental impacts

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, and construction management. Program prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors.

Academic Map

Degree in Architectural Technology

A minimum of 20 classes and 64 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in BLDG 100
Methods and Materials
3 Credits in BLDG 110
Working Drawings
3 Credits in ENGL 101
English Composition I
3 Credits in BLDG 120
Revit
3 Credits in MATH 203 or higher
College Algebra or Higher

Semester 2

3 Credits in BLDG 220
Intermediate Revit
3 Credits in BLDG 150
Sustainability
3 Credits in ENGL 102
English Composition II
3 Credits in Math elective - College Algebra or higher
3 Credits in Humanities or Social Science elective

Semester 3

3 Credits in BLDG 250
Site Design
4 Credits in BLDG 130
Building Environmental Systems I
3 Credits in BLDG 140
Building Codes
3 Credits in BLDG 260
Building Science
3 Credits in Physics elective

Semester 4

4 Credits in BLDG 230
Building Environmental Systems II
4 Credits in BLDG 240
Structural Design
3 Credits in BLDG 270
Professional Internship
3 Credits in PHYS course or Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer

Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee brings together a diverse group of industry professionals, educators, and community stakeholders dedicated to supporting and enhancing the quality and relevance of our Architectural Technology curriculum. By sharing insights on current trends, workforce needs, and emerging technologies, the committee plays a vital role in ensuring our students are well-prepared to meet the demands of the architectural and construction industries. Together, we strive to foster innovation, uphold academic excellence, and strengthen the connection between education and professional practice.

Degree in Biology Transfer

Program Details

The Biology Transfer program is designed to prepare students for transfer to a four-year institution to pursue a bachelor's degree in the biological sciences or related field.

Graduates earn an Associate in Science Degree

Program Outcomes

Upon graduating with an Associate of Science Degree in Biology students will be prepared to transfer as juniors into Biology Bachelor of Science degree programs, including those accessed through the MassTransfer Program, by satisfactory achievement of the following outcomes.

- Synthesize core knowledge from first-year and sophomore college mathematics and natural science courses, as well as other Core Curriculum courses in order to:
- comprehend descriptions and diagrams of complex biological processes,
- link form and function to evolution,
- objectively observe and accurately describe natural phenomena, and
- ask and begin to answer meaningful questions at any level of biology.
- Think and perform like a beginning scientist by:
- critically analyzing and evaluating published scientific information,
- applying the scientific method as a tool for discovery,
- becoming proficient in essential laboratory skills,
- applying quantitative reasoning to present and interpret summarized data,
- effectively communicating ideas and arguments orally and in writing, and by
- synthesizing information from a variety of sources to reach logical conclusions.
- Continue developing as a functional independent student and informed citizen who can:
- effectively collaborate in a team,
- think critically and creatively to solve problems,
- recognize the advantages of diverse opinions, approaches, perspectives, and backgrounds to advancing scientific knowledge,
- self-assess learning and academic progress and adjust when needed, and
- translate excitement and curiosity for biological topics into fulfilling self-motivated learning

Academic Map

Degree in Biology Transfer

A minimum of 17 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in BIOL 121
Biological Principles I
4 Credits in CHEM 151

General Chemistry I
3 Credits in MATH 203
College Algebra
3 Credits in ENGL 101
English Composition I
3 Credits in Liberal Arts elective

Semester 2

4 Credits in BIOL 122
Biological Principles II
4 Credits in CHEM 152
General Chemistry II
4 Credits in MATH 217
Precalculus
3 Credits in ENGL 102
English Composition II

Semester 3

Calculus I or higher
5 Credits in CHEM 201
Organic Chemistry I
4 Credits in MATH 221
Calculus I or higher
3 Credits in PSYC 101
General Psychology
3 Credits in Humanities elective or General elective

Semester 4

5 Credits in CHEM 202
Organic Chemistry II
3 Credits in Biology Transfer Program elective
3 Credits in SOCI 104
Principles of Sociology
3 Credits in Humanities elective or General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee brings together a dynamic group of professionals, educators, alumni, and industry leaders dedicated to guiding the future of STEM education. With a strong commitment to innovation, collaboration, and academic excellence, the committee offers strategic insight that ensures STEM programs reflect the evolving needs of local and global communities. By advising on curriculum development, emerging technologies, and workforce trends, the committee helps equip students with the interdisciplinary skills and knowledge essential for tackling real-world challenges and advancing careers in science and technology.

Name	Title	Organization	Email Address
Yolanda McLean	Senior Director, Quality Strategy & Operations	Alnylam	ymclean@alnylam.com
Andrea Dropkin-Mackey	Director, Talent Acquisition Programs	Blueprint Medicines	ADropkin-Mackey@blueprintmedicines.com
Deb Dasilva	Reagent Manufacturing Trainer	Siemens	deboradasilva323@gmail.com

Name	Title	Organization	Email Address
Ros Pierce	Program Manager, Inclusion and Belonging	Meditech	rmpierce@meditech.com
Kyle Stoddard	Associate Director, Quality Assurance Operations	Bluebird Bio	kstoddard@bluebird.com
Heather Stoddard	Natural & Life Science Program PLTW Biomedical Science & Biotechnology Instructor	Southeastern Regional Vocational Tech	hstoddard@sersd.org
John Brothers	Senior Director, Workforce Development Strategy	MassBioEd	John.Brothers@massbioed.org
Jordan Palmer	Quality Assurance Associate	Lyne Laboratories	jsdpalmer@gmail.com

Degree in Chemistry Transfer

Program Details

The Chemistry Transfer program is designed to prepare students for transfer to a four-year institution to pursue a bachelor's degree in the chemical sciences or related field.

Graduates earn an Associate in Science Degree.

Program Outcomes

Upon graduating with an Associate of Science Degree in Chemistry students will be prepared to transfer as juniors into Chemistry Bachelor of Science degree programs, including those accessed through the MassTransfer Program, by satisfactory achievement of the following outcomes.

1. Apply chemical concepts to solve qualitative and quantitative problems using critical thinking skills
2. Perform, analyze, evaluate, and interpret chemical experiments with an emphasis on quantitative assessments
3. Communicate chemical, physical, and/or mathematical concepts in written and oral form
4. Explain scientific principles from chemistry and the natural world
5. Collaborate in diverse teams in the laboratory

Academic Map

Degree in Chemistry Transfer

A minimum of 17 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in CHEM 151
General Chemistry I
3 Credits in College Algebra or General elective
3 Credits in ENGL 101
English Composition I
3 Credits in PSYC 101
General Psychology

Semester 2

4 Credits in CHEM 152
General Chemistry II

4 Credits in Precalculus or Higher general elective
3 Credits in ENGL 102
English Composition II
3 Credits in Social Science elective
3 Credits in in General elective.

Semester 3

5 Credits in CHEM 201
Organic Chemistry I
4 Credits in MATH 221 Calculus I or General elective
4 Credits in PHYS 161
General Physics I
3 Credits in Humanities elective or General elective

Semester 4

5 Credits in CHEM 202
Organic Chemistry II
4 Credits in MATH 222 or higher
Calculus II or higher
4 Credits in PHYS 162
2 General Physics II
3 Credits in Humanities elective or General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee brings together a dynamic group of professionals, educators, alumni, and industry leaders dedicated to guiding the future of STEM education. With a strong commitment to innovation, collaboration, and academic excellence, the committee offers strategic insight that ensures STEM programs reflect the evolving needs of local and global communities. By advising on curriculum development, emerging technologies, and workforce trends, the committee helps equip students with the interdisciplinary skills and knowledge essential for tackling real-world challenges and advancing careers in science and technology.

Name	Title	Organization	Email Address
Yolanda McLean	Senior Director, Quality Strategy & Operations	Alnylam	ymclean@alnylam.com
Andrea Dropkin-Mackey	Director, Talent Acquisition Programs	Blueprint Medicines	ADropkin-Mackey@blueprintmedicines.com
Deb Dasilva	Reagent Manufacturing Trainer	Siemens	deboradasilva323@gmail.com
Ros Pierce	Program Manager, Inclusion and Belonging	Meditech	rmpierce@meditech.com
Kyle Stoddard	Associate Director, Quality Assurance Operations	Bluebird Bio	kstoddard@bluebird.com
Heather Stoddard	Natural & Life Science Program PLTW Biomedical Science & Biotechnology Instructor	Southeastern Regional Vocational Tech	hstoddard@sersd.org
John Brothers	Senior Director, Workforce Development Strategy	MassBioEd	John.Brothers@massbioed.org
Jordan Palmer	Quality Assurance Associate	Lyne Laboratories	jsdpalmer@gmail.com

Degree in Computer Science Transfer

Program Details

The Computer Science Transfer program prepares students to continue their studies for a baccalaureate degree in Computer Science.

Graduates earn an Associate of Science Degree.

Program Outcomes

Students graduating from Massasoit's Computer Science Transfer Program should be able to:

- Every program graduate will have the skills and knowledge necessary to transfer to a four-year institution to complete a bachelor's degree in Computer Science or Data Science.
- Every program graduate will be able to think critically and analytically, and be able to communicate, and interact using social and interpersonal skills.
- Every program graduate will be able to demonstrate critical knowledge of hardware and software and the relationship between them.
- Every program graduate will be able to develop programs in high- and low-level programming languages, including Java, Python, and Assembly, and to design and implement an appropriate and secure algorithmic solution to a problem using programming languages.

Academic Map

Degree in Computer Science Transfer

A minimum of 63 Credits is required. At least 17 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in COSC 101
Fundamentals of Computer Science
4 Credits in COSC 157
Introduction to Java Programming
4 Credits in Math elective - Precalculus or higher
3 Credits in ENGL 101
English Composition I
3 Credits in History elective

Semester 2

4 Credits in COSC 168
Advanced Java Programming
4 Credits in MATH 221
Calculus I
3 Credits in MATH 218
Discrete Mathematics
3 Credits in ENGL 102
English Composition II
3 Credits in History elective

Semester 3

3 Credits in COSC 236
Computer Architecture
4 Credits in MATH 222
Calculus II
3 Credits in PSYC 101
General Psychology

4 Credits in Lab Science elective

Semester 4

3 Credits in COSC 237
Data Structures and Algorithms
3 to 4 Credits in Computer Science or Math elective
3 to 4 Credits in Computer Science or Math elective
3 to 4 Credits in Computer Science or Math elective
4 Credits in Lab Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of dedicated professionals from academia, industry, and the broader tech community who collaborate to ensure our program remains aligned with the evolving demands of the computer science field. By providing guidance on curriculum development, emerging technologies, and workforce trends, the committee plays a key role in preparing students for successful transfer to four-year institutions and future careers in software development, data science, cybersecurity, and beyond. Together, we are committed to fostering academic excellence, innovation, and student success.

- **Jamison Abbott**
  Principal Software Engineer
  Soft Robotics, inc
- **Nicholas M. Getchell**
  Senior DevOps Engineer
  The Predictive Index
- **Jennifer Pollard**
  Associate Provost / Executive Director, Career Education and Experiential Learning
  Wellesley College
- **Michael Reilly**
  Paraprofessional Educator
  Massasoit Community College
- **Tracy Sonnemann**
  Senior Product Support Engineer
  athenahealth
- **Sean Stanley**
  Graduate Assistant
  Bridgewater State University

Degree in Computer Science Transfer - Data Science

Program Details

The Computer Science Transfer – Data Science program prepares students to continue their studies for a baccalaureate degree in Data Science.

Graduates earn an Associate of Science Degree.

Program Outcomes

Students graduating from Massasoit's Computer Science Transfer – Data Science Program should be able to:

- Every program graduate will have the skills and knowledge necessary to transfer to a four-year institution to complete a bachelor's degree in Data Science.
- Every program graduate will be able to think critically and analytically, and be able to communicate, and interact using social and interpersonal skills.
- Every program graduate will be able to demonstrate critical knowledge of data collection, data cleaning, statistical analysis, and data visualization, and the relationship between them.

- Every program graduate will be able to develop programs in Python and R, and to design and implement an appropriate and secure algorithmic solution to a problem using programming languages.
- Every program graduate will be able to use industry-standard tools and techniques to effectively analyze complex data sets, derive actionable insights, and communicate findings.

Academic Map

Degree in Computer Science Transfer - Data Science

A minimum of 63 credits is required. At least 17 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CTIM 123
Introduction to Data Science
4 Credits in CTIM 129
Data Science Programming I
3 Credits in MATH 158
Introduction to Statistics
3 to 4 Credits in either Computer Science or Math elective
3 Credits in ENGL 101
English Composition I

Semester 2

4 Credits in CTIM 140
Data Science Programming II
3 Credits in MATH 218
Discrete Mathematics
4 Credits in MATH 221
Calculus I
3 Credits in ENGL 102
English Composition II

Semester 3

3 Credits in CTIM 240
Data Visualization
4 Credits in MATH 222
Calculus II
3 Credits in PSYC 101
General Psychology
3 Credits in History elective
4 Credits in Lab Science elective

Semester 4

3 Credits COSC 110
Databases
4 Credits MATH 229
Linear Algebra
3 to 4 Credits in either Computer Science or Math elective
3 Credits in History elective
4 Credits in Lab Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Diesel Technology

Program Details

The Diesel Technology Associate of Applied Science degree program is designed to train truck and heavy equipment technicians who can maintain, repair, and overhaul heavy duty and medium vehicle engines and support systems. Through lectures and lab instruction, this program provides students with a broad range of knowledge and skills necessary to work within the dynamic field of heavy duty and medium vehicle technology.

The associate degree curriculum prepares students to enter the industry at the mechanical level. After gaining experience, graduates of the associate-level program can expect to move into a position with the potential of advancing to shop foreman, service manager, branch manager, service writer, or field technical service representative; some may even run their own businesses.

Graduates earn an Associate in Applied Science Degree.

Program Outcomes

At the successful completion of the program curriculum, students will be able to:

- Follow safety standards related to the safe functioning in a heavy-equipment shop environment.
- Apply theory and principles for proper maintenance, diagnosis, and repair of systems and components related to the construction, agricultural, marine, and transportation industries.
- Recognize potentially hazardous situations in the industrial workplace.
- Trouble shoots and resolve equipment malfunctions.
- Apply a logical assembly/repair process to repair projects.
- Disassemble and assemble various components used in the diesel Industry to manufactures standards.
- Diagnose and repair electrical components and wiring used in the diesel industry.
- Use manufacturers' manuals in the performance of assigned work.
- Determine the status of parts for reuse using manufacturer's guidelines

Academic Map

Degree in Diesel Technology

A minimum of 20 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in DIES 107
Engine Principles I
3 Credits in DIES 108
Electrical Systems
3 Credits in DIES 123 or DIES 230
Truck Components I or Powertrain Systems I
3 Credits in ENGL 101
English Composition I
3 Credits in MATH 203 or higher
College Algebra or higher

Semester 2

3 Credits in DIES 124 or DIES 231
Truck Components II Or Powertrain Systems II
4 Credits in DIES 141
Fundamentals of Standby Power Generation
3 Credits in DIES 223
Compressed Natural Gas Engines
3 Credits in DIES 226
Hydraulics
3 Credits in either HIST 131 or HIST 251

(The United States Since 1945 or American Labor History)

Semester 3

3 Credits in DIES 122
Fuel Systems
3 Credits in DIES 222
Electronic Engine Diagnostics
3 Credits in ENGL 102
English Composition II
3 Credits in Physics elective
3 Credits in Liberal Arts elective
Liberal Arts elective

Semester 4

3 Credits in DIES 133
Governing and Computer Control Systems
4 Credits in DIES 134
Multi-Cylinder Overhaul
3 Credits in DIES 227 or DIES elective
Advanced Hydraulic Systems or Diesel elective
3 Credits in DIES 401
Diesel Internship
3 Credits in Physics II elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is made up of experienced professionals from the diesel, transportation, and heavy equipment industries who work in partnership with faculty and staff to ensure the program remains aligned with current industry standards and workforce needs. By offering valuable input on curriculum development, emerging technologies, and hands-on training opportunities, the committee plays a key role in preparing students for successful careers as skilled diesel technicians. Together, we are committed to advancing technical education and supporting the next generation of professionals in this high-demand field.

- **Paul Weckbacher**
  Northeast Region Manager
  Waste Management
  PWeckbac@wm.com
- **Aaron Rovaldi**
  Massasoit Community College
  Faculty – Diesel Technology
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- **Peter Carpenter**
  Lead Instructor
  Portable Hoisting Engineers Local 4
  pcarpenter@local4training.org
- **Brad White**
  Service manager
  Ballard Truck Centers
  BWhite@ballardtrucks.com
- **Frank Vigorito**
  President
  Boston Freightliner
  fvigorito@bostonftl.com
- **Josh Gaynor**
  Vice President Parts Operations
  Milton Cat
  Josh_Gaynor@miltoncat.com

- **Ebenezer Grant**
  Fleet Maintenance Supervisor
  Eversource
  ebenezer.grant@eversource.com

Degree in Diesel Technology - Heavy Equipment Apprentice

Program Details

The Diesel Technology Heavy Equipment Apprentice program constitutes an articulation agreement between Massasoit Community College Diesel Technology department and the Hoisting and Portable Engineers Local 4 Apprenticeship Program. This program is for students who enrolled in or have graduated from the Local 4 Apprenticeship Program. Students must provide verification of enrollment and/or an official copy of the graduation transcript. Students will be able to transfer courses from their apprenticeship program that will be accepted for certain Massasoit courses and applied to the degree.

Graduates earn an Associate in Applied Science Degree.

Program Outcomes

At the successful completion of the program curriculum, students will be able to:

- Follow safety standards related to the safe functioning in a heavy-equipment shop environment.
- Apply theory and principles for proper maintenance, diagnosis, and repair of systems and components related to the construction, agricultural, marine, and transportation industries.
- Recognize potentially hazardous situations in the industrial workplace.
- Trouble shoots and resolve equipment malfunctions.
- Apply a logical assembly/repair process to repair projects.
- Disassemble and assemble various components used in the diesel Industry to manufactures standards.
- Diagnose and repair electrical components and wiring used in the diesel industry.
- Use manufacturers' manuals in the performance of assigned work.
- Determine the status of parts for reuse using manufacturer's guidelines

Academic Maps

Degree in Diesel Technology - Heavy Equipment Apprentice

A minimum of 20 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Required Courses

3 Credits in DIES 107
Engine Principles I
4 Credits in DIES 141
Fundamentals of Standby Power Generation
3 Credits in DIES 150
Crane Safety
3 Credits in DIES 153
Rigging and Reeving
3 Credits in DIES 154
Electricity I
3 Credits in DIES 155
Electricity II
3 Credits in DIES 156
Heavy Equipment Pre-Operation Inspection
3 Credits in DIES 158
Earthmoving Equipment Operation
4 Credits in DIES 159
Welding
3 Credits in DIES 222
Electronic Engine Diagnostics

3 Credits in DIES 226
Hydraulics
3 Credits in DIES 241
Environmental Health and Safety
3 Credits in DIES 401
Diesel Internship
3 Credits in ENGL 101
English Composition I
3 Credits in ENGL 102
English Composition II
3 Credits in either HIST 131 or HIST 251
(The United States Since 1945 or American Labor History)
3 Credits in MATH 203 or higher
College Algebra or higher
Choose 1 Group
Classes in PHYS 132 + 133
Concepts of Technical Physics I & II OR
2 Classes in PHYS 151 + 152
College Physics I & II OR
2 Classes in PHYS 161 + 162
General Physics I & II
Physics I & II
3 Credits in Liberal Arts elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Degree in Engineering Transfer - Chemical

Program Details

Associate in Science Degree Engineers apply the rules of mathematics and physics using the materials and forces of nature, to develop solutions and products for the benefit of society. Engineers learn about the application of mathematics and physics principles to real life products and solutions; the processes by which today's products and solutions were developed, and advancements in materials and applications that can lead to the improved or new products of tomorrow; the ethics and responsibilities behind the development of designs and products that will be used by society; and how to take ideas from theory to research lab to production.

The Engineering options at Massasoit are all focused on preparing students for transfer to four-year institutions for completion of their bachelor's degree. The Engineering Transfer program is MassTransfer compliant.

The Engineering Transfer – Chemical option prepares students to continue their studies for a baccalaureate degree in Chemical Engineering

Graduates earn an Associate in Science Degree.

Program Outcomes

The Engineering Transfer Program will provide graduates with the ability to:

- Demonstrate a fundamental understanding and skill level in mathematics, science and engineering that will enable them to transfer to an advanced educational program to complete the Bachelor of Science in Engineering degree.
- With the help of course variety and instructor professional experience, understand the opportunities and activities within the various engineering fields, helping to facilitate career development decisions.
- To appraise engineering problems and utilize techniques and skills obtained in this program to produce thoughtful and practical solutions.
- Demonstrate technical decision-making processes and communication skills through thorough application of the engineering analysis technique for assignments along with formatted and complete reports for laboratory work.
- Engage in lifelong learning, which will allow students successful entry into a Baccalaureate program, laying a path for further academic work or employment in the engineering field.

Academic Map

Degree in Engineering Transfer - Chemical

A minimum of 20 classes and 71 credits is required. At least 18 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in CHEM 151
General Chemistry I
4 Credits in ENGT 140
Introduction to Engineering
4 Credits in MATH 221
Calculus I
3 Credits in ENGL 101
English Composition I
3 Credits in Humanities elective

Semester 2

4 Credits in CHEM 152
General Chemistry II
4 Credits in MATH 222
Calculus II
4 Credits in PHYS 161
General Physics I
3 Credits in ENGL 102
English Composition II
3 Credits in Social Science elective

Semester 3

5 Credits in CHEM 201
Organic Chemistry I
4 Credits in ENGT 272
Engineering Materials
4 Credits in MATH 223
Calculus III
4 Credits in Lab Science elective

Semester 4

5 Credits in CHEM 202
Organic Chemistry II
3 Credits in ENGT 276
Engineering Thermodynamics
4 Credits in MATH 230
Differential Equations
3 Credits in Humanities elective
3 Credits in Social Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is comprised of engineering professionals, educators, and industry partners who work collaboratively to ensure the program remains academically rigorous, transfer-ready, and aligned with the evolving demands of the engineering field. By offering guidance on curriculum development, technological advancements, and transfer pathways, the committee plays a vital role in preparing students for successful continuation at four-year institutions and future careers in a wide range of engineering disciplines. Together, we are committed to fostering innovation, academic excellence, and student achievement in the engineering sciences.

- **Michele Stein, P.E.**
  Principal and Orlando Office Director
  Thornton Tomasetti
- **Jean Guerrier**
  Civil Engineering
  Independent contractor
- **Adam Fiore**
  Mechanical Engineer I
  Hill Unmanned Systems

Degree in Engineering Transfer - Civil

Program Details

Engineers apply the rules of mathematics and physics using the materials and forces of nature, to develop solutions and products for the benefit of society. Engineers learn about the application of mathematics and physics principles to real life products and solutions; the processes by which today's products and solutions were developed, and advancements in materials and applications that can lead to the improved or new products of tomorrow; the ethics and responsibilities behind the development of designs and products that will be used by society; and how to take ideas from theory to research lab to production.

The Engineering options at Massasoit are all focused on preparing students for transfer to four-year institutions for completion of their bachelor's degree. The Engineering Transfer program is MassTransfer-compliant.

The Engineering Transfer – Civil option prepares students to continue their studies for a baccalaureate degree in Civil Engineering.

Graduates earn an Associate in Science Degree.

Program Outcomes

The Engineering Transfer Program will provide graduates with the ability to:

- Demonstrate a fundamental understanding and skill level in mathematics, science and engineering that will enable them to transfer to an advanced educational program to complete the Bachelor of Science in Engineering degree.
- With the help of course variety and instructor professional experience, understand the opportunities and activities within the various engineering fields, helping to facilitate career development decisions.
- To appraise engineering problems and utilize techniques and skills obtained in this program to produce thoughtful and practical solutions.
- Demonstrate technical decision-making processes and communication skills through thorough application of the engineering analysis technique for assignments along with formatted and complete reports for laboratory work.
- Engage in lifelong learning, which will allow students successful entry into a Baccalaureate program, laying a path for further academic work or employment in the engineering field.

Academic Map

Degree in Engineering Transfer - Civil

A minimum of 20 classes and 71 credits is required. At least 18 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in CHEM 151

General Chemistry I
3 Credits in ENGT 140
Introduction to Engineering
4 Credits in MATH 221
Calculus I
3 Credits in ENGL 101
English Composition I
3 Credits in Humanities elective

Semester 2

4 Credits in CHEM 152
General Chemistry II
4 Credits in MATH 222
Calculus II
4 Credits in PHYS 161
General Physics I
3 Credits in ENGL 102
English Composition II
3 Credits in Social Science elective

Semester 3

3 Credits in ENGT 273
Statics
4 Credits in MATH 223
Calculus III
4 Credits in PHYS 162
General Physics II
4 credits in Lab Science elective
3 Credits in Social Science elective

Semester 4

3 Credits in ENGT 274
Dynamics
4 Credits in ENGT 275
Strength of Materials
4 Credits in MATH 230
Differential Equations
3 Credits in Humanities elective
3 Credits in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is comprised of engineering professionals, educators, and industry partners who work collaboratively to ensure the program remains academically rigorous, transfer-ready, and aligned with the evolving demands of the engineering field. By offering guidance on curriculum development, technological advancements, and transfer pathways, the committee plays a vital role in preparing students for successful continuation at four-year institutions and future careers in a wide range of engineering disciplines. Together, we are committed to fostering innovation, academic excellence, and student achievement in the engineering sciences.

- **Michele Stein, P.E.**
  Principal and Orlando Office Director
  Thornton Tomasetti
- **Jean Guerrier**

Civil Engineering
Independent contractor
- **Adam Fiore**
Mechanical Engineer I
Hill Unmanned Systems

Degree in Engineering Transfer - Electrical

Program Details

Engineers apply the rules of mathematics and physics using the materials and forces of nature, to develop solutions and products for the benefit of society. Engineers learn about the application of mathematics and physics principles to real life products and solutions; the processes by which today's products and solutions were developed, and advancements in materials and applications that can lead to the improved or new products of tomorrow; the ethics and responsibilities behind the development of designs and products that will be used by society; and how to take ideas from theory to research lab to production.

The Engineering options at Massasoit are all focused on preparing students for transfer to four-year institutions for completion of their bachelor's degree. The Engineering Transfer program is MassTransfer-compliant.

The Engineering Transfer – Electrical option prepares students to continue their studies for a baccalaureate degree in Electrical Engineering. Engineering.

Graduates earn an Associate in Science Degree.

Program Outcomes

The Engineering Transfer Program will provide graduates with the ability to:

- Demonstrate a fundamental understanding and skill level in mathematics, science and engineering that will enable them to transfer to an advanced educational program to complete the Bachelor of Science in Engineering degree.
- With the help of course variety and instructor professional experience, understand the opportunities and activities within the various engineering fields, helping to facilitate career development decisions.
- To appraise engineering problems and utilize techniques and skills obtained in this program to produce thoughtful and practical solutions.
- Demonstrate technical decision-making processes and communication skills through thorough application of the engineering analysis technique for assignments along with formatted and complete reports for laboratory work.
- Engage in lifelong learning, which will allow students successful entry into a Baccalaureate program, laying a path for further academic work or employment in the engineering field.

Academic Map

Degree in Engineering Transfer - Electrical

A minimum of 20 classes and 69 credits is required. At least 18 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in ENGT 140
Introduction to Engineering
4 Credits in MATH 221
Calculus I
3 Credits in ENGL 101
English Composition I
3 Credits in Humanities elective

Semester 2

4 Credits in COSC 170
C ++ for Engineers

4 Credits in ENGT 270
Engineering Circuit Theory I
4 Credits in MATH 222
Calculus II
4 Credits in PHYS 161
General Physics I
3 Credits in ENGL 102
English Composition II

Semester 3

4 Credits in ENGT 114
Digital Circuits
4 Credits in ENGT 271
Engineering Circuit Theory II
4 Credits in MATH 223
Calculus III
4 Credits in PHYS 162
General Physics II
3 Credits in Social Science elective

Semester 4

4 Credits in ENGT 204
Microprocessors and Digital Systems
4 Credits in MATH 230
Differential Equations
3 Credits in Humanities elective
3 Credits in Social Science elective
4 Credits in CHEM 151
General Chemistry I

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is comprised of engineering professionals, educators, and industry partners who work collaboratively to ensure the program remains academically rigorous, transfer-ready, and aligned with the evolving demands of the engineering field. By offering guidance on curriculum development, technological advancements, and transfer pathways, the committee plays a vital role in preparing students for successful continuation at four-year institutions and future careers in a wide range of engineering disciplines. Together, we are committed to fostering innovation, academic excellence, and student achievement in the engineering sciences.

- **Michele Stein, P.E.**
  Principal and Orlando Office Director
  Thornton Tomasetti
- **Jean Guerrier**
  Civil Engineering
  Independent contractor
- **Adam Fiore**
  Mechanical Engineer I
  Hill Unmanned Systems

Degree in Engineering Transfer - Mechanical

Program Details

Engineers apply the rules of mathematics and physics using the materials and forces of nature, to develop solutions and products for the benefit of society. Engineers learn about the application of mathematics and physics principles to real life products and

solutions; the processes by which today's products and solutions were developed, and advancements in materials and applications that can lead to the improved or new products of tomorrow; the ethics and responsibilities behind the development of designs and products that will be used by society; and how to take ideas from theory to research lab to production.

The Engineering options at Massasoit are all focused on preparing students for transfer to four-year institutions for completion of their bachelor's degree. The Engineering Transfer program is MassTransfer-compliant.

The Engineering Transfer – Mechanical option prepares students to continue their studies for a baccalaureate degree in Mechanical Engineering.

Graduates earn an Associate in Science Degree.

Program Outcomes

The Engineering Transfer Program will provide graduates with the ability to:

- Demonstrate a fundamental understanding and skill level in mathematics, science and engineering that will enable them to transfer to an advanced educational program to complete the Bachelor of Science in Engineering degree.
- With the help of course variety and instructor professional experience, understand the opportunities and activities within the various engineering fields, helping to facilitate career development decisions.
- To appraise engineering problems and utilize techniques and skills obtained in this program to produce thoughtful and practical solutions.
- Demonstrate technical decision-making processes and communication skills through thorough application of the engineering analysis technique for assignments along with formatted and complete reports for laboratory work.
- Engage in lifelong learning, which will allow students successful entry into a Baccalaureate program, laying a path for further academic work or employment in the engineering field.

Academic Map

Degree in Engineering Transfer - Mechanical

A minimum of 20 classes and 70 credits is required. At least 18 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in ENGT 140
Introduction to Engineering
4 Credits in CHEM 151
General Chemistry I
3 Credits in ENGL 101
English Composition I
4 Credits in MATH 221
Calculus I
3 Credits in Humanities elective

Semester 2

3 Credits in ENGL 102
English Composition II
4 Credits in MATH 222
2Calculus II
4 Credits in PHYS 161
General Physics I
3 Credits in either CHEM 152 or ENGT 277
(General Chemistry II or Intro to SOLIDWORKS)
3 Credits in Social Science elective

Semester 3

4 Credits in ENGT 272

Engineering Materials
4 Credits in ENGT 273
Statics
4 Credits in MATH 223
Calculus III
4 Credits in PHYS 162
General Physics II
3 Credits in Humanities elective

Semester 4

3 Credits in ENGT 274
Dynamics
4 Credits in ENGT 275
Strength of Materials
3 Credits in ENGT 276
Engineering Thermodynamics
4 Credits in MATH 230
Differential Equations
3 Credits in Social Science elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is comprised of engineering professionals, educators, and industry partners who work collaboratively to ensure the program remains academically rigorous, transfer-ready, and aligned with the evolving demands of the engineering field. By offering guidance on curriculum development, technological advancements, and transfer pathways, the committee plays a vital role in preparing students for successful continuation at four-year institutions and future careers in a wide range of engineering disciplines. Together, we are committed to fostering innovation, academic excellence, and student achievement in the engineering sciences.

- **Michele Stein, P.E.**
  Principal and Orlando Office Director
  Thornton Tomasetti
- **Jean Guerrier**
  Civil Engineering
  Independent contractor
- **Adam Fiore**
  Mechanical Engineer I
  Hill Unmanned Systems

Degree in HVAC Technology - Bldg Systems Energy Management Option

Program Details

Massasoit Community College prepares students for high#demand, future#focused careers in the Heating, Ventilation, and Air Conditioning (HVAC) and clean energy sectors through the HVAC – Building Systems Energy Management Associate of Applied Science (AAS) program.

The program features a modernized, industry#aligned curriculum that reflects emerging trends in building energy systems, electrification, and decarbonization. Students participate in hands#on training using state#of#the#art equipment, including heat pump technologies and advanced HVAC control systems.

Graduates are prepared for both traditional HVAC roles and evolving careers in clean energy and energy efficiency.

Graduates earn an Associate of Applied Science Degree.

Additional Information

Skills You Will Gain

Graduates of the HVAC – Building Systems Energy Management program develop the skills to:

- Perform residential and commercial load calculations
- Design hydronic, forced#air, and heat pump systems
- Install, maintain, and troubleshoot HVAC equipment
- Install and troubleshoot HVAC control systems

Career Opportunities

Graduates are prepared for careers in the residential, commercial, and industrial sectors, including:

- HVAC Technician
- HVAC System Designer
- Controls Specialist
- Estimator
- Project Manager
- Energy Efficiency Professional

Program Highlights

- Meets the requirements for the Massachusetts Refrigeration Technician License examination
- 522 CMR 9.00 – Massachusetts Refrigeration Technician regulations (545 instructional hours)
- 527 CMR 12.00 – Massachusetts Apprentice regulations (250 instructional hours)
- Aligned with Division of Apprentice Standards pre#apprenticeship pathways

Industry#Recognized Credentials

Students earn industry#recognized credentials that enhance employability, including:

- Environmental Protection Agency (EPA) Universal Certification
- Occupational Safety and Health Administration (OSHA) 10#Hour Construction Safety Certification
- Training in next#generation refrigerants
- Training in high#efficiency heat pump technologies

Program Outcomes

At the successful completion of the program curriculum, students will be able to:

- Manage building operations as applied to the HVAC field.
- Oversee outside contractors performing HVAC work.
- Install HVAC/R systems.
- Troubleshoot and repair HVAC/R systems.
- Write and understand cost estimates.
- Perform all heating and cooling load calculations.
- Design ducts to carry the proper airflow to conditioned areas.

Academic Map

Degree in HVAC Technology - Bldg Systems Energy Management Option

A minimum of 20 classes and 67 credits is required. At least 17 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in SPCH 105
Speech Communication
4 Credits in HVAC 111
Basic Electricity and Control Theory
3 Credits in HVAC 113
Introduction to HVAC/R

3 Credits in ENGL 101
English Composition I
3 Credits in MATH 154 or higher
Topics in Mathematics or higher

Semester 2

3 Credits in Physics elective
Concepts of Technical Physics I or higher
3 Credits in HVAC Elective
4 Credits in HVAC 114
Heat Principles and Application
3 Credits in HVAC 118
Load Calculations and Duct Design
3 Credits in ENGL 102
English Composition II

Semester 3

4 Credits in HVAC 201
Refrigeration Principles and Application
4 Credits in HVAC 206
Hydronics and Piping Design
4 Credits in HVAC 213
HVAC Equipment Controls
3 Credits in HVAC elective
3 Credits in Social Science elective

Semester 4

4 Credits in HVAC elective
3 Credits in HVAC 223
HVAC Service Procedures
4 Credits in HVAC 224
HVAC Systems Control
3 Credits in HVAC 230
HVACR Internship
3 Credits in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

The Heating, Ventilation, and Air Conditioning (HVAC) Advisory Committee at Massasoit Community College plays a pivotal role in bridging the gap between industry standards and academic excellence. Comprising professionals from local businesses, technical experts, alumni, and educators, the committee offers strategic guidance to ensure the HVAC program remains current, relevant, and responsive to workforce demands. Through collaboration and insight, the committee helps shape curriculum development, enhance student outcomes, and support the college's mission of empowering future HVAC technicians with the skills and knowledge they need to thrive in a rapidly evolving field.

- **Michael Carr**
  Principal
  Northeast Air Solution
- **Eric Edman**
  Associate Principal
  BR+A Consulting Engineers
- **Allan Ames**
  CEO
  BR+A Consulting Engineers

- **Sam Orlando**
  Instructor
  Blue Hills Regional Technical School
- **Thomas Geoghegan**
  Owner
  Thomas Geoghegan Heating and Cooling
- **Karl Hudson**
  Principal
  LC Anderson
- **Bob Perschini**
  Vice President, NV5
- **Kevin Todd**
  Controls Manager
  Emcor Northeast
- **Anthony Castelline**
  Associate Senior Associate / Mechanical Engineer
  SMMA
- **Russ Eckel**
  Director of Adult and Continuing Education (Ret.), Shawsheen Valley Regional Technical High School
- **Josh Smith**
  Project Manager, New Balance

Degree in Mathematics Transfer

Program Details

Massachusetts has a rapidly growing innovation economy that offers a variety of well-paying jobs to individuals with strong quantitative and logic skills. Massasoit's Associate in Science in Mathematics degree can put you on a path to a bachelor's degree in mathematics so that you can take advantage of career options in this fast-growing sector. Students who study Mathematics at Massasoit will work their way up to Calculus III, Linear Algebra, and Differential Equations.

An associate degree in Mathematics can be started at any of Massasoit's three locations and completed at the centrally located Brockton campus. Online, evening, and summer options are available for some courses in the program, allowing flexibility to fit your schedule. Completing your first two years of a bachelor's degree at Massasoit before transferring can save you up to 50 percent on tuition and fees. Courses you take at Massasoit will transfer to state universities and many private colleges with our state-wide transfer agreements.

The Mathematics Transfer program falls under the STEM Pathway. STEM at Massasoit provides advising, workshops, and the ability to engage in graduate-level research after one semester of classes.

Massasoit's Math Team annually competes in a national contest sponsored by the American Mathematical Association of Two-Year Colleges. Any Massasoit student, full or part time, who has not earned a two-year college or higher degree is eligible to participate.

Graduates earn an Associate in Science Degree.

Program Outcomes

Students graduating from Massasoit's Mathematics Transfer Program should be able to:

- Understand and communicate mathematical ideas effectively, both written and verbally, using correct mathematical language and notation.
- Build a strong foundation in mathematical theory and technical proficiency across calculus, linear algebra and systems, and differential equations.
- Be exposed to the basics of mathematical proof, and explore skills needed to prove mathematical results.
- Interpret mathematical results algebraically, graphically, and numerically, and utilize technology to explore mathematical ideas and solve problems.
- Apply mathematical principles to a wide variety of concrete and abstract problems and realworld disciplines and contexts, and develop critical thinking skills required to solve complex mathematical problems.
- Transfer to a four-year institution prepared for success in a higher-level mathematics program or other related highly quantitative subject.

Academic Map

Degree in Mathematics Transfer

A minimum of 18 classes and 61 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in MATH 221
Calculus I
4 Credits in PHYS 161
General Physics I
3 Credits in ENGL 101
English Composition I
3 Credits in Social Science elective

Semester 2

4 Credits in MATH 222
Calculus II
4 Credits in PHYS 162
General Physics II
3 Credits in ENGL 102
English Composition II
3 Credits in Social Science elective

Semester 3

4 Credits in MATH 223
Calculus III
4 Credits in MATH 229
Linear Algebra
3 Credits in Humanities elective
3 Credits in General elective
3 Credits in General elective

Semester 4

4 Credits in MATH 230
Differential Equations
3 Credits in Humanities elective
3 Credits in General elective
3 Credits in General elective
3 Credits in General elective

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

Name	Title	Organization	Email Address
Yolanda McLean	Senior Director, Quality Strategy & Operations	Alnylam	ymclean@alnylam.com

Name	Title	Organization	Email Address
Andrea Dropkin-Mackey	Director, Talent Acquisition Programs	Blueprint Medicines	ADropkin-Mackey@blueprintmedicines.com
Deb Dasilva	Reagent Manufacturing Trainer	Siemens	deboradasilva323@gmail.com
Ros Pierce	Program Manager, Inclusion and Belonging	Meditech	rmpierce@meditech.com
Kyle Stoddard	Associate Director, Quality Assurance Operations	Bluebird Bio	kstoddard@bluebird.com
Heather Stoddard	Natural & Life Science Program PLTW Biomedical Science & Biotechnology Instructor	Southeastern Regional Vocational Tech	hstoddard@sersd.org
John Brothers	Senior Director, Workforce Development Strategy	MassBioEd	John.Brothers@massbioed.org
Jordan Palmer	Quality Assurance Associate	Lyne Laboratories	jsdpalmer@gmail.com

Degree in Veterinary Technology

Program Details

The Veterinary Technology Program at Massasoit Community College is a 2-year comprehensive program leading to an associate degree in applied science. The program aims to prepare students to excel in a career as a veterinary technician in a variety of animal healthcare fields by instilling comprehensive knowledge, technical, and critical thinking skills. It also prepares students to sit for the Veterinary Technician National Exam (VTNE). The VTNE is a computer-based exam required for veterinary technician credentialing in most states and provinces.

Graduates earn an Associate in Applied Science Degree.

Program Outcomes

Upon completion of the Veterinary Technology Program at Massasoit Community College, students will be knowledgeable in:

- Anatomy and physiology of various animal species
- Veterinary medical terminology
- Proper animal handling and restraint
- Husbandry of various animal species
- Patient assessment
- Sample collection and analysis
- Diagnostic testing and equipment
- Administration of medications via several routes
- Cardiopulmonary resuscitation
- Emergency protocols
- Basic nursing and critical care skills
- Dental prophylaxis
- Anesthesia administration and maintenance
- Pain assessment and management
- Knowledge of drugs and medical calculations
- Use of monitoring equipment
- Surgical preparation, assistance, and nursing care
- Knowledge of surgical equipment and supplies
- Knowledge of disease processes
- Preventative care
- Nursing care
- Knowledge of veterinary parasites and microbes
- Diagnostic imaging, equipment use, and safety measures
- Laboratory animal procedures
- Avian, exotic, and small mammal procedures

- Written, oral, and electronic communication skills
- Critical thinking skills
- Client service
- Teamwork
- Routine office procedures
- Animal health care law and ethics
- Achieve a passing score on the Veterinary Technician National Exam

Academic Map

Degree in Veterinary Technology

A minimum of 23 classes and 69 credits is required. At least 18 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements. Students must receive a C or higher in all courses in this program. Students receiving a grade below a C in any of the program courses will not be allowed to continue in the program.

Semester 1

3 Credits in VTSC 101
Introduction to Veterinary Technology
4 Credits in BIOL 170
Vertebrate Anatomy and Physiology I
4 Credits in VTSC 232
Veterinary Microbiology
3 Credits in VTSC 233
Veterinary Parasitology
3 Credits in ENGL 101
English Composition I
3 Credits in Math elective - College Algebra or higher

Semester 2

4 Credits in VTSC 211
Veterinary Clinical Methods I
3 Credits in VTSC 226
Veterinary Pharmacology
3 Credits in VTSC 224
Veterinary Imaging
4 Credits in BIOL 171
Vertebrate Anatomy and Physiology II
3 Credits in ENGL 102
English Composition II

Semester 3

4 Credits in VTSC 212
Veterinary Clinical Methods II
3 Credits in VTSC 235
Large Animal Medicine and Management
4 Credits in VTSC 236
Laboratory Animals and Exotics
4 Credits in VTSC 240
Veterinary Anesthesia and Surgery

Semester 4

2 Credits in VTSC 201
Veterinary Management
2 Credits in VTSC 221
Veterinary Internship I
2 Credits in VTSC 222

Veterinary Internship II
3 Credits in VTSC 238
Veterinary Pathology
3 Credits in PSYC 101
General Psychology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is comprised of veterinary professionals, educators, and industry partners who work collaboratively to ensure the program remains aligned with current standards of veterinary care, credentialing requirements, and the evolving needs of animal health services. By offering expert input on curriculum development, clinical training, and workforce trends, the committee plays a vital role in preparing students to become skilled, compassionate, and credentialed veterinary technicians. Together, we are committed to advancing veterinary education and supporting the well-being of animals and the communities we serve.

- **Roda Motta, MSc, BSEd, AS, CVT**
  Chair, Advisory Committee
  Director, Veterinary Technology Program
  Massasoit Community College
- **Paul Chamberlain, Jr., CVT, LAT**
  Lab Animal and Exotics Adjunct Faculty
  Massasoit Community College
  Manager of Technical Services
  Mispro
- **Patrick Welch DVM, MBA, DACVO**
  Chief Knowledge Officer
  Ethos Veterinary Health
- **William Snell, DVM, DACVS-SA, ACVS Fellow (Surgical Oncology)**
  Medical Director, VCA
- **Colleen Gallagher, CVT**
  Cummings School of Veterinary Medicine at Tufts University student
  Veterinary Technology program graduate
  Class of 2023
- **Peg Wheeler, MS, LVT, VTES, FVTE, CVBP**
  Career Coach
  Student Recruitment Liaison
  Rarebreed Veterinary Partners
- **Amanda Cloutier, BsVT, CVT**
  Tufts Vet ER Services
- **Jen-Chi Yao, CVT**
  MSPCA Angell, Neurology
- **Bridget Hatch, CVT, LVT**
  Contura Vet
- **Serena Forte**
  Massasoit Vet Tech Student

Certificate in Alternative Fuels & Emissions

Program Details

The Alternative Fuels and Emissions certificate program prepares students for careers as bus and truck mechanics and diesel engine specialists with the basic skills needed to operate, diagnose, repair, and overhaul buses and trucks, including maintaining all types of diesel engines in the transportation, construction, and agricultural industry sectors. This short-term certificate is designed to provide accessible training opportunities for individuals facing employment barriers, including unemployed, underemployed, low-income, justice-involved individuals and Veterans. The program provides an accelerated pathway to a post-secondary credential and employment in a high-demand field.

Program Outcomes

At the successful completion of the program curriculum, students will be able to:

- Follow safety standards related to the safe functioning in a heavy-equipment shop environment.
- Apply theory and principles for proper maintenance, diagnosis, and repair of systems and components related to the construction, agricultural, marine, and transportation industries.
- Recognize potentially hazardous situations in the industrial workplace.
- Trouble shoots and resolve equipment malfunctions.
- Apply a logical assembly/repair process to repair projects.
- Disassemble and assemble various components used in the diesel Industry to manufactures standards.
- Diagnose and repair electrical components and wiring used in the diesel industry.
- Use manufacturers' manuals in the performance of assigned work.
- Determine the status of parts for reuse using manufacturer's guidelines.

Academic Map

Certificate in Alternative Fuels & Emissions

A minimum of 8 classes and 24 credits is required. At least 12 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in DIES 107
Engine Principles I
3 Credits in DIES 108
Electrical Systems
3 Credits in DIES 122
Fuel Systems
3 Credits in DIES 123
Truck Components I

Semester 2

3 Credits in DIES 124
Truck Components II
3 Credits in DIES 222
Electronic Engine Diagnostics
3 Credits in DIES 223
Compressed Natural Gas Engines
3 Credits in DIES 226
Hydraulics

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Java Programming

Program Details

The Java Programming Certificate is designed to provide an opportunity for students not enrolled in a degree program to acquire evidence of confirmation of Java programming language skills.

Students graduating with this certificate will be able to construct programs with the object-oriented language Java; build on the constructs of sequence, selection, and repetition to develop programs using objects, methods, data abstraction, inheritance, and

polymorphism; and enhance his/her critical thinking skills by analyzing, understanding, and developing solutions to a wide range of problems.

Program Outcomes

Massasoit's Java Programming Certificate aims:

- To provide evidence of the student's competence to program in the Java programming language; this proof will be demonstrated as the student works toward his/her associate degree.
- To provide an opportunity for students not enrolled in a degree program to acquire evidence of confirmation of Java programming language skills.

Academic Map

Certificate in Java Programming

A minimum of 3 classes and 9 credits is required. At least 5 credits of your certificate must be taken at Massasoit. This certificate fits into the AS degree in Computer Science Transfer. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in COSC 101
Fundamentals of Computer Science
3 Credits in COSC 157
Introduction to Java Programming

Semester 2

4 Credits in COSC 168
Advanced Java Programming

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Certificate in Networking Security Specialist

Program Details

The Networking Security Specialist Certificate is designed for students who are interested in acquiring the skills and knowledge necessary to work in the fields of IT and networking specialists and to pass the Cisco CCNA certification exam. Students will receive hands-on competency-based instruction geared toward entry-level employment in the IT and networking industries. On completion of the program, students will have the skills required for IT and networking careers in industries including healthcare, financial services, fashion, and entertainment and for continued credentialing in Cisco Networking Systems and/or degree programs such as IT, engineering, math, and science.

Additional Information

The Cisco CCNA Certification exam is the responsibility of the student.

Program Outcomes

By the completion of this program, successful students will be able to:

1. Assemble and Configure PC Components: Identify, install, upgrade, and maintain internal computer hardware elements, including motherboards, CPUs, RAM, power supplies, and storage devices—to fulfill client performance specifications.
2. Deploy and Support Mobile Devices: Configure, synchronize, and secure mobile hardware platforms (smartphones, tablets, and laptops) while managing cellular and wireless connectivity.

3. Set Up Basic Network Infrastructures: Implement and configure small office/home office (SOHO) networks, managing physical cabling, TCP/IP ports, wireless protocols, and fundamental networking hardware like switches and routers.
4. Manage Multi-OS Client Environments: Install, configure, and manage diverse client operating systems—including Microsoft Windows, macOS, Linux, ChromeOS, Android, and iOS—utilizing commands and administrative utilities.
5. Apply Physical and Logical Security Safeguards: Deploy foundational cybersecurity countermeasures, including malware remediation, access control permissions, data destruction techniques, and browser security settings, to protect corporate endpoint systems.
6. Troubleshoot Client-Side Faults: Isolate, diagnose, and resolve technical issues spanning hardware devices, operating system software, applications, and local connectivity problems using a systematic, industry-recognized troubleshooting methodology.
7. Leverage Virtualization and Cloud Infrastructures: Differentiate between cloud computing concepts (SaaS, PaaS, IaaS) and configure local client-side virtualization setups to support modern hybrid work environments.
8. Demonstrate Professional Operational Procedures: Practice professional communication, exercise proper safety protocols, adhere to environmental compliance guidelines, implement standard backup procedures, and utilize entry-level scripting basics.
9. Design and Implement IP Addressing Schemes: Calculate and implement efficient IPv4 and IPv6 addressing hierarchies using Variable Length Subnet Masking (VLSM) to meet specific organizational requirements.
10. Configure Layer 2 Switch Infrastructure: Configure and optimize local network components, including VLANs, Trunking, EtherChannel, and Spanning Tree Protocol (STP), to build resilient, loop-free switched networks.
11. Manage Enterprise Routing Mechanisms: Configure and troubleshoot static routing and single-area OSPFv2 across interconnected routers to establish stable IP connectivity.
12. Deploy Network Infrastructure Services: Implement and verify essential network operations services including DHCP, NAT, DNS, NTP, and Quality of Service (QoS) policies.
13. Mitigate Infrastructure Security Threats: Secure network devices using the Cisco CLI and deploy fundamental security countermeasures, including Access Control Lists (ACLs), Layer 2 security features, and secure remote management protocols (SSH).
14. Evaluate Wireless Architectures: Set up and secure a Wireless Local Area Network (WLAN) using Wireless LAN Controllers (WLCs) and modern security frameworks (WPA2/WPA3).
15. Analyze Network Automation and Programmability: Critique modern network management frameworks, distinguishing between traditional networks and controller-based architectures using REST APIs, JSON data structures, and automation tooling.
16. Diagnose and Troubleshoot Network Faults: Isolate and resolve complex connectivity issues across layered network infrastructures using systematic troubleshooting workflows and monitoring applications like Syslog and SNMP.

Academic Map

Certificate in Networking Security Specialist

A minimum of 4 classes and 16 credits is required. At least 8 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

4 Credits in ISEC 129
IT Essentials
4 Credits in ISEC 130
Introduction to Networks

Semester 2

4 Credits in ISEC 131
Switching, Routing, and Wireless Essentials

Semester 3

4 Credits in ISEC 132
Enterprise Networking, Security, and Automation

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your academic advisor will provide you with clear direction needed to stay on

course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

All Courses

Accounting (ACCT)

ACCT 104 Fundamentals of Financial Reporting 4 credits
Attribute: BU
This course is an introduction to the fundamental concepts, principles, and techniques of financial accounting and financial reporting issues. The course adopts a user perspective of accounting by illustrating several specific accounting issues in a decision context. Topics include the basic financial statements (income statement, balance sheet, and the cash statement), internal control, ratio analysis, and the financial reporting of accounts receivable, inventory, long-term assets, liabilities, and stockholders' equity. Three lecture and one laboratory hours per week.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.
Pre/Co-requisite: ACCT 108 Computerized Business Applications.

ACCT 105 Principles of Financial Accounting I 4 credits
Attribute: BU
This course is an introduction to accounting concepts and principles. Topics cover the accounting cycle, recording transactions, adjustments, the worksheet, financial statement preparation, and closing the accounts. Current assets, including cash, receivables, inventories, and methods of depreciation are covered. The emphasis is on the sole proprietorship form of business organization for both service and merchandising firms. Computer applications are integrated.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.
Pre/Co-requisite: ACCT 108 Computerized Business Applications; or departmental approval.

ACCT 106 Principles of Financial Accounting II 4 credits
Attribute: BU
This course further develops an appreciation of the role of principles, concepts, conventions, and ethics in today's accounting environment. Topics include: long-term assets including plant and equipment, natural resources, intangibles, and investments; accounting for liabilities, both current and long-term; partnership and corporate accounting; cash flow statements and the techniques of financial statement analysis; and tax consequences of various business decisions. Relevant computer applications are integrated.
Prerequisites: ACCT 105 Principles of Financial Accounting I and ACCT 108 Computerized Business Applications; or departmental approval.

ACCT 107 Principles of Managerial Accounting 4 credits
Attribute: BU
This is an introductory course in the uses of accounting data for management decisions. It is concerned with identifying, measuring, developing, and communicating accounting information to management for the purposes of planning, information processing, controlling, and decision making. Topics include: cost identification, cost behavior, cost-volume-profit relationships, manufacturing costs and systems, budgeting, including master budgets and flexible budgets, responsibility accounting, cost control, time value of money, just-in-time systems, and not-for-profit accounting. Coverage also extends to cash flows and financial statement analysis. Computerized applications are assigned as part of the course requirements, utilizing spreadsheets and other related applications.
Prerequisites: ACCT 104 Fundamentals of Financial Reporting or ACCT 105 Principles of Financial Accounting I, and ACCT 108 Computerized Business Applications; or departmental approval.

ACCT 108 Computerized Business Applications 3 credits
Attribute: BU
This course provides a hands-on experience in the use of business computer applications. Students use the Microsoft Windows operating system and the current version of Microsoft Office. Students learn to work with spreadsheet, database management system, word processing, and presentation software and to apply these skills to the functional areas of organizations. Topics include: document formatting, forms and reports design, creating smart interrelated spreadsheets with complex formulas and functions, representing data with meaningful graphs, relational database design, queries, remote collaboration, file sharing, and file and storage management. Case studies will be drawn from accounting, finance, marketing, information systems, operation management, and other areas of business.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval

ACCT 115 Small Business Financial Software 3 credits
Attribute: BU
This is an introductory course which focuses on understanding accounting through a mastery of general ledger software applications. Using a variety of general ledger software packages, students set up and maintain a computerized accounting records system by recording the transactions necessary to operate a service and/or a merchandizing business. Topics include processing

sales and receipts, recording purchases and payments, reconciling banking transactions, and creating and customizing forms and reports. This course is only offered in the spring semester.
Prerequisites: Placement in College Algebra or higher, or departmental approval

ACCT 201 Intermediate Accounting I 3 credits
Attribute: BU
This course provides a review of accounting concepts and principles, the accounting cycle, and financial statement preparation. An in-depth study of assets including cash, temporary investments, receivables, inventories, plant and equipment, and intangibles are covered. Spreadsheet applications are used as a device to enhance the calculations and presentation of financial accounting data.
Prerequisite: ACCT 106 Principles of Financial Accounting II.

ACCT 211 Taxation 3 credits
Attribute: BU
This course provides a survey of federal tax structure as it applies to both individuals and corporations. There is a complete detailed exposure to tax responsibilities, tax calculations, tax implications, and tax filing for individuals at the state and federal levels. Current taxation practices are of prime concern, as well as the implications of tax considerations on future individual decisions. When time allows, partnership and special tax entities are discussed.
Prerequisites: Placement in College Algebra or higher, or departmental approval

ACCT 225 Spreadsheet Applications 3 credits
Attribute: BU
This course is an in-depth study of spreadsheets used to perform calculations and communicate quantitative information. Topics include the fundamentals of spreadsheet design, coverage of business formulas and functions, linking multiple worksheets and files, validating and auditing workbooks, sorting and filtering data, and creating charts and graphs. The course will provide students with an introduction to automation with macros using the Visual BASIC for Applications (VBA) language and an overview of business intelligence and data analysis tools.
Prerequisites: ACCT 108 Computerized Business Applications or CTIM 103 Beginning Excel or waiver by placement testing results; or departmental approval.

Anthropology (ANTH)

ANTH 101 Introduction to Anthropology 3 credits
Attributes: LA SS
Anthropology is the study of humans. This course provides a basic understanding of the four sub-fields of anthropology: physical anthropology, archaeology, linguistics, and socio-cultural anthropology. The emphasis is on the holistic nature of the discipline.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

ANTH 400 Special Study in Anthropology 1 credit
Attributes: LA SS
This course involves independent work on a selected topic under the direction of members of the Anthropology faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Art (ARTG)

ARTG 100 Art History of the Western World 3 credits
Attributes: FA GL HU LA
This course surveys the visual arts proceeding chronologically from the ancient era to modern times. Emphasis is placed on the philosophical and social attitudes that inspired the artist's work. Analysis of each art object focuses on the methods and materials (i.e., composition, line, value, and color) and how the technology of the time influenced the creation of the work.
Prerequisites: Placement in English 101 English Composition I or higher, or permission of instructor.

ARTG 101 History of Art I 3 credits
Attributes: FA HU LA
This course surveys the visual arts comprehensively from the Paleolithic through the Late Renaissance periods. Emphasis is placed on the philosophical attitudes that inspired the artist's work. Analysis of each art object focuses on the methods and materials (i.e., composition, line, value, and color) and how the technology of the time influenced the creation of the work.

ARTG 102 History of Art II-High Renaissance to Present 3 credits
Attributes: FA HU LA

This course surveys the history of art from the High Renaissance period to modern times. Emphasis is placed on the philosophical and social attitudes that inspired the artists' work. Analysis of each artwork focuses on the methods and materials used and how the technology of the time influenced the creation of the work.

ARTG 105 Graphic Design I 3 credits

Attributes: FA HU LA

The course emphasizes the development of graphic design concepts from preliminary phases through comprehensive stages utilizing traditional studio techniques interactively with basic computer applications. Two lecture and two laboratory hours per week.

Prerequisites: ARTG 112 Typography, ARTG 115 Introduction to Graphic Design and Production, and ARTG 281 Computer-Aided Graphic Design; or permission of instructor.

ARTG 106 Graphic Design II 3 credits

Attributes: FA HU LA

This course is a continuation of ARTG 105 Graphic Design I. The emphasis is on the development of more advanced graphic design concepts as produced in professional comprehensive presentations. Two lecture and two laboratory hours per week.

Prerequisites: ARTG 105 Graphic Design I, ARTG 112 Typography, ARTG 115 Introduction to Graphic Design and Production, and ARTG 281 Computer-Aided Graphic Design; or permission of instructor.

ARTG 107 Drawing I 3 credits

Attributes: FA HU LA

Through the act of drawing and direct observation, students learn to process visual information. Emphasis is placed on geometric form and the space in which objects exist. The study of perspective systems, cross-contour drawing, value, line, and other elements and principles as they relate to drawing are also examined. Various drawing media and supports are also introduced. Individual and group critiques form an integral part of this course. Two lecture and two laboratory hours per week.

ARTG 108 Drawing II 3 credits

Attributes: FA HU LA

This course focuses on the human form as the primary source for direct observation. It examines basic human anatomy as a basis for understanding the human form. Students develop their perception through a variety of representational drawing techniques. Assignments include anatomical studies of the entire figure, drawing from the Masters, as well intensive study of the figure from life. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 107 Drawing I; or permission of instructor.

ARTG 112 Typography 3 credits

Attributes: FA HU LA

This course is a study of the design history and use of letterforms. Topics include characteristics of the major typeface families, typographic contrasts, legibility through design, and the nomenclature of type. Computer-assisted assignments are an integral part of this course. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 281 Computer-Aided Graphic Design; or permission of instructor.

ARTG 113 Color and Design I 3 credits

Attributes: FA HU LA

This course is an introductory course to two-dimensional design theory. Design is the foundation discipline of all forms of visual expression. This course introduces the student to the formal elements of form, shape, line, value, and texture. Exercises in these areas also include the basics of color theory as they relate to these elements. Through a variety of assignments, students use these elements to solve problems of visual organization. Two lecture and two laboratory hours per week.

Pre/Co-requisite: ARTG 107 Drawing I; or permission of instructor.

ARTG 114 Color and Design II 3 credits

Attributes: FA HU LA

This course is a continuation of ARTG 113 Color and Design I, beginning with an in-depth investigation of color. Color studies and lectures demonstrate specific cultural, spatial, physical, and psychological applications of color. Space, including types of space, linear perspective, and the spatial properties of the elements are examined as well. This course concludes with an investigation of time and motion. Assignments include the depiction of motion on the two-dimensional surface in singular compositions and as sequential art. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 113 Color and Design I; or permission of instructor.

ARTG 115 Introduction to Graphic Design and Production 3 credits

Attributes: FA HU LA

This course introduces the student to graphic design elements and principles and their application to page layout. Assignments emphasize the development of advertising graphics from concept and design phases through basic computer production applications. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 281 Computer-Aided Graphic Design; or permission of instructor.

ARTG 121 Introduction to Photography 3 credits

Attributes: FA HU LA

Students learn how to operate a 35mm camera while exploring the fundamentals of photography. Shutter and aperture controls, light meter calculations, adjustable focus, and depth of field are covered. This course stresses photographic composition as a vehicle for artistic expression. Lectures and demonstrations will be combined with developing and printing black and white film using an enlarger in a traditional darkroom. Students are required to have a fully manual camera and tripod. Students supply film, photo paper, developing tanks, and reels. Two lecture and two laboratory hours per week.

ARTG 205 Three-Dimensional Design 3 credits

Attributes: FA HU LA

Design elements and principles are explored through student fabrication of a variety of three-dimensional design projects. Assignments include plan drawing, proportional enlargement and reduction of designs, space sketch, and model building. A variety of media are introduced, including construction board, plasticine, aluminum, and plaster. Two lecture and two laboratory hours per week.

ARTG 210 Introduction to Animation 3 credits

Attributes: FA HU LA

This course uses Adobe animation software to produce multimedia animations for the web. This course includes lessons from animation history, storyboarding, character animation, interactivity, and soundtrack synchronization. Basic drawing skills and Macintosh literacy are required for this course. Two lecture and two laboratory hours per week.

ARTG 211 Illustration I 3 credits

Attributes: FA HU LA

This course provides an opportunity to explore a variety of methods and materials used in illustration. Students practice a range of techniques, which can be used to enhance the expressive potential of illustration. The course examines different genres in illustration including children's books, editorial, and textbook illustration. Through lectures, students view the contemporary illustration styles and niches and discuss other relevant processes used by illustrators. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 108 Drawing II; or permission of instructor.

ARTG 212 Illustration II 3 credits

Attributes: FA HU LA

This course is a continuation of the conceptual and technical skills of pictorial communication introduced in ARTG 211 Illustration I. Students articulate ideas visually with particular attention paid to content and visual storytelling. Communicating the essential meaning of stories, articles, and editorial material in a creative and original manner is an emphasis. Students conceptualize, edit, and produce illustrations for children and adults while having the opportunity to develop a personal style and approach. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 211 Illustration I; or permission of instructor.

ARTG 213 Relief Printing: Woodcut and Linocut 3 credits

Attributes: FA HU LA

Woodcut, the oldest method of creating prints, is a direct and simple process. From strong textural illustrations of the fourteenth century in the Western World to the subtle transparent colors of the traditional Japanese print, woodcut has demonstrated its malleability to the images of artists over the centuries. A variety of relief printmaking techniques using traditional wood blocks, linoleum, and vinyl plates are explored using reduction, key block, and line methods of registration. Two lecture and two laboratory hours per week.

ARTG 216 Dreamweaver on the Mac 3 credits

Attributes: FA HU LA

This course covers basic website construction and design using Dreamweaver on a Mac platform. Topics include: introduction to concept development, storyboarding, and color theory, as well as technical skills for navigation, file management, file compression, and HTML programming. Emphasis is on the effective use of design principles in the selection and integration of text and image to create a site that is both elegant and functional in design. Two lecture and two laboratory hours per week.

ARTG 219 Typography II 3 credits

Attributes: FA HU LA

This advanced class is a further exploration of expressive visual communication through various typographic forms and structures. Topics include typographic hierarchy, effective use of grids, contemporary legibility, and readability issues for digital, screen, and print application. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 112 Typography.

ARTG 221 Painting I **3 credits**

Attributes: FA HU LA

This course presents an introduction to painting media, basic techniques, picture composition, and color systems. Project assignments emphasize the development of technical skills and familiarity with the medium necessary for students to record their visual observations in paint. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week.

ARTG 222 Painting II **3 credits**

Attributes: FA HU LA

This course presents an intermediate-level easel-painting experience. Projects are assigned with an emphasis on continued development of technical skills through a variety of perceptual approaches (i.e., working from life) as well as conceptual experimentation (i.e., working from imagination). Individual and group critiques form an integral part of this course. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 221 Painting I; or permission of instructor.

ARTG 223 Watercolor **3 credits**

Attributes: FA HU LA

This course presents an introduction to transparent water-based media. Painting from observation is emphasized. Students are exposed to indirect color mixing methods specific to the media. Students are taught a variety of watercolor techniques including: wet-into-wet, wet-into-dry, flat and graduated washes, as well as experimental approaches. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week.

ARTG 224 Advanced Painting **3 credits**

Attributes: FA HU LA

In this course, students explore technical and conceptual boundaries that concentrate on each individual student's personal vision and goals. The properties of paint and grounds are examined. The production of specific supports and ground surfaces are explored. Traditional and contemporary methods are studied and used. There is an emphasis on an independent pursuit of individual approaches to the discipline. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 222 Painting II; or permission of instructor.

ARTG 235 Clay Work **3 credits**

Attributes: FA HU LA

This course teaches basic and advanced wheel-throwing skills for the beginning to advanced student. Hand-building techniques such as slab and coil construction and surface-decorating techniques such as scraffito, incising, paper resist, carving, and glaze formulation are investigated. Advanced students explore more complicated pieces involving altering and combining clay-forming methods. Two lecture and two laboratory hours per week.

ARTG 242 Digital Photography I with Photoshop **3 credits**

Attributes: FA HU LA

Students explore the fundamentals of "the digital darkroom" using industry-standard image-editing computer applications. Image capture, scanning, storage, image editing, adjustments for color and contrast, photo retouching, monitor calibration, and output options are introduced. Students scan conventional film or prints, use digital cameras, and import images from CDs. Students are not required to own a digital camera. Two lecture and two laboratory hours per week.

ARTG 254 Intaglio Printing: The Art of Etching **3 credits**

Attributes: FA HU LA

Students learn the basics of preparing the plate surface with hard and soft grounds as well as manipulating the image with resists and varnishes during the etching process. Sugar lift, white ground, and aquatint methods are also explored along with the more direct methods of dry point and engraving techniques. Copper plates are used with the Edinburgh etch, a safer ferric chloride-based mordant. Non-toxic soy-based intaglio inks are used. Emphasis is on discovering the unique transformation of line, value, and form through the art of etching. Two lecture and two laboratory hours per week.

ARTG 255 Monoprint and Monotype Printmaking **3 credits**

Attributes: FA HU LA

This course investigates the art of the unique print. With monoprint, the most immediate form of printmaking, drawings can be quickly translated in a painterly manner using additive and subtractive methods. Using a plate matrix, students create any number of print variations with monotype. Chine colle, multiple plate, and offset techniques are explored with oil- and water-based inks. Two lecture and two laboratory hours per week.

ARTG 256 Screen Printing **3 credits**

Attributes: FA HU LA

This course in silkscreen introduces a variety of stencil-making procedures. Beginning with direct drawing, cut paper, and film methods, students learn the basics of multiple color registration. Photo processes are explored using hand-drawn acetate positives

and the computer. A range of projects on a variety of supports explore the versatility of this popular commercial and fine art medium. Two lecture and two laboratory hours per week.

ARTG 257 Printmaking Seminar 3 credits
Attributes: FA HU LA
This intensive course allows printmaking students to explore in depth a particular theme within a chosen print medium. Series editions, artists' books, and narrative illustrations are explored and discussed as directives for individual projects. Two lecture and two laboratory hours per week.
Prerequisite: ARTG 213 Relief Printing: Woodcut and Linocut, ARTG 225 Drawing into Print, ARTG 254 Intaglio Printing: The Art of Etching, ARTG 255 Monoprint and Monotype Printmaking, or ARTG 256 Screen Printing; or permission of instructor.

ARTG 263 Sculpture I 3 credits
Attributes: FA HU LA
This course is an introduction to basic techniques and practices of sculpture. It examines how three-dimensional form is organized and created. Students experiment with the processes of modeling and casting with a variety of materials including plasticine, wax, clay, and plaster. Group critiques and slide lectures complement studio work. Two lecture and two laboratory hours per week.

ARTG 281 Computer-Aided Graphic Design 3 credits
Attributes: FA HU LA
Relevant to the contemporary graphic designer, this course emphasizes computer layout, type, and color as they integrate into publication design. Laboratory experience in page design and relevant skill building is emphasized. Students generate original graphics and develop a graphics portfolio component. Two lecture and two laboratory hours per week.

ARTG 282 Basic Design for Desktop Publishing 3 credits
Attributes: FA HU LA
This course provides guidelines for creating effective, well-designed desktop publications. Lecture and discussion topics with related assignments are used to develop an understanding of basic typography in relation to the elements and principles of design. Two lecture and two laboratory hours per week.

ARTG 331 Ceramics I 3 credits
Attributes: FA HU LA
This course explores basic clay techniques including wheel-throwing and hand-building methods such as slab construction and pinch and coil. Surface decoration and glazing techniques are introduced in conjunction with firing methods. The history of the medium including traditional and contemporary forms is discussed through slide review and demonstrations. Two lecture and two laboratory hours per week.

ARTG 400 Visual Arts Internship 3 credits
Attributes: FA HU LA
This internship opportunity exemplifies the principles of cooperation between business and academia. The internship coordinates marketplace art experience with that of the College. Students who are strongly motivated to advance their knowledge of specific job opportunities in the art and graphic design and the fine arts fields are encouraged to seek and complete this 160-hour elective at a worksite approved by the department. After meeting the demands of the professional marketplace, students return to the classroom with a more focused view as they complete their studies.

Biology (BIOL)

BIOL 101 Science for Life 3 credits
Attributes: LA SC
This course focuses on the nature of science as a reliable method of learning about the natural world. Students will learn how to apply evidence, concepts, and theories to distinguish science from non-science, bad science, and pseudoscience, by analyzing a variety of claims and case studies. This course is designed to increase science literacy and critical thinking skills for the non-science major.

BIOL 119 Introduction to Evolutionary Biology 3 credits
Attributes: LA SC
This course is an introduction to biological evolution and the concept of evolution as the unifying theme of biology. It includes such topics as evolutionary theories, fossils, phylogeny, biodiversity, mutations, drift, selection, adaptations, and extinctions. The course also addresses the evolution of sex, family, and behavior. Emphasis is placed on the biology of evolution with emphasis on DNA, mutations, and the process of natural selection. This course is designed for the non-science major.

BIOL 121 Biological Principles I 4 credits
Attributes: LA LS SC

This course introduces basic principles of biology. Topics include scientific method, evolution, cellular and subcellular structure, basic cell chemistry, transport across cell membranes, mitosis, meiosis, metabolism, photosynthesis, DNA structure and replication, protein synthesis, and patterns of inheritance. This course is required as a prerequisite for most other four-credit biology courses. Three lecture and two laboratory hours per week.
Prerequisites: one unit of high school science (preferably biology).

BIOL 122 Biological Principles II 4 credits

Attributes: LA LS SC
This course is a study of the domains, kingdoms, and major phyla comprising the living world. The evolution of the diverse forms of life on the earth today, from the earliest life forms to the present, serves as a unifying theme throughout the course. Topics include population genetics, aspects of micro- and macroevolution, phylogeny and biodiversity of modern prokaryotes and eukaryotes, species interactions, community structure, and ecosystems ecology. Three lecture and two laboratory hours per week.
Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, or departmental approval.

BIOL 138 Introduction to Human Nutrition 3 credits

Attributes: LA SC
This course is an introduction to the science of human nutrition and its role in health. It includes such topics as types of nutrients, nutrient digestion, absorption and metabolism, food sources, recommended nutrient intakes, food safety, and food technology. The course may also address other topics related to health and nutrition. Emphasis is placed on application of these concepts to promote health and fitness. This course is designed for the non-science major.

BIOL 141 Introduction to Marine Biology 4 credits

Attributes: LA LS SC
The course is an introduction to biological aspects of major marine environments. Local habitats are used as examples for a survey of common marine organisms and to study interactions between organisms and their surroundings. Emphasis is placed on human relationships to the ocean environment. Communities investigated are primarily rocky coast, marsh-estuary, and sandy beach. This course also includes a discussion of marine mammals. Three lecture and two laboratory hours per week.

BIOL 143 Introduction to Environmental Science 4 credits

Attributes: LA LS SC
Students apply the process of science to investigate the relationship between humans and the environment. An interdisciplinary approach is applied to study current and emerging environmental problems and evaluate potential solutions. Students develop an awareness of their individual impact on environmental systems. The course introduces students to the scientific method and fosters scientifically-literate citizens. The concept of sustainability is a core component throughout the course. In the laboratory, students learn to measure, record, interpret, and apply environmental data to solve problems. Some field trips may be required. This course is designed for the non-science major. Three lecture and two laboratory hours per week.

BIOL 160 Human Genetics, Reproduction, and Society 4 credits

Attributes: LA LS SC
This course addresses biological, ethical, and legal aspects of human reproduction and genetics. It includes such topics as cellular division, anatomy and physiology of the human reproductive systems, prenatal development, reproductive technologies, transmission genetics, DNA and chromosomes, and genetic technologies. Laboratory topics include activities related to human reproductive anatomy, transmission genetics, and molecular biology, with an emphasis on understanding the scientific process. This course is designed for the non-science major. Three lecture and two laboratory hours per week.

BIOL 170 Vertebrate Anatomy and Physiology I 4 credits

Attributes: LA LS SC
This is the first part of an introductory course sequence in the comparative anatomy and physiology of vertebrates, with a focus on domestic animals. Students will use anatomical models and preserved specimens of a variety of species to study gross and microscopic anatomy of the integumentary, skeletal, muscular, and nervous systems. Emphasis is placed upon the normal anatomy and physiology to provide sufficient knowledge of normal physiologic processes to understand the responses to drugs and disease processes discussed later in the veterinary science curriculum. Note: Dissection is required. This course is restricted to Veterinary Technician students or by departmental approval. BIOL 170 Vertebrate Anatomy and Physiology I must be taken before BIOL 171 Vertebrate Anatomy and Physiology II. Three lecture and two laboratory hours per week.
Prerequisites: College Algebra; waiver by placement testing results; or departmental approval and C or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam.

BIOL 171 Vertebrate Anatomy and Physiology II 4 credits

Attributes: LA LS SC
This is the second part of an introductory course sequence in the comparative anatomy and physiology of vertebrates, with a focus on domestic animals. Students will use anatomical models and preserved specimens of a variety of species, to study gross and microscopic anatomy of the endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Emphasis is placed upon the normal anatomy and physiology to provide sufficient knowledge of normal physiologic processes to understand

the responses to drugs and disease processes discussed later in the veterinary science curriculum. Note: Dissection is required. This course is restricted to Veterinary Technician students or by departmental approval. Three lecture and two laboratory hours per week.
Prerequisites: C or higher in BIOL 121 Biological Principles, C or higher in BIOL 1XX Vertebrate Anatomy and Physiology I, College Algebra; waiver by placement testing results; or departmental approval.

BIOL 201 Anatomy and Physiology I 4 credits
Attributes: LA LS SC
This is the first part of a two-semester course that presents in a comprehensive manner the structure and function of the human body. Topics include tissues and the integumentary, skeletal, muscular, and nervous systems. A dissection component of the laboratory work is required for successful completion of the course. This course is designed for students in the health programs. BIOL 201 Anatomy and Physiology I must be taken before BIOL 202 Anatomy and Physiology II. Three lecture and two laboratory hours per week.
Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, or departmental approval.

BIOL 202 Anatomy and Physiology II 4 credits
Attributes: LA LS SC
This is the second part of a two-semester course that presents in a comprehensive manner the structure and function of the human body. Topics include the cardiovascular, respiratory, digestive, urinary, endocrine, and reproductive systems. A dissection component of the laboratory work is required for successful completion of the course. This course is designed for students in the health programs. Three lecture and two laboratory hours per week.
Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, C- or higher in BIOL 201 Anatomy and Physiology I, or departmental approval.

BIOL 215 Ecology 4 credits
Attributes: GL LA LS SC
This course explores major ecological concepts and enables students to identify the techniques used by ecologists to study those concepts. Topics include the interrelationships of organisms with physical and biotic factors of the environment, the structure of terrestrial and aquatic communities, population structure and dynamics, species interactions, succession, energy flow, nutrient cycling, and global ecology. Laboratory allows students to investigate biotic communities and ecosystems in southeastern Massachusetts while emphasizing data collection, analysis, interpretation, and relevance at larger scales. Three hours of lecture and one three-hour laboratory period weekly. Offered fall semester.
Prerequisites: C- or higher in BIOL 121 Biological Principles I, C- or higher in BIOL 122 Biological Principles II, and MATH 203 College Algebra or higher; waiver by placement testing results; or departmental approval. Pre-/Co-requisites: CHEM 151 General Chemistry I and MATH 217 Precalculus; waiver by placement testing results; or departmental approval.

BIOL 231 Microbiology 4 credits
Attributes: LA LS SC
This is a course in general microbiology with emphasis placed on the practical applications for medical, food, dairy, water, and environmental microbiology. Part of the laboratory experience includes an introduction to techniques in molecular biology and the identification of one or more bacterial "unknowns" to demonstrate adequate knowledge of the proper laboratory technique. Organisms of discussion include bacteria, viruses, fungi, and some of the primitive algae and protozoa. Topics include classification, prokaryotic cell structure, microbial genetics, biotechnology, microbial metabolism, microbial growth, and control of microbial growth. Chemistry is recommended, but not required, before taking this course. Two lecture and four laboratory hours per week.
Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, or departmental approval.

BIOL 234 Cellular Biology 4 credits
Attributes: LA LS SC
This laboratory-intensive course provides an overview of the cellular and molecular basis for living systems, focusing on eukaryotic cells. Lecture topics include DNA replication, gene expression and regulation, plasma membrane dynamics, signal transduction, cell cycle control, metabolism, intracellular compartments, and protein sorting. In the laboratory, students apply the theory and practice of modern cell biology techniques by designing and executing experiments. Emphasis in the laboratory placed on Good Manufacturing Practices (GMP), Standard Operating Protocols (SOP), aseptic techniques, and trouble shooting. Intended for students intending on transferring into bachelor's programs in biology, chemistry or biochemistry, or those interested in pursuing careers in biotechnology or pharmacy. Two lecture and four laboratory hours per week.
Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, C- or higher in BIOL 122 Biological Principles II, or departmental approval.
Pre/Co-requisite: CHEM 152 General Chemistry II; or departmental approval.

BIOL 400 Special Study in Biology 1 credit
Attributes: LA SC

This course involves independent work on a selected topic under the direction of members of the Biology Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Architectural & Building Tech (BLDG)

BLDG 100 Methods and Materials **3 credits**
This course introduces students to the sustainable building materials and construction systems utilized in the design and construction of buildings. Students develop a basic understanding of common and innovative building components used to construct foundations, structural framing, and building envelope assemblies. In addition, students learn to match construction materials with appropriate construction methods and technologies. The course is divided into two lecture hours and two laboratory hours per week. Co-requisite: BLDG 110 Working Drawings.

BLDG 110 Working Drawings **3 credits**
This course is an introduction to students to the fundamental skills of drawing and interpreting construction drawings. This course emphasizes both manual and computer-aided drawing techniques. Focus is placed on developing how to interpret design intent from drawings and how to match design intent to construction practices and process. The course is divided into two lecture hours and two laboratory hours per week. Co-requisites BLDG 100 Methods and Materials and BLDG 120 Revit or permission of instructor.

BLDG 120 Revit **3 credits**
This course leads students through the process of creating a building model using the 3D building information modeling (BIM) software known as Revit. The course covers the use of BIM in the building design and construction industry, development of 3D model elements, views, dimensions and annotations, schedules, basic interior components, drawing sheets and printing, and basic 3D rendering. The course is divided into two lecture hours and two laboratory hours per week.
Prerequisites: None

BLDG 150 Sustainability **3 credits**
This course is an introduction to the theory and principles of innovative sustainable construction. The course takes an integrated design and ecological systems approach to the design and construction of buildings. Students learn strategies to reduce the ecological impact of the built environment using cutting-edge best practices. Topics include green building principles and rating systems, energy efficiency, renewable energy, and innovative technologies. The course is divided into 2 lecture hours and 2 laboratory hours. No Prerequisites.

BLDG 210 Construction Estimating **3 credits**
This course introduces the skills and tools necessary to prepare a construction cost estimate. This course covers topics such as reading and interpreting blueprint and construction documents as well as understanding construction materials, labor, and equipment costs. Focus is on estimation methodologies, labor and productivity, material quantity and pricing, indirect and overhead costs, bid analysis and use of computer estimation software. The course is divided into three lecture hours and two laboratory hours per week.
Prerequisites: BLDG 100 Methods and Materials, BLDG 110 Working Drawings and BLDG 120 Revit or permission of instructor.

BLDG 230 Building Environmental Systems II **4 credits**
This course introduces the impact of daylighting and artificial lighting on the design and use of buildings. Acoustic performance and behavior of sound in buildings and how sound impacts the human experience of buildings are presented. This course highlights daylighting systems and the integration of electrical lighting, strategies for noise management, room acoustics, as well as a continued introduction to alternate and sustainable building energy systems. The course is divided into three lecture hours and two laboratory hours per week.
Prerequisites: BLDG 150 Sustainability or permission of instructor.

BLDG 250 Site Design **3 credits**
This course provides a comprehensive introduction to the process offsite analysis. Students learn to gather, analyze, and synthesize information about a site and its context to inform design decisions. Students learn to interpret topographical information and how natural features impact site design decisions. Topics range from site hydrology, soils, vegetation, topography, building arrangement and form, regulation, and conservation and local community priorities. The course is divided into 2 lecture hours and 2 laboratory hours.
Prerequisites: BLDG 100 Methods and Materials and BLDG 110 Working Drawings and BLDG 120 Revit and BLDG 150 Sustainability Environmental Systems I or permission of instructor.

BLDG 260 Building Science **3 credits**
This course introduces themes of materiality, structure, climate, and resilient design as key considerations in the shaping of construction detailing. This course focuses on innovative materials and assemblies, emerging and non-traditional construction methodologies, low-energy and passive building energy strategies and innovative problem analysis to meet the practical realities of intelligent construction. The course is divided into 2 lecture hours and 2 laboratory hours.

Prerequisites: BLDG 110 Working Drawings and BLDG 120 Revit and BLDG 140 Building Codes and BLDG 150 Sustainability or permission of instructor.

Black Studies (BLST)

BLST 150 Introduction to Black Studies 3 credits

Attributes: HU LA

This course chronologically explores the Black experience from a number of perspectives. Students study the progression of Black political and social thought, engagement and protest, and the struggle to enact change. Students gain a comprehensive introduction to the social, political, legal, and economic roots of the contemporary challenges faced by Blacks, with applications to the lives of other racial and ethnic groups in the United States and in other societies.

BLST 220 The Civil Rights and Black Power Movements 3 credits

Attributes: HU LA

This course examines the origins, evolution, and outcomes of the Black freedom struggle, focusing on the Civil Rights and Black Power movements. The course assesses the roles played by individuals, movements, governments, and political leaders in the process of social change. Leaders such as Martin Luther King and his nonviolent protest during the Montgomery Bus Boycott and the 1963 March on Washington, Malcolm X and his call for Black pride, economic uplift, and self-determination, as well as the Black Panther movement and their fight against police repression will be discussed. Close attention is paid to the roles of organizations, resources, leadership, recruitment, commitment, values, ideology, political culture, gender, and counter-movements.

Business (BUSN)

BUSN 110 Introduction to Business 3 credits

Attribute: BU

This foundational course provides students with a comprehensive understanding of key business principles and concepts in the context of a global economy. Students explore the functional areas of business, emphasizing human resource management, operations, management, marketing, accounting and finance.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 111 Personal Finance 3 credits

Attribute: BU

This course provides for the planning and management of personal assets by individuals over both short-term and long-term periods. Topics include household budgeting, savings and financial institutions, consumer credit and other borrowings, insurance investments, pensions and annuities, and the implications of taxes in decisions. An overview of relevant topics for planning, maintenance, and protection of personal estates is also discussed.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 112 Principles of Management 3 credits

Attribute: BU

This is an initial course in management with emphasis upon the principles and techniques of the managerial process in business. The basic concepts of management planning, organizing, directing, staffing, and controlling are related to the operations of businesses. Recent implications of social theory, communications theory, and group functions are considered. Utilizes case studies as a vehicle to enable students to apply theory to practice.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 116 Principles of Real Estate 3 credits

Attribute: BU

Principles of Real Estate is an introductory course· in Real Estate. Topics covered will include real ii property rights; Real property taxation; Conveying real property rights; Real estate brokerage and listing contracts; Contracts for sale; Basic forms of ownership; Management of real estate; Government regulation, planning and zoning; Market determinants of value; Introduction to investment property analysis; Market and feasibility analysis; leases; Mortgages and bank lending; Default and foreclosure; and Bankruptcy. This course issuance of the Massachusetts pre-licensure educational certification needed for a student to test for a Massachusetts Real Estate Salesperson licensure if the student is interested in licensure.

BUSN 117 Critical Issues in Community Banking 3 credits

Attribute: BU

This course introduces students to the functions of banks in the broader economy, how they generate profit, and the various types of financial institutions currently in operation. It also explores key functional areas of bank operations, as well as essential rules and regulations. Topics include consumer, residential, commercial, and small business lending, lending compliance, fair lending & Community Reinvestment Act (CRA), and community reinvestment and engagement.

BUSN 120 Principles of Marketing 3 credits

Attribute: BU

This course introduces the role of marketing in the organization. There is major emphasis on the concept of marketing strategy as a comprehensive, integrated plan designed to meet the needs of the consumer and thus facilitate exchange. Presents techniques and practices commonly utilized by marketers in the areas of research, product planning, pricing, distribution, and promotion. Uses a problem-solving approach utilizing the case study method and lecture.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 122 Sales 3 credits

Attribute: BU

This course studies the functional aspects of personal selling and career opportunities in the field of sales with focus on the development of the skills necessary for effective selling. There is an emphasis on effective communication, motivation theory and practice, gaining interviews, handling objections, and closing the sale. Topics include the sales framework (retail, wholesale, industrial), sales management, and legal and ethical considerations of sales.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 123 Advertising 3 credits

Attribute: BU

This course surveys the social and economic role of advertising in our society. Students have an opportunity to study the components which constitute effective advertising and to observe the use of advertising by the various forms of mass media. Topics include the role of advertising, planning, media creation, and management of the advertising campaign.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 124 Principles of Retailing 3 credits

Attribute: BU

This course acquaints students with the role and responsibilities of the retail manager. There is an emphasis on planning, controlling, and organizing the retail environment from the perspective of the entrepreneur and the corporate manager. Topics include institutions, strategy, consumer behavior, marketing research, location, organization, merchandising, planning, image, promotional strategy, and pricing. Utilizes lecture and case study methods.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 125 Small Business Management 3 credits

Attribute: BU

This course introduces students to the opportunities and challenges of successfully managing a small business. Using an online simulation, students launch a virtual small business and compete against classmates to make their business a success, confronting along the way the real-world challenges of managing personnel, marketing their product, making operational decisions, and managing finances.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval. Recommended prerequisite: ACCT 104 Fundamentals of Financial Reporting or ACCT 105 Principles of Financial Accounting I.

BUSN 127 Human Resources Management 3 credits

Attribute: BU

This course examines the fundamental principles and practices of personnel and human resource management. It provides an in-depth review of areas including job design and analysis, job evaluation procedures, wage and salary administration programs, and progressive discipline procedures. Protection and representation studied through EEO/Affirmative Action and other current legislation affecting employment are also discussed.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 170 Business Communication 3 credits

Attribute: BU

This course prepares students to be effective workplace communicators. Working individually and in teams, students learn to think strategically and critically about business communication and develop their writing, presentation, and interpersonal communication skills. The course uses a workshop format that relies heavily on discussion and in-class exercises.

Prerequisites: ENGL 101 English Composition I; or departmental approval.

BUSN 201 Business Law I 3 credits

Attribute: BU

This course introduces the origins of the law, its nature, and its classification. It covers the federal and state court systems with emphasis on Massachusetts civil procedures. Students study contract law with emphasis on consumer laws related to deceptive and false advertising and commercial laws related to warranties. The course also examines legal remedies, including the new method of arbitration in the settlement of disputes.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 251 Entrepreneurship **3 credits**

Attribute: BU

This practical, hands-on course is designed for students interested in starting or running their own business. The course focuses on the steps necessary to launch a new business. Topics include evaluating students' entrepreneurial capabilities, creativity, and innovation; opportunity assessment and feasibility analysis; business plan creation and implementation; sources of financing; and marketing techniques. Throughout the course, students develop a business plan. This course is open to all students regardless of their program of study.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

BUSN 260 Organizational Behavior **3 credits**

Attribute: BU

This course studies human behavior in organizations at the individual and group level. Lectures and discussions include the effect of organization structure on behavior. Specific attention given to using concepts for developing and improving interpersonal skills. Concentrates on motivation, communication, influence, power, group decision processes, leadership, conflict, change, cultural systems, and perception. Explores management techniques such as team development in order to improve the management of people.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

Chemistry (CHEM)

CHEM 131 Survey of Chemistry **3 credits**

Attributes: LA SC

This is a survey course for non-science transfer students and involves lectures, demonstrations, and laboratory experiments relating to the basic facts and principles of chemistry. Discussions of atomic theory, bonding, states of matter, chemical equilibrium, and applied chemistry are included. Two lecture and two laboratory hours per week.

CHEM 151 General Chemistry I **4 credits**

Attributes: LA LS SC

This course is designed for students who plan to continue in a science or related area. The major topics covered include atomic structure, stoichiometry, modern chemical bonding, and the gaseous state of matter. The laboratory is both preparative and analytical using classical and spectroscopic techniques. Three lecture and two laboratory hours per week.

Pre/Co-requisite: ENGL 101 - English Composition I or higher and

Pre/Co-requisite: MATH 203 College Algebra or higher; waiver by placement testing results; or departmental approval.

CHEM 152 General Chemistry II **4 credits**

Attributes: LA LS SC

This course is a continuation of CHEM 151 General Chemistry I. Major topics covered include thermo-chemistry, thermodynamics, the states of matter, solutions, chemical kinetics, chemical equilibrium, electro-chemistry, and an introduction to organic chemistry. The laboratory includes classical and spectroscopic techniques. Three lecture and two laboratory hours per week.

Prerequisite: C- or higher in CHEM 151 General Chemistry I; or departmental approval.

Pre/Co-requisite: MATH 217, Precalculus; or waiver by placement testing results.

CHEM 201 Organic Chemistry I **5 credits**

Attributes: LA LS SC

This is a study of the main classes of organic compounds, including an introduction to natural products. The nomenclature, reaction mechanisms, synthesis, and general properties of alkanes, alkenes, alkynes, alcohols, and haloalkanes are discussed. The topics of stereochemistry, nucleophilic substitution, elimination, and radical chain reactions are discussed. The laboratory is both preparative and analytical using classical and instrumental experimental techniques. Three lecture and four laboratory hours per week.

Prerequisite: C or higher in CHEM 152 General Chemistry II; or permission of instructor.

CHEM 202 Organic Chemistry II **5 credits**

Attributes: LA LS SC

This is a continuation of the study of the main classes of organic compounds, including aldehydes, ketones, carboxylic acids, amines, and aromatics. The nomenclature, reaction mechanisms, synthesis, and general properties of these compounds will be discussed. The techniques of MS, NMR, and IR spectroscopy will be introduced. IR and NMR spectra will be run and interrupted where appropriate in the laboratory. The laboratory is both preparative and analytical using classical and instrumental experimental techniques. Three lecture and four laboratory hours per week.

Prerequisite: C- or higher in CHEM 201 Organic Chemistry I; or permission of instructor.

CHEM 400 Special Study in Chemistry **1 credit**

Attributes: LA SC

This course involves independent work on a selected topic under the direction of members of the Chemistry faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

Criminal Justice (CJUS)

CJUS 101 Introduction to Criminal Justice 3 credits
This course provides a history, development, and philosophy of criminal justice in a democratic society. It also covers an introduction to agencies in the administration of criminal justice and career introduction.
Prerequisite: Composition I or waiver by placement testing results.

CJUS 201 Evidence and Court Procedures 3 credits
This course covers the rules of evidence, the principles of exclusion, evaluation, and the examination of evidence as proof, competency, and consideration of the witnesses. Additional areas covered in this study are the laws of search and seizure and court procedures.
Prerequisite: CJUS 101 Introduction to Criminal Justice.

CJUS 221 Domestic Violence 3 credits
This course will deal with the theories of victimology and how domestic violence affects the family structure and society in general. Current trends and statistics will be discussed and law enforcement's role and legal responsibility in domestic abuse cases will be analyzed.
Prerequisite: CJUS 101 Introduction to Criminal Justice.

CJUS 223 Introduction to Investigative and Forensic Services 3 credits
This course covers crime scene procedures, collection and preservation of evidence, recording of the crime scene, surveillance, and investigative techniques. Also covered are the history of forensic science, crime laboratories' capabilities and limitations, and the examination of physical evidence.
Prerequisite: CJUS 101 Introduction to Criminal Justice; or
Pre/Co-requisite: SECU 101 Introduction to Private Security.

CJUS 231 Juvenile Justice 3 credits
This course will explore national, state, and local efforts to develop and implement effective juvenile delinquency prevention programs. Studies will focus on the methods of prevention, intervention, treatment, detention, and rehabilitation of the youthful offender. Students will also review model case studies of nationally recognized programs.
Prerequisite: CJUS 101 Introduction to Criminal Justice.

CJUS 302 Corrections 3 credits
This is a one-semester course surveying the relationship between the courts and the various levels of correctional facilities. Covered in this course are the functions of prisons, jails, halfway houses, and treatment centers as well as the current theory and practice of rehabilitation. The related activities of probation and parole are also covered.
Prerequisite: CJUS 101 Introduction to Criminal Justice.

CJUS 305 Criminal Law 3 credits
This course offers a study of the powers and duties of the police, the elements of a crime, and what misdemeanor and felony crimes entail. The course also covers the study of common law and statutory law, motor vehicle code, and the powers of arrest of the enforcement officer.
Prerequisite: CJUS 101 Introduction to Criminal Justice.

CJUS 306 Criminal Procedures 3 credits
This is a study of search and seizure, stop and frisk, threshold inquiry, search warrants, constitutional issues, and recent court decisions.
Prerequisite: CJUS 305 Criminal Law.

CJUS 316 Police, Community, and Society 3 credits
This course examines the current issues and themes relating to the police and their role in communities and in society. Topics covered will include the organizational structure of police departments, police problems and issues affecting society at large, new theories of the effects of policing on crime, and the effectiveness of community policing.
Prerequisite: CJUS 101 Introduction to Criminal Justice.

CJUS 323 Juvenile Delinquency 3 credits
This course studies the problems of youth, concentrating on the detection, prevention, control, and processes of rehabilitation of delinquents. The Juvenile Court system, with its substantive rules and procedures, as well as area protective services, are discussed. Also includes the special problem of drug usage by youths.
Prerequisite: SOCI 203 Criminology; or departmental approval.

CJUS 340 Community Corrections 3 credits
This course focuses on correctional procedures, practices, strategies, and personnel regarding probation, parole, juveniles, diversion, and other innovative correctional approaches applied in a community setting.
Prerequisites: CJUS 101 Introduction to Criminal Justice and CJUS 302 Corrections.

CJUS 400 Special Study in Criminal Justice 1 credit
Involves independent work on a selected topic under the direction of members of the Criminal Justice Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

CJUS 403 Criminal Justice Capstone 1 credit
Culmination of the Criminal Justice student's academic experience. Synthesizes the knowledge gained from each course taken within the Criminal Justice curriculum and better prepares the student for transfer in the discipline or for entry-level career positions in the criminal justice system. Among other requirements, students develop and prepare a research project that will result in an end-of-semester presentation to the class.
Prerequisite: matriculation in the Criminal Justice Transfer program and departmental approval.

Computer Science (COSC)

COSC 101 Fundamentals of Computer Science 3 credits
This course presents a broad overview of the main areas of study in computer Science. Topics include computer organization, information processing, algorithms, and programming. The main ideas behind the theory and designs of Operating Systems, Databases, and Computer Networks, along with current views on the theory and practice of Software Engineering, and the basics of Artificial Intelligence are explored.

COSC 123 Introduction to Data Science 3 credits
This course introduces students to Data Science and Big Data. Topics include: visualizing data, linear algebra, statistics, probability, hypothesis and inference, gradient descent, collecting data, working with data, machine learning, k-nearest neighbors, naive Bayes simple linear regression, multiple regression, logistic regression, decision trees, neural networks, deep learning, clustering, natural language processing, network analysis, recommender systems, databases/SQL, MapReduce, and data ethics.

COSC 129 Data Science Programming I 4 credits
This course introduces students to the programming language Python and the use of Python in Data Science. Students create programs using sequence, selection, repetition, functions, lists, tuples, dictionaries, sets, arrays, strings, files, and exceptions. Pre/Corequisites: COSC123-Introduction to Data Science and MATH158-Intro Statistics, and MATH217-Precalculus; or departmental approval.

COSC 140 Data Science Programming II 4 credits
This course is a continuation of COSC 129 Data Science Programming I. Students create programs using classes, recursion, searching, sorting natural language processing, data mining cognitive computing, machine learning, deep learning, and big data.
Prerequisites: COSC 129 Data Science Programming I; with a minimum grade of "C-" and MATH158-Intro Statistics, with a minimum grade of "C-"; or department approval. Pre/Corequisites MATH218-Discrete Math and MATH221-Calculus I; or departmental approval.

COSC 157 Introduction to Java Programming 4 credits
This course introduces students to the object-oriented, general-purpose programming language Java. Students create programs using sequence, selection, repetition, methods, classes, and arrays. Pre/Corequisites: COSC101-Fundamentals of Computer Science, and MATH217-Precalculus or higher; or departmental approval.

COSC 168 Advanced Java Programming 4 credits
This course is a continuation of COSC 157 Introduction to Java Programming. Students create programs using arrays, inheritance, interfaces, exception handling, file input, file output, recursion, and dynamic data structures.
Prerequisite: COSC157-Introduction to Java Programming with a minimum grade of "C-". Pre/Corequisites: MATH221- Calculus I and MATH218-Discrete Math; or departmental approval.

COSC 170 C ++ for Engineers 4 credits
This course introduces programing concepts and tools used to solve engineering problems. Programming fundamentals including branching and loops, functions, file handling, arrays, and data structures will be taught using the C++ programing language. Emphasis is placed on applications within engineering disciplines.
Prerequisite: MATH 203 College Algebra or higher; waiver by placement testing results; or permission of instructor.

COSC 236 Computer Architecture 3 credits

Description: This course presents the fundamentals of computer architecture through the use of the assembly language, the interface between hardware and software. Students are introduced to binary and hexadecimal number systems, machine language, and machine architecture. Assembly language topics presented include the assembly process, computer arithmetic, logical building blocks, comparison, addressing modes, input/output, branching, repetition, and processor implementation.
Prerequisite: COSC168-Advanced Java Programming with a minimum grade of "C-". Pre/Corequisite MATH222-Calculus II; or departmental approval.

COSC 237 Data Structures and Algorithms 3 credits

This course introduces students to the development and use of various data structures designed to solve problems with computers. The connection between algorithms and data structures is also considered. Data structures examined include arrays, strings, lists, stacks, queues, trees, graphs, linked lists, and tables as well as sorting, searching, and hashing algorithms. Students are given the opportunity, through laboratory projects, to implement these data structures and algorithms.
Prerequisite: COSC168-Advanced Java Programming with a minimum grade of "C-". Pre/Corequisite MATH222-Calculus II; or departmental approval.

COSC 240 Data Visualization 3 credits

This course introduces students to data visualization. Topics included in this course include: mapping data onto aesthetics, coordinate systems and axes, color scales, visualizations, visualizing; amounts, distributions, many distributions at once, proportions, nested proportions, associations among two or more quantitative variables, time series and other functions of an independent variable, trends, geospatial data, uncertainty and the principles of feature design; proportional ink, overlapping points, color use pitfalls, redundant coding, multi-panel figures, titles, captions, tables, balancing data and content, larger axis labels, line drawings 3D visualizations.
Prerequisite: COSC 140 Data Science Programming II; OCT24-36 with a minimum grade of "C-" or departmental approval. Pre/Corequisite: MATH222-Calculus II; or departmental approval.

Computer Tech Info Mgmt (CTIM)

CTIM 100 Computer Keyboarding 3 credits

In this introductory computer keyboarding course, the student obtains a thorough knowledge of the computer keyboard and the basic principles of touch keyboarding. The course will include the basic features of word processing software and an introduction to letter styles, tables, and manuscripts. The student should progress to a speed of 25-45 words per minute with no more than three errors on three-minute timed writings. The course is adaptable for business and personal use.

CTIM 101 Beginning Windows 1 credit

This course is designed as a practical, step-by-step introduction to beginning concepts of the Microsoft Windows operating system. Students learn how to use the Windows desktop, manage documents, work with the documents library, and create shortcuts. In addition, students learn file and folder management and Windows accessories programs. Students also learn how to customize their work environment and to use the control panel.

CTIM 102 Beginning Word 1 credit

Students learn the basic features of Microsoft Word in order to prepare professional business documents incorporating appropriate formatting. Students also learn to insert objects and text into documents, as well as use shortcuts that enable them to become proficient in producing various business documents such as letters, reports and tables.

CTIM 103 Beginning Excel 1 credit

Students learn the essentials of spreadsheet development, including data entry and editing, formatting, sorting and filtering data, and enhancing worksheets. The creation of formulas and functions receives major emphasis. Other topics include preparing and inserting charts as well as workbooks and worksheets.

CTIM 112 Word Applications 3 credits

This course introduces students to the more advanced functions of Word to format various types of business documents. Competencies the student develops include using the word processing software to create sophisticated tables and graphics, templates, mail merge, styles, macros, forms, and master documents. Students learn how to customize Word to automate work and create complex documents. Two lecture and two laboratory hours per week.
Prerequisite: CTIM 102 Beginning Word or ACCT 108 Computerized Business Applications or departmental approval.

CTIM 114 Beginning PowerPoint 1 credit

This course provides basic training in Microsoft PowerPoint for Windows presentation graphics software. Students learn to plan, create, modify, and enhance presentations and to produce slides for an on-screen slide show. Effective presentations are created using graphics, tables, transitions, WordArt, sound, animation, and object linking and embedding.

CTIM 115 Intermediate PowerPoint 1 credit
This course is designed to familiarize the student with more advanced features of Microsoft PowerPoint for Windows presentation graphics software. Basic skills are reinforced and the following software features are utilized in creating sophisticated electronic slide shows: customizing slide masters, inserting text boxes and shapes, SmartArt, integrated web content and applications, and information graphics and media.

CTIM 117 Beginning Access 1 credit
This course provides basic training in Microsoft Access for Windows database software. Students learn to create and modify files, add and edit records, and produce reports and labels for a variety of business applications.

CTIM 131 Introduction to Coding 3 credits
This course introduces students to the broad field of computer science with an emphasis on coding. Students explore what coding is and why it is needed and then examine how it is used in controlling digital technology such as creating computer software, apps, websites, and the interfacing of devices for the Internet of Things (IoT). Topics include an introduction to coding concepts and terminology, exploration of programming languages, logic, syntax, debugging, hardware, documentation, and careers in programming. The chief goal of the course is to develop the student's creative mindset for computational thinking.

CTIM 171 Computer Hardware and Software Configuration 3 credits
This course is intended to provide the student with real-world exposure to both computer hardware and software installation, maintenance, and repair. Students use system diagnostics to analyze and restore computer system defects through troubleshooting and replacing individual system components. Hand-on experiences with software installation and maintenance, including operating systems and applications, are an integral part of the course. Two lecture and two laboratory hours per week.

CTIM 178 Help Desk Concepts 3 credits
This course is designed to teach students the importance and benefits of measuring the delivery of customer support; how to create positive interactions with customers; how to identify customer needs; how to meet customer expectations; how to deal effectively with a variety of customer situations in multicultural environments; how to work with unrealistic or angry customers; how to develop better listening skills; and how to use basic tools and technologies used in the customer support industry. Students learn how to de-escalate a situation, lessen stress, and troubleshoot aimed at solving problems.

CTIM 180 Computer and Information Security 3 credits
Instruction is provided in security for computer hardware, software, and data including physical security, backup procedures, relevant tools, encryption, and protection from viruses and cyberattacks. This course covers the safeguarding of computer systems by demonstrating server support skills and designing and implementing a security system. Students identify security threats and monitor network security implementation and use best practices to configure operating systems to industry security standards.

CTIM 221 Desktop Operating Systems 3 credits
This course covers the concepts of Microsoft Windows operating systems. Students learn how to install, configure, and troubleshoot computer operating systems and will gain the knowledge and skills necessary to perform administration tasks in a peer-to-peer network or a workstation-based system using Microsoft Windows.

CTIM 225 Introduction to Networking 3 credits
This course provides an overview of the operational, managerial, and technical aspects of networking technologies and their implementation. Hardware and software, as well as the codes, formats, protocols, use of private and public information utilities, transmission media, topologies, and point-to-point communications are integrated throughout the course.

CTIM 230 Ethics in Information Technology 3 credits
This course examines various ethical situations that arise in information technology. Issues related to privacy, freedom of expression, intellectual property, software development, human resources, cybercrime, social networking, and the impact of computers on the quality of life are examined. Students are given the opportunity to examine various scenarios relating to these topics in order to develop positive decision-making capabilities when faced with difficult situations in their work life.

CTIM 266 Professional Development for Business 3 credits
This course presents a study of behavioral psychology as applied to the workplace and is designed to enable students to develop the professional and personal skills necessary to succeed in a global environment in the business world. Topics covered include a survey of the soft skills, focusing on non-verbal communication, appearance, goal setting, confidence and motivation, self-assessment, managing change, leadership, human capabilities and limitations, and diversity issues. Employment, certifications, and industry credentialing are also covered in this course.

CTIM 400 Special Study in Computer Technology Information Management 1 credit
This course involves independent work on a selected topic under the direction of members of the Computer Technology and Information Management Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Culinary Arts (CULA)

CULA 123 Table Service **3 credits**

This course prepares students to set a table according to various styles: American, English, French, and banquet service. Students develop interpersonal skills to interact effectively with customers and co-workers. Emphasis is placed on setting attractive tables, creating centerpieces, various napkin folds, and table applications with a focus on design and comfort. One lecture and four laboratory hours per week.

CULA 128 The Art of Bread **3 credits**

In this course, students are taught the fundamentals of bread production. Students learn the proper textures, flavor, and production methods for dough, and the work ethic and terminology for being a baker. A wide variety of breads are explored in the bake shop utilizing cultivated yeast, wild yeast starters, and chemically leavened doughs. Laminated doughs, rich doughs, and artisan breads are included in this foundation class. Students should be prepared for some lifting and physical manipulation of dough as part of their production. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and two laboratory hours per week.
Prerequisite: CULA 143 Foundations of Baking.

CULA 135 Garde Manger **3 credits**

Garde manger is the production of food that is not only flavorful but pleasing to the eye. This course familiarizes the students with several aspects of banquet and catering production, including the various design components related to banquets, special occasions, and buffet menus. Students also cover the planning and application of food garnishes, decorations, centerpiece displays, and other culinary art forms. Canapes, hors d'oeuvres, salads, and galantines are produced and served by the students. Two lecture and two laboratory hours per week.
Prerequisite: CULA 140 Culinary Concepts.

CULA 139 Culinary Certification **3 credits**

In this course students experience the in-depth study if the regulations governing sanitation and food safety. Skills and knowledge learned throughout the course via lecture and various tools offered within the ServSafe text prepare students for taking the National Association Educational Foundation (NRAEF) Servafe Certification Exam.

CULA 140 Culinary Concepts **3 credits**

This introductory course focuses on the development of the student's knowledge through product identification, professional cooking techniques, knife skills, measurements, and weekly preparation of a variety of food items using these new skills. Mother sauces are incorporated in the weekly lessons. Two lecture and two laboratory hours per week.
Pre/Co-requisite: CULA 139 Culinary Certification.

CULA 143 Foundations of Baking **3 credits**

Students are introduced to the fundamental concepts, skills, and techniques of basic baking. Special emphasis is placed on the study of ingredients, terminology, analysis of baked goods, and the use of bake shop equipment. Mixing methods of a wide variety of baked goods are learned weekly through lecture, demonstration, and hands-on production. Cookies, pies, and pate a choux are a few examples of pastries students work with. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and two laboratory hours per week. N

CULA 146 American Regional Cuisine **3 credits**

This course is designed to offer students an overview of the regional cuisine throughout the United States. Students incorporate cooking techniques, the art of mise en place, historical and current food trends from the geographic regions, and proper review of recipes and procedures resulting with a finished meal from a specific region. Two lecture and two laboratory hours per week.
Prerequisites: CULA 139 Culinary Certification and CULA 140 Culinary Concepts.

CULA 151 International Cuisine **4 credits**

Attribute: GL
This course introduces the student to a variety of cultural ingredients and cooking styles used throughout the globe. Different regions are covered in class each week through lectures, handouts, and text. In addition, this course aids in the further development of the student's learned skills and offers a better understanding of the time restraints common to the industry. Students are required to mise en place assigned recipes and prepare and plate completed tasks. Two lecture and four laboratory hours per week.
Prerequisite: CULA 146 American Regional Cuisine.

CULA 152 Classical Cuisine **4 credits**

This course covers classical foods and recipes found throughout France and global cuisines. In addition to principles and techniques recommended by Auguste Escoffier and other European masters, the introduction of trends and techniques used in present day food establishments are reviewed each week through lectures, handouts, and text. Emphasis on mise en place, preparation, and plating further develops the student's knowledge and skills for entrance into the food industry. Two lecture and four laboratory hours per week.

Prerequisite: CULA 146 American Regional Cuisine.

CULA 156 Nutrition and Food Trends 3 credits
Designed to acquaint students with basic nutritional concepts and their relationships to promotion of good health, this course focuses on consumer food choices and the appropriate means to ensure pleasurable and healthful dining experiences. The student is involved in the preparation of foods utilizing current nutritional trends and dietary practices. Two lecture and two laboratory hours per week.
Pre/Co-requisite: CULA 140 Culinary Concepts.

CULA 157 Meat Fabrication and Charcuterie 3 credits
This course introduces the student to the meat structure and composition of beef, veal, lamb, and pork. Proper cutting techniques used to fabricate a variety of protein items are an integral part of this course using hands-on production. In addition, poultry, game, and seafood are also covered through lecture, demonstration, and text. Two lecture and two laboratory hours per week.
Prerequisite: CULA 140 Culinary Concepts.

CULA 159 Cake Decorating 3 credits
The student is instructed in the fundamentals of cake decorating. Techniques covered include icing and cake preparation, masking cakes, border and inscription styles, and basic floral designs. Introduction to other decorating mediums are explored. Basic cake decorating tools are required for this class. The student should be prepared to practice at home to further develop their piping skills. Two lecture and two laboratory hours per week.
Pre/Co-requisite: CULA 143 Foundations of Baking; or departmental approval.

CULA 160 Chocolate Artistry 3 credits
This course introduces the student to the sweet world of chocolate. Through lecture, demonstration, and hands-on production, the student learns the art of working with chocolate that is desirable throughout the culinary industry. A technique of tempering and creating chocolates, as well as display pieces, is a primary focus in this class. The student has the opportunity to work with other forms of display media such as sugar, pastillage, and marzipan. Emphasis is placed on the creative process as the student designs, produces, and presents a finished centerpiece. Some basic tools will be required for this course. Two lecture and two laboratory hours per week.

CULA 161 Advanced Pastries 4 credits
In this course, students are taught the art of preparing a variety of American and international desserts, as well as continuing their development of bread production skills. Building on techniques learned in previous baking classes, emphasis will be on flavor and techniques as well as final presentation. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and four laboratory hours per week.
Prerequisite: CULA 143 Foundations of Baking.

CULA 162 Classical Desserts 4 credits
The focus of this course is to develop the classic techniques used to produce European pastries such as Gateau St. Honore, Opera Torte, and Dacquoise. Balance of flavors, textures, and visual presentations are a weekly goal. Chocolate and bread production skills are developed within the class structure. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and four laboratory hours per week.
Prerequisite: CULA 143 Foundations of Baking.

CULA 295 Field Work Experience in Culinary Arts 4 credits
This course enables students to participate in a supervised (paid or unpaid) learning experience of at least 240 hours for the semester. Students are required to work in a food service establishment that will enhance the students' skills and learning objectives established by the faculty coordinator. All field work experience sites must meet departmental guidelines and standards. Any student who finds it to their advantage to do half their field work during the three months prior to the semester of their sophomore year may do so with departmental approval. This process must begin before the seventh week of the spring semester of the freshman year.
Prerequisites: CULA 143 Foundations of Baking and CULA 146 American Regional Cuisine.

Dance (DANC)

DANC 145 Contemporary Dance 3 credits
Attributes: FA HU LA
This is a studio-based class including the study of classic, contemporary, and modern forms to help students develop their flexibility, rhythm, strength, and self-awareness. The class is a combination of the study of famous and founding dancers, learning routines/dance phrases, and improvisation. Weekly dance combinations are taught. Students will conclude the course with an appreciation for contemporary dance. All levels are welcome, but some dancing experience is recommended.

DANC 150 Choreography **3 credits**
Attributes: FA HU LA
This course is designed to provide a creative, expressive, and critical-thinking experience. The classes will introduce basics of choreography, including use of space, time, groupings, movement quality, theme and variation, and improvisation. The course provides a learning environment for critical thinking in the process of artistic decision making.

DANC 400 Special Study in Dance **1 credit**
Attributes: FA HU LA
This course involves independent work on a selected topic under the direction of members of the Dance faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Dental (DENT)

DENT 102 Dental Materials I **3 credits**
This course includes theory and practical use of dental materials including uses, composition, properties, and proper manipulation. Gypsum products, impression materials, waxes, and cements are covered. Basic restorative materials are introduced. Two lecture and two laboratory hours per week.

DENT 103 Dental Radiography I **3 credits**
This course provides instruction in the nature of ionizing radiation; the production, properties, dosage, and hazards of radiation; infection control; and appropriate protection techniques for patient and operator. Instruction in the function and correct use of the dental unit and processors for chemical and digital radiography is presented. Two lecture and two laboratory hours per week.
Pre/Co-requisite: DENT 106 Dental Science I.

DENT 105 Dental Office Management **3 credits**
This course is designed to train the Dental Assistant in business procedures for a dental setting. Emphasis is placed on this role as part of the team concept. Included in this course is a study of communication as it relates to patient/doctor/auxiliary relations, as well as employer/employee situations. The course covers telephone techniques, appointment control, record and filing procedures, banking, billing, third-party payments, inventory control, and supplies. Resume and interviewing techniques are also covered.

DENT 106 Dental Science I **5 credits**
This course provides instruction in head and neck anatomy and emphasizes oral anatomy as it relates to the growth and development of the teeth and adjacent structures. The course includes the relationship of dental structures to body systems and to health. The course also covers oral history, oral embryology, and microbiology as they apply to oral disease and the prevention and methods of infection control. Oral pathology and identification of common oral conditions and lesions are a component of this course. Nutrition is included as it relates to oral health and dental caries. Home care instruction and plaque control are also emphasized. Four lecture and two laboratory hours per week.

DENT 107 Chairside Assisting **6 credits**
This course prepares the student for clinical externship utilizing the concepts of four-handed dentistry. Instruction is provided in instrumentation, tray set-ups, and sterilization. Also included is instruction in chairside positioning, preparation of the dental unit, and maintenance of equipment. Basic intra-oral functions such as mirror placement and retraction, use of oral evacuation, and rubber dam technique are also covered. CPR training is included as part of this course. Four lecture and four laboratory hours per week.

DENT 111 Dental Science II **3 credits**
A continuation of Dental Science I, this course includes dental pharmacology, emphasizing the nature and property of drugs and anesthetics used frequently in dentistry. Also included is an introduction to dental specialties, namely: orthodontics, periodontics, oral surgery, endodontics, pediatric dentistry and prosthodontics. Two lecture and two laboratory hours per week.
Prerequisite: DENT 106 Dental Science I.

DENT 112 Clinical Externship **6 credits**
This component of the program provides the student with practical experience in four-handed dentistry, general office procedures, and basic laboratory skills. To expose students to a broad spectrum of patients and settings, the students rotate through several types of dental settings, including private practice and a hospital or dental clinic. To integrate experiences, students must maintain a daily log of dental procedures and duties performed and must attend a seminar with the Dental Assistant faculty member. This course involves 300 hours of clinical experience.
Prerequisites: a grade of C+ or higher in: DENT 102 Dental Materials I, DENT 103 Dental Radiography I, and DENT 107 Chairside Assisting.

DENT 113 Dental Materials II 2 credits
This course includes restorative materials in more depth than in the first semester. Students also learn to perform laboratory procedures associated with chairside assisting: pouring, trimming, and polishing study models and casts; fabricating custom impression trays from preliminary impressions; cleaning and polishing removable appliances; and fabricating temporary crowns and restorations. Sealants and Coronal Polishing are taught to clinical proficiency. Polishing agents are introduced. Lecture: 1 hour, Laboratory: 2 hours.
Prerequisite: Dental Materials I (DENT 102) with a grade of C+ of better.

DENT 114 Dental Radiography II 3 credits
This course provides instruction in the exposure and continued evaluation of dental film using the following methods: bisecting angle, paralleling, panoramic, chemical, and digital film techniques. Further instruction in quality assurance and radiology regulations is addressed. Duplication of film technique and rapid processing is also included. Two lecture and two laboratory hours per week.
Prerequisite: DENT 103 Dental Radiography I.

Diesel (DIES)

DIES 107 Engine Principles I 3 credits
This course is designed to familiarize the students with the fundamental physical principles and relationships which apply to reciprocating internal combustion engines. Topics include the operational theory of internal combustion engines, combustion and heat, fuel consumption and power, scavenging, and supercharging. The hands-on servicing of complete engines involves disassembly, precision measuring, and reassembly of an engine in the laboratory. Two lecture and two laboratory hours per week.

DIES 108 Electrical Systems 3 credits
The student develops understanding of electrical knowledge as a foundation for future level advancement. The course gives the student the background and working knowledge of electrical theory required to test and service the electrical system of a diesel-powered piece of equipment. Repair and troubleshooting procedures consisting of removal, disassembly, inspection, repair, and reassembly of electrical components are designed to prepare students for entry into the job market equipped with both the knowledge and skills needed for satisfactory performance on the job. Safety in all areas is constantly stressed as well as the development of correct work habits, attitudes, and interest for each student. Two lecture and two laboratory hours per week.

DIES 122 Fuel Systems 3 credits
This course is designed to give the student the background and working knowledge of modern diesel fuel injection systems and their components, which are a necessary part of the diesel internal combustion engine. Topics include the operation of instruments, computer diagnostic and calibration programs and special tools required to test current production fuel systems on modern diesel engines. Two lecture and two laboratory hours per week.
Prerequisite: DIES 124 Truck Components II.

DIES 123 Truck Components I 3 credits
This course introduces the student to a number of specialized areas that a diesel technician will encounter. Through classroom lecture and lab application, the student learns maintenance and repair procedures for heavy-duty truck components. Specialized areas of study include braking, steering, suspension, and basic drivelines. The lab provides practical experience in troubleshooting and maintenance of these components. Two lecture and two laboratory hours per week.

DIES 124 Truck Components II 3 credits
This course introduces a number of specialized areas that a diesel technician will encounter. The students build on the knowledge which they received in DIES 123 Truck Components I. The more complex components discussed include ABS brakes, on-board computer systems, hydraulics, and transportation refrigeration. The lab provides practical experience in troubleshooting and maintenance of these components. Two lecture and two laboratory hours per week.
Prerequisite: DIES 123 Truck Components I.

DIES 133 Governing and Computer Control Systems 3 credits
This course is a study in the theory and operating characteristics of various types of governing and computer control systems as applied to the diesel engine. The study of the governing system includes functions of the system and detailed analysis of the mechanical, pneumatic, hydraulic, and electrical governors. The second major focus of this course is on the computer control system and its role in engine governing, emission control, and diagnostics. Through lab application, this course gives students the necessary skills used in solving problems in governing and computer control systems. Two lecture and two laboratory hours per week.
Prerequisite: DIES 222 Electronic Engine Diagnostics.

DIES 134 Multi-Cylinder Overhaul 4 credits
This course develops the student's understanding of various diesel engines by working with one manufacturer at a time, enabling the student to gain a clear understanding of a diesel engine's construction, operation, maintenance, and repair. Also covered are the troubleshooting and engineering designs that are integrated in the diesel engines of various manufacturers. The course provides a

sound procedure in understanding the importance of the serial number of the engine, so the technician can obtain the information needed to correct any deficiency with a diesel engine. Two lecture and four laboratory hours per week.
Prerequisite: DIES 222 Electronic Engine Diagnostics.

DIES 141 Fundamentals of Standby Power Generation 4 credits
This course covers the fundamental operating principles of stationary and portable electric power generation equipment. Generator construction, operating principles, troubleshooting and proper installation procedures are covered in detail. Students work with current production automatic transfer switches and GENSETS from 2.8kW to 25kW developing an understanding of generator operation and proper testing procedures. Three lecture and two laboratory hours per week.
Prerequisite: DIES 123 Truck Components I.

DIES 222 Electronic Engine Diagnostics 3 credits
This course covers the introduction and uses of computer-based diagnostic applications. Students learn basic Windows and then learn engine-specific diagnostic applications that are used in the calibration and repair of today's electronic diesel engines. Students learn to open and create new job orders using engine software applications. Students learn how to diagnose engine faults using diagnostic programs and follow appropriate troubleshooting procedures. Electronic engine control module calibrations and customer-controlled parameters are covered in depth. The primary focus in this class is on the Cummins Insite and the Caterpillar ET diagnostic programs, although others are discussed. Two lecture and two laboratory hours per week.
Prerequisite: DIES 124 Truck Components II.

DIES 223 Natural Gas Engines 3 credits
This course covers the characteristics of compressed natural gas (CNG) and propane and how they are used as alternative power sources in internal combustion engines. Students learn the characteristics of alternative fuels, evaluate the storage and handling components of the alternative fuel system, and the safety procedures involved in working with these fuels. Students learn the theory behind the operation of gaseous fuel engines and are able to identify, service, and troubleshoot components unique to these engines. Primary focus is centered on the Cummins ISL-G and L10 G engines, although other manufacturers are discussed. Two lecture and two laboratory hours per week.
Prerequisite: DIES 123 Truck Components I.

DIES 226 Hydraulics 3 credits
This course provides the student with an in-depth study of open and closed hydraulic systems. Topics covered include a study of hydraulic fluids, graphic symbols and schematic Interpretation. An applied systems approach is used to discuss pumps, control valves, actuators, and other components. Two lecture and two laboratory hours per week.
Prerequisite: DIES 123 Truck Components I.

DIES 227 Advanced Hydraulic Systems 3 credits
This course is designed to build off of the fundamentals learned in the hydraulic systems class, which provides the student with an in-depth study of the various types of hydraulic pump controls, flow and horsepower regulation. Topics covered include; open and closed center hydraulic systems, pressure compensation, load-sensing pressure-compensation, flow sharing/ downstream compensation, positive and negative flow controls, flow summation and hydrostatic drives. Two lecture hours and two laboratory hours each week.
Prerequisites: DIES 226 Hydraulic Systems.

DIES 230 Power Train Systems I 3 credits
This course provides the student with an in-depth study of heavy equipment power trains and supporting systems. Topics include heavy equipment operation and safety, belt and chain drive systems, manual transmissions, planetary and gearing theory, differentials, final drive units, hydraulic steering, and braking systems. An applied approach is used in comprehension of system functions and diagnostics. Two lecture and two laboratory hours per week.

DIES 231 Power Train Systems II 3 credits
This course is the continuation of Power Train Systems 1, which provides the student with an in-depth study of heavy equipment power trains and supporting systems. Topics covered include: the operating platform and HVAC, powershift and automatic transmission theory, hydrodynamic drives, undercarriages, track and wheeled steering systems and hybrid electric drives. An applied approach is used in comprehension of system functions and diagnostics. Two lecture hours and two laboratories. hours each week.
Prerequisites: DIES 230 Power Train Systems 1.

DIES 401 Diesel Internship 3 credits
This course offers students an opportunity for structured, paid, or unpaid work experience, which allows students to apply the theory of classroom experience to practical applications in their technical fields of concentration. In addition, a biweekly seminar gives students the opportunity to discuss their job and their employers' evaluations of their work performance in their weekly academic assignments.
Prerequisite: open to students enrolled in the Diesel Technology program; or departmental approval.

Early Childhood Education (ECED)

ECED 101 Guiding Children's Behavior 3 credits
This course provides the student with an introduction to principles involved with positive guidance in the young child (through age eight). Strong relationships, positive interactions between adults and children, along with effective learning environments are explored. The influence of culture, customs, family, peers, and community and their effect on children's behavior are studied. A grade of C or higher is required for graduation.

ECED 102 Development in Early Childhood 3 credits
This course introduces the student to a child's developmental growth from pre-natal stages to seven years of age. Developmental landmarks are studied as they relate to an early childhood setting. The importance of recognizing individual as well as cultural differences and various rates and patterns of growth is emphasized. A grade of C or higher is required for graduation.

ECED 105 Introduction to Early Childhood Education 3 credits
This course gives the beginning student in early education an overview of early childhood education from a philosophical, historical, multicultural, and economic point of view. Students gain understanding of how early childhood education has influenced the profession. 8 hours of observation in 4 different types of early childhood programs are required to complete this course.

ECED 111 Early Childhood Curriculum: A Multi-Cultural Perspective 3 credits
Attribute: GL
The course explores the development and implementation of curriculum in an early childhood setting. It facilitates ways of integrating differing languages, customs, and traditions into the curriculum so children develop greater self-esteem and a broader understanding and appreciation of their own ethnic heritage and the ethnic heritage of others. The instructor and students design activities to reflect this multi-cultural perspective. A grade of C or higher is required for graduation.
Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher; or departmental approval. This course meets the requirement for the Guiding Children's Behavior/Inclusive Practices in the ECE Foundational Certificate.

ECED 112 Health, Nutrition, and Safety Needs of the Young Child 3 credits
The dynamics of health, safety, and nutrition as they relate to the child's development and environment is explored. The student identifies problems that may occur in an early childhood setting: poor nutrition, safety dangers, or child abuse. Advocacy for young children is encouraged. As advocates, students develop methods of assessment, reporting, and referral. The student is introduced to first-aid techniques by the completion of the course. A grade of C or higher is required for graduation.

ECED 150 CDA Program and Practices 3 credits
This course introduces students to the CDA (Child Development Associate) Competency standards, designated by the Council for Professional Recognition. Students enhance their knowledge of developmentally appropriate practices and curriculum for children birth through age eight. Specific focus includes the six competency goals and 13 functional areas of CDA. Emphasis is placed on preparing the CDA Professional Portfolio, with supporting competency statements. A grade of C or higher is required for graduation.
Prerequisites: ECED 101 Positive Guidance, ECED 102 Development in Early Childhood, and either ECED 111 Early Childhood Curriculum: A Multi-Cultural Perspective or ECED 231 Infant and Toddler Curriculum, all completed with a grade of C or higher; or departmental approval. Co-requisite: Current ECE work verification (minimum of one year) in an Infant, Toddler, Preschool, or Family Child Care setting in MA; or departmental approval.

ECED 201 Administration, Supervision, and Management of Child Care Programs 3 credits
This course emphasizes the importance of thoughtful planning and administration for the success of early childhood programs. Special attention is given to understanding organizational structure; budgeting; and personnel recruitment, selection, and supervision. Ways to develop and implement philosophical goals and their relationship to the children, families, staff, and the community are discussed. All Massachusetts state standards, guidelines, and licensing regulations are thoroughly covered. A grade of C or higher is required for graduation.
Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher; or ECED 105 Introduction to Early Childhood Education with a grade of C or higher, or PSYC 202 Child Psychology; or departmental approval.

ECED 211 Child Care Policies and Issues 3 credits
This course is designed to give the participant an overview of the growing field of early childhood. Topics focus on a variety of issues such as administration, child abuse, laws and regulations, and historical and social issues as they relate to early childhood today. A grade of C or higher is required for graduation.
Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher, ECED 105 Introduction to Early Childhood Education with a grade of C or higher, or PSYC 202 Child Psychology; or departmental approval.

ECED 217 The Young Child with Special Needs 3 credits
This course acquaints teachers with ways of integrating the young child with special needs into the regular early childhood program. It examines ways of assessing and identifying characteristics of the young child with special needs or the child at risk. Topics include

planning and program development, modifying classroom environment, and working with parents and community resources. A grade of C or higher is required for graduation.
Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher, ECED 105 Introduction to Early Childhood Education completed with a grade of C or higher, or PSYC 202 Child Psychology; or departmental approval.

ECED 231 Infant/Toddler Curriculum 3 credits
This course explores how the development stages relating to the first three years should impact the care of infants and toddlers. The student examines physical, psychological, linguistic, and cognitive development from birth to age three. Emphasis is placed on designing developmentally-appropriate activities; understanding the importance of health, nutrition, and feeding practices; equipping space; and nurturing self-esteem in the early childhood setting.
Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher or PSYC 202 Child Psychology; or departmental approval. This course meets the curriculum requirement in the ECE Foundational Certificate.

ECED 280 Practicum I in Early Childhood Education 3 credits
The student is placed at one early childhood setting, which could include: an early school grade, a child care center, or a Head Start program. The age group for this practicum is one of the following: B-3, 3-5, or 5-8. The student works under the supervision of a lead teacher for 150 hours per semester. The student keeps a journal and completes written observations. Student interns participate in a variety of experiences reflective of the community. Field experiences begin with observation and increase to planning activities for individuals or small groups as well as management of the whole group for a portion of the placement. A grade of B- or higher is required for graduation.
Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher and ECED 111 Early Childhood Curriculum: A Multicultural Perspective with a grade of C or higher. Co-requisite: ECED 285 Seminar I in Early Childhood Education.

ECED 285 Seminar I in Early Childhood Education 2 credits
Formerly ECED 407. The students meet twice a week to discuss the practicum experience, exchange ideas, and share concerns. Conference sessions are included during the seminar. Members of our diverse cultural community are invited to share their knowledge with students. A grade of B- or higher is required for graduation. Co-requisite: ECED 280 Practicum I in Early Childhood Education or departmental approval.

ECED 290 Practicum II in Early Childhood Education and Administration 3 credits
Formerly ECED 405. The student is placed in one early education setting that could include: an early school grade, a child care center, or a Head Start program. The age group for this practicum is one of the following: B-3, 3-5, or 5-8. Both the type of program and the age group will differ from the ECED 280 Practicum I experience. A minimum of 12 hours per week, for a total of 150 hours, is required. Management skills such as personnel hiring, supervision, and evaluation, as well as understanding the regulations that govern group care are developed. The student will also understand the importance of addressing multicultural issues, parents and community support, and interaction, and assume the responsibilities for the full range of teaching and care giving. A grade of B- or higher is required for graduation.
Prerequisites: ECED 280 Practicum I in Early Childhood Education (formerly ECED 401) and ECED 285 Seminar I in Early Childhood Education (formerly ECED 407) both completed with a grade of B- or higher; or departmental approval. Pre/ Co-requisite: ECED 201 Administration, Supervision, and Management of Child Care Programs with a grade of C or higher. Co-requisite ECED 295 Seminar II in Early Childhood Education.

ECED 295 Seminar II in Early Childhood Education and Administration 2 credits
Formerly ECED 408. The students meet twice a week to discuss the practicum experience, exchange ideas, and share concerns. Conference sessions will be included during the seminar. Members of our diverse cultural community are invited to share their knowledge with students. The focus includes administration and management topics. A grade of B- or higher is required for graduation.
Prerequisite: ECED 285 Seminar I in Early Childhood Education (formerly ECED 407) completed with a grade of B- or higher. Co-requisite: ECED 290 (formerly ECED 405) Practicum II in Early Childhood Education and Administration or departmental approval.

ECED 400 Special Study in Child Care 1 credit
This course involves independent work on a selected topic under the direction of members of the Early Childhood Education Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Economics (ECON)

ECON 201 Principles of Economics I (Macroeconomics) 3 credits
Attributes: LA SS
This course is an introduction to the study of the capitalist economy and supply and demand. The major emphasis is devoted to an analysis of the components of the national product. Consideration is also given as to how the economy operates at full employment. Fiscal and monetary policies are examined. Understanding economics as a discipline is stressed throughout the course.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

ECON 202 Principles of Economics II (Microeconomics) 3 credits

Attributes: LA SS

This course includes a continuation of market analysis and the choices individuals and firms make when they buy and sell. Emphasis is on the pricing of the factors of production. Some attention is given to allocation by non-market methods. Market structures are also examined. Policy problems include income distribution, competition, and regulation. Trade and comparative economic systems are also studied.

Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

ECON 210 Introduction to Health Economics 3 credits

Attributes: LA SS

This course is an introduction to the application of economic principles used to analyze health care issues. Topics include: an overview of the US health care sector; the determinants of demand for health care services and private insurance; the supply of health care services and private insurance; the role of government programs such as Medicare and Medicaid; and the overall performance of the health care sector of the economy.

Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

ECON 400 Special Study in Economics 1 credit

Attributes: LA SS

This course involves independent work on a selected topic under the direction of members of the Economics faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

Education (EDUC)

EDUC 111 Introduction to Elementary Education 3 credits

This course introduces elementary education from philosophical, theoretical, social, and historical perspectives. Emergent theories and philosophies are examined. Students begin to explore the development of young children and legal issues related to education in grades one through six. Students are required to participate in a 40-hour pre-practicum experience during this course. Students assimilate classroom learning about the educational process with observational experiences in grades one through six classroom settings. One month (or as early as possible) prior to the pre-practicum placement, students must submit to CORI and SORI checks. Inability to fulfill the course requirement of 40 hours of pre-practicum observation due to CORI or SORI restrictions will result in course failure. It will also result in inability to successfully fulfill the program and degree requirements. Note: this course is only offered in the fall semester.

Prerequisites: MATH 127 Mathematics for Elementary Teachers I or MATH 128 Mathematics for Elementary Teachers II and one life science course (BIOL 121 Biological Principles I or BIOL 140 & 142 Introductory Biology and Lab) or one physical science course (CHEM 151 General Chemistry I, ESCI 121 Geology, ESCI 123 Meteorology, ESCI 124 Physical Ocean Environment, PHYS 113 & 112 The Science of Music and Lab, PHYS 151 College Physics I, or PHYS 161 General Physics I); or departmental approval.

EDUC 201 Mass Tests for Educator Licensure (MTEL) Prep for Comm & Literacy Skills Test (CLST) 1 credit

This course is offered to provide Massasoit pre-service teachers an opportunity to prepare for their first MTEL test in communication and literacy skills. If transferring to a Massachusetts public university or college as part of the MassTransfer program, teacher candidates must successfully complete this test prior to transfer. Course content includes critical reading, vocabulary building, grammar practice, and essay writing. All course content is delivered online in a five-week time frame. Two laboratory hours per week. Recommended prerequisite: ENGL 102 English Composition II.

EDUC 205 Language and Literacy Learning 3 credits

This course introduces the basic principles and methods of instruction in reading, writing, listening, and oral communication in elementary school settings. Students examine the Common Core Standards and Massachusetts Curriculum for English Language Arts & Literacy. Phonemic awareness, phonics, vocabulary, fluency, and comprehension are explored. Students reflect on sociocultural aspects of language and literacy development with special emphasis on English language learners. Students complete observation hours in an elementary school setting.

Prerequisite: ENGL 102 English Composition II; or departmental approval.

EDUC 210 Critical and Anti-Racist Approaches to Education 3 credits

This course helps students acquire a critical understanding and an appreciation of processes of diversity (cultural, racial, ethnic, socio-political, ability, and gender). It honors and empowers the diverse experiences, knowledge, and identities that students and their communities bring into schools. The course provides practical educational conceptualizations to foster equitable, inclusive, and multicultural learning for all learners.

Prerequisites: EDUC 111 Intro to Elementary Education and ENGL 102 English Composition II; or departmental approval.

English (ENGL)

ENGL 098 Reading and Writing Studio **3 credits**

Attribute: DEV

This course focuses on developing students' reading, writing, and critical thinking skills in preparation for college-level courses. Students use the writing process, integration of multiple texts, and accurate documentation to organize well-developed essays. Students review grammar and learn about audience, voice, and purpose. This course supports students in English Composition I and their other introductory college courses. Co-requisite: ENGL 101 English Composition I.

ENGL 101 English Composition I **3 credits**

Attributes: HU LA

This course helps students develop and organize extended pieces of writing. Students focus on the correct and appropriate use of language and the organization and development of paragraphs and essays. Research techniques, documentation of sources, and a short research paper are included. Constant reading and frequent writing is required.

Prerequisites: Placement testing results; or departmental approval.

ENGL 102 English Composition II **3 credits**

Attributes: HU LA

This course strengthens students' skills as writers and focuses on analysis and argument. Assignments include critical examination of literature and an essay using research and documentation utilizing the MLA style sheet. Emphasis is on writing as part of the processes of thinking and learning.

Prerequisites: ENGL 101 English Composition I; waiver by placement testing results; or departmental approval.

ENGL 119 Creative Writing **3 credits**

Attributes: HU LA

Students write in a minimum of three genres, as determined by the instructor. Genre choices include fiction, poetry, drama, and creative nonfiction. The course includes reading and analyzing literature for the elements of craft in each genre. Students participate in class workshops, revise their work, and develop regular writing habits.

Prerequisite: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor.

ENGL 121 Children's Literature **3 credits**

Attributes: HU LA

This course examines the reading interests of children from pre-school years through the elementary grades with emphasis on the contribution that reading can make toward the process of growth. Topics include the history of literature for children, illustrators, folk tales, myths, modern fanciful tales, fiction, poetry, and books in special fields. This course requires extensive reading and writing. This course fulfills a Liberal Arts or Humanities (LA or HU) elective, it does not fulfill a 200 level literature requirement.

ENGL 131 Myth in Literature **3 credits**

Attributes: HU LA

This course examines the way that literary works embody themes and motifs found also in myth and folklore: the cycle of human life from conception and birth through initiation, journey, and quest to death; and the appearance of recurrent figures like the hero, the wise fool, and the outcast. This course requires extensive reading and writing. This course requires extensive reading and writing. This course fulfills a Liberal Arts or Humanities (LA or HU) elective, it does not fulfill a 200 level literature requirement.

ENGL 171 Introduction to Fiction **3 credits**

Attributes: HU LA

This course examines the short story and the novel; the emphasis falls on contemporary works, but always in reference to the traditions of prose fiction and the forms and styles that have served as models for contemporary writers. Requires extensive reading and writing. This course fulfills a Liberal Arts or Humanities (LA or HU) elective; it does not fulfill a 200-level literature requirement.

ENGL 201 British Literature I **3 credits**

Attributes: GL HU LA

This course explores the British literary tradition through selected readings in major writers from the Anglo-Saxon period to the 18th century. Since the course is based on time periods and major authors, British Literature I does not have to be taken before British Literature II.

Prerequisite: ENGL 102 English Composition II.

ENGL 202 British Literature II **3 credits**

Attributes: GL HU LA

This course explores the British literary tradition through selected readings in major writers from the beginnings of Romanticism to post modernism. Since the course is based on time periods and major authors, British Literature II does not have to be taken after British Literature I.

Prerequisite: ENGL 102 English Composition II.

ENGL 203 Shakespeare 3 credits
Attributes: HU LA
This course examines plays from Shakespeare's early, middle, and late periods, using representative comedies, tragedies, and histories. It focuses on dramatic development and principal themes. The sonnets are examined briefly. The course is usually offered in alternate years.
Prerequisite: ENGL 102 English Composition II.

ENGL 210 LGBT Themes in Literature 3 credits
Attributes: HU LA
This course examines major literary works that portray the individual lives and collective history of gay, lesbian, bisexual, and transgender people beginning with the era of William Shakespeare and continuing through to the present day. The unique role that literature has played in preserving the history of LGBT people will be examined. Ongoing themes in the literature studied include the effects of social oppression, gender non#conformity, and the inspiration of being in love. The diversity within the LGBT community will be emphasized through studying authors who reflect racial, ethnic, and economic diversity. Constant writing will be required throughout the course in conjunction with the literature being studied, and students will write a capstone research paper.
Prerequisite: ENGL 102 English Composition II.

ENGL 211 Masterpieces of World Literature I 3 credits
Attributes: GL HU LA
This course presents a study of significant works of world literature up to and including the Middle Ages. Emphasis is on comprehension and appreciation of human values in literature. The curriculum traces literary philosophical influences of writers from around the world as they are revealed in varied literary forms. Emphasis is on comprehension and appreciation of human values in literature. and Since the course is based on time periods and major authors. Since the course is based on time periods and major authors, World Literature I does not have to be taken before World Literature II.
Prerequisite: ENGL 102 English Composition II.

ENGL 212 Masterpieces of World Literature II 3 credits
Attributes: GL HU LA
This course presents a study of significant works of world literature from the Renaissance to the 20th century. Emphasis is on comprehension and appreciation of human values in literature. The curriculum traces literary philosophical influences of writers from around the world as they are revealed in varied literary forms. Emphasis is on comprehension and appreciation of human values in literature. and Since the course is based on time periods and major authors. Since the course is based on time periods and major authors, World Literature II does not have to be taken after World Literature I.
Prerequisite: ENGL 102 English Composition II.

ENGL 213 American Literature to 1860 3 credits
Attributes: HU LA
This course examines the major contributors to the development of American literature, culture, and ideals from the colonial period to the era of American Romanticism. Since the course is based on time periods and major authors, American Literature I does not have to be taken before American Literature II.
Prerequisite: ENGL 102 English Composition II.

ENGL 214 American Literature since 1860 3 credits
Attributes: HU LA
This course examines the major contributors to American literature, culture, and ideals from the Civil War to the present. Since the course is based on time periods and major authors, American Literature II does not have to be taken after American Literature I.
Prerequisite: ENGL 102 English Composition II.

ENGL 215 African-American Literature I 3 credits
Attributes: HU LA
This course examines the works of African-American writers and performers from the periods of colonization and slavery through the Harlem Renaissance. Emphasis is placed on political, historical, and cultural contexts of the readings, with particular focus on contributions and challenges to Euro-American culture and to simultaneous developments internationally among peoples of African descent. Since the course is based on time periods and major authors, African-American Literature I does not have to be taken before African-American Literature II.
Prerequisite: ENGL 102 English Composition II.

ENGL 216 African-American Literature II 3 credits
Attributes: HU LA
This course examines the works of African-American writers and performers after the Harlem Renaissance to the present including the periods of Realism, Naturalism, and the development of the Black Arts movements of the 1960s. Emphasis is placed on political, historical, and cultural contexts of the readings, with a particular focus on contributions and challenges to Anglo-American culture and to simultaneous developments internationally among peoples of African descent. Since the course is based on time periods and major authors, African-American Literature II does not have to be taken after African-American Literature I.

Prerequisite: ENGL 102 English Composition II.

ENGL 217 Dramatic Literature I 3 credits
Attributes: HU LA
This course begins with an overview of theatrical literature and an understanding of the play as a form. Following this, selected plays from the Greek, Roman, Medieval, and Renaissance periods will be read and explicated. Since the course is based on time periods and major authors, Dramatic Literature I does not have to be taken before Dramatic Literature II.
Prerequisite: ENGL 102 English Composition II.

ENGL 218 Dramatic Literature II 3 credits
Attributes: HU LA
This course begins with an overview of theatrical literature and an understanding of the play as a form. Following this, selected plays from late 17th and 18th century, 19th century, early and mid-20th century, and contemporary periods will be read and explicated. Since the course is based on time periods and major authors, Dramatic Literature II does not have to be taken after Dramatic Literature I.
Prerequisite: ENGL 102 English Composition II.

ENGL 251 Honors Seminar: Ethics 3 credits
Attributes: HU LA
Also offered as PHIL 251. This course develops the skills of critical thinking in ethical issues of contemporary life. Using a multi-disciplinary base, students learn to think clearly, logically, critically, and effectively. Instructional methods include cross-disciplinary lectures, class discussion, readings, written assignments, and problem-solving activities, such as reaching reasoned judgment through seminar-style learning.
Prerequisite: Honors-level ENGL 102 English Composition II; or permission of Honors Program Coordinator.

ENGL 400 Special Study in English 1 credit
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the English Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Engineering (ENGT)

ENGT 107 Computer-Aided Drafting 3 credits
Using a microcomputer-based CAD system, students learn basic drawing tools, modifications, layers, dimensioning, text, blocks, and hatch parameters. Students create drawings and learn how to plot, file, retrieve, and modify them. Projects include drawings from architectural, civil, mechanical, and electronic career fields. The course includes a review of basic drawing concepts, including orthographic, isometric, and line weights. Two lecture and two laboratory hours per week.

ENGT 114 Digital Circuits 4 credits
This course covers digital circuit design techniques including number theory, Boolean algebra, combinational and sequential logic circuits, state machines, counters, memory, and microprocessor basics. Labs cover hand wired logic-circuit implementation along with schematic and VHDL design using field programable gate arrays.
Prerequisite: MATH 203 College Algebra or waiver by placement testing results, and COSC 170 C++ for Engineers or permission of instructor. Three lecture, and two laboratory hours per week.

ENGT 140 Introduction to Engineering 4 credits
This course introduces the student to the engineering profession and provides an opportunity for students to understand the content within the chemical, civil, computer, electrical, environmental, and mechanical engineering. This course prepares students for success in an engineering program and working environment through technical problem solving and design analysis, understanding engineering ethics and responsible decision making, teamwork, and communication. Significant emphasis is placed on engineering problem-solving techniques using MATLAB for mathematical analysis and graphical presentation. Three lecture and two laboratory hours per week.
Pre/Co-requisite: MATH 217 Precalculus; waiver by placement testing results; or permission of instructor.

ENGT 204 Microprocessors and Digital Systems 4 credits
This course focuses on embedded systems design and development. Topics include architecture, assembly language programming, timers, interrupt handling, and communication with analog and digital components. C programing is introduced for higher level programming. Hands on design projects are programed and de-bugged on development boards. PREREQUISITE: ENGT 114 Digital Circuits. Three lecture and two laboratory hours per week.

ENGT 270 Engineering Circuit Theory I 4 credits
This is the first electrical engineering course covering basic electrical theory and circuit analysis. The goals of this course include developing the ability to solve engineering problems and to design, implement, and test circuits to meet design specifications. Topics include network theorems, nodal and mesh circuit analysis, dependent sources, Thevenin's and Norton's equivalent circuits, and solution of first- and second-order networks to switched DC inputs. The course also covers AC circuit steady-state response analysis, review of complex numbers, phasors, coupled inductors and ideal transformers, RMS voltage and current, the maximum power transfer theorem, balanced three-phase systems, and power and energy computations. Individual assignments are completed using circuit analysis techniques and MATLAB. Lab activities include the construction of circuits and using the necessary lab equipment to measure their performance and Multisim. Written report of project results is required. Three lecture and two laboratory hours per week.
Pre/Co-requisite: MATH 221 Calculus I; or waiver by placement testing results.

ENGT 271 Engineering Circuit Theory II 4 credits
This is the second engineering course in basic circuit theory and design. Analysis techniques in this course include application of Laplace transforms and differential equations with initial conditions to provide solutions to switched and steady state multi-ordered circuits. This course covers frequency analysis and the study of passive and active filter circuits. Circuit stability, the understanding of poles/zeros, and the use of Fourier transforms are also covered to introduce the student to circuit frequency response and Bode plot analysis and specification. Students are also introduced to graphical convolution and Fourier series as it applies to circuit analysis. Assignments and lab project activities require the design, implementation, and measurement of filters and other circuits to meet design specifications. Class instruction includes using Metlab and Multisim, in addition to hands-on circuit design and analysis. Three lecture and two laboratory hours per week.
Prerequisites: ENGT 270 Engineering Circuit Theory I and MATH 222 Calculus II; or waiver by placement testing results.

ENGT 272 Engineering Materials 4 credits
This course covers the basic principles that govern the properties and behavior of engineering materials: atomic structures, interatomic forces, amorphous and crystalline structures, and phase transformations. The course also covers the study of the capabilities and limitations of different materials such as metals, polymers, ceramics, and corrosion. Three lecture and two laboratory hours per week.
Prerequisites: MATH 221 Calculus I and PHYS 161 General Physics I; or waiver by placement testing results.

ENGT 273 Statics 3 credits
This course is a study of loads (force, torque) on physical systems in static equilibrium. It covers the analysis of force and moment vectors and their resultants, using free-body diagrams. Applications analyzed in this course include simple trusses, frames, and machines; distribution of loads; and internal forces in beams. Properties of areas, second moments, and the laws of friction are also covered. MATLAB is used to support computational analysis. Two lecture and two laboratory hours per week.
Prerequisites: MATH 222 Calculus II and PHYS 161 General Physics I; or waiver by placement testing results.

ENGT 274 Dynamics 3 credits
This course covers the basic principles that govern forces and torques and their effects on the motion of particles and rigid bodies. This course also covers force, energy, and momentum analysis methods, as well as the study of unidirectional vibrations. MATLAB is used for computational analysis. Two lecture and two laboratory hours per week.
Prerequisites: ENGT 273 Statics and MATH 222 Calculus II; or waiver by placement testing results.

ENGT 275 Strength of Materials 4 credits
This course provides engineering students with an understanding of various responses exhibited by solid engineering materials when subjected to mechanical and thermal loadings. It provides an introduction to the physical mechanisms associated with the design-limiting behavior of engineering materials, especially stiffness, strength, touchness, and durability. It also explores the basic mechanical properties of engineering materials, testing procedures used to quantify these properties, and ways in which these properties characterize material response. The student acquires quantitative skills to deal with materials-limiting problems in engineering design and a basis for materials selection in mechanical design. Three lecture and two laboratory hours per week.
Prerequisite: ENGT 273 Statics.

ENGT 276 Engineering Thermodynamics 3 credits
This course introduces fundamental thermodynamic concepts relevant to various engineering applications. Concepts such as work, temperature, and heat are introduced, and students are taught the zeroth, first, and second laws of thermodynamics and their application. An introduction to thermodynamic properties of idealized and real fluids is also provided. Students also learn theories related to the thermodynamic cycles, such as refrigeration, gas power, and steam, which govern the operation of various practical devices such as internal combustion engines, jet engines, power generators, refrigerators, and air conditioners. MATLAB is used for computational analysis. Two lecture and two laboratory hours per week.
Prerequisite: ENGT 273 Statics; or departmental approval.

ENGT 277 Introduction to Mechanical Engineering Graphics and Design with SOLIDWORKS 3 credits
This course introduces students to SOLIDWORKS for 3D design and parametric modeling of mechanical engineering designs. Students in this course learn problem identification, how to work with product specifications, designing for manufacturing, and

product ergonomics considerations. In addition, this course provides students with the necessary tools to produce complete engineering drawing packages and produce 3D samples of their products. Two lecture and two laboratory hours per week.
Pre/Co-requisite: MATH 217 Precalculus; waiver by placement testing results; or permission of instructor.

English as a Second Language (ENSL)

ENSL 101 College ESL I **3 credits**
Attributes: HU LA
This course is designed for non-native English speakers to develop a command of correct English in the four areas of listening, speaking, reading, and writing, with special attention to reading and writing. Emphasis is placed on grammar, sentence structure, idiomatic expression, reading comprehension, and recognizing and developing correct English patterns in sentences and paragraphs.
Prerequisite: Waiver by placement testing results; or departmental approval.

ENSL 102 College ESL II **3 credits**
Attributes: HU LA
This course is a continuation of ENSL 101 College ESL I with emphasis placed on developing a facility to read and discuss standard college English work, ability to recognize and produce correct patterns in sentences and paragraphs, and the ability to combine paragraphs into correct and coherent compositions.
Prerequisite: ENSL 101 College ESL I; waiver by placement testing results; or departmental approval.

ENSL 111 Reading for ESL Students **3 credits**
Attributes: HU LA
This course is designed for ESL students to gain a facility in reading college texts and various printed materials with which they come in contact. Emphasis is placed on developing reading comprehension, vocabulary (including idiomatic expressions and figurative language), and study skills (including following directions, listening skills, and note taking skills).
Prerequisite: ENSL 112 Conversation and Pronunciation in ESL; waiver by placement testing results; or departmental approval.

ENSL 112 Conversation and Pronunciation in ESL **3 credits**
Attributes: HU LA
This course is designed to help the ESL students develop an oral facility in English. Oral presentations are required. The ability to participate in discussion and debate on a variety of subjects is emphasized. The unique sounds and intonation patterns of English are analyzed and practiced. Students may be required to work on pronunciation exercises in a laboratory setting.
Prerequisite: Waiver by placement testing results; or departmental approval.

Earth Science (ESCI)

ESCI 121 Geology I **4 credits**
Attributes: GL LA LS SC
This course is intended to acquaint students with the physical structure of the earth, the nature of the materials constituting it, and the major processes responsible for continual change. Students learn how geologists go about interpreting the earth and deciphering its history. In the laboratory portion of the course, emphasis is placed on becoming familiar with crystal rocks and minerals and the effects of geological processes as interpreted from topographic maps and aerial photographs. Three lecture and two laboratory hours per week.

ESCI 124 Physical Ocean Environment **4 credits**
Attributes: GL LA LS SC
This course is an introduction to the physical aspects of the marine environment. Topics include the origin of the earth and oceans, physical properties of water, properties of the ocean basins, economic wealth of the oceans, atmospheric/oceanic circulation, waves, tides, shoreline processes, etc. Three lecture and two laboratory hours per week.

Film (FILM)

FILM 122 Film and Society **3 credits**
Attributes: GL HU LA SS
This course will examine the human condition through the medium of film. Films from various genres, such as comedy and drama, will be viewed and the general vocabulary and syntax of film will be studied. Through critical analysis and discussion, this course will consider how these films both reflect and impact our culture.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

FILM 200 Film Analysis **3 credits**

Attributes: FA GL HU LA

Students examine an introduction to the basic issues involved in the serious enjoyment (appreciation) of film. The nature of the medium, its early history and development, the elements of film criticism, and basic issues in film theory are explored. Using concepts developed in the course, students view, study, and analyze selected film masterpieces. Field trips to area movie houses are arranged when possible.

FILM 201 Black Images in Film **3 credits**

Attributes: FA HU LA

This course examines films from history to our present and the changing images of Blacks in film. This course focuses on the evolution and development of African-American characters as they have been represented in theatrical, screen, and television presentations.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

Fire Science (FIRE)

FIRE 101 Principles of Emergency Services **3 credits**

This course is an introduction to fire science technology's role in the protection of life and property. Study includes the history and philosophy of fire protection, fire loss analysis, public and private fire protection services, introduction to the chemistry of fire, scientific methods and technology applied to fire protection, equipment usage, and discussion of future fire protection problems.

FIRE 103 Fundamentals of Fire Prevention **3 credits**

This course discusses fire department inspections and the recognition of fire hazards. The development of a systematic and deliberate inspection program stressing public cooperation and image is promoted. Local, state, and national codes pertaining to fire prevention and related technology are surveyed.

FIRE 105 Fire Department Organization and Administration **3 credits**

This course explores the organizational principles and structural components of a fire department. History, types, methods, and principles of fire department organization, both formal and informal, line and staff are studied. Emphasis is placed on supervisory responsibilities and functions.

FIRE 107 Legal Aspects of Emergency Services **3 credits**

This course covers an in-depth study of Chapter 148 of the Massachusetts Laws concerning fire prevention and protection. In addition, the Life Safety Code NFPA 101 (National Fire Protection Association) and Chapter 266 of the Arson Code will be examined. Also covered is the Commonwealth of Massachusetts Regulations (CMRs) on fireworks, oil burner equipment, gasoline service station, LPG appliances, transportation of flammable liquids, use of explosives and flammable decorations in addition to other relevant materials.

Prerequisites: FIRE 101 Principles of Emergency Services and FIRE 103 Fundamentals of Fire Prevention; or departmental approval.

FIRE 111 Fire Investigation I **3 credits**

This course is designed to assist firefighters and fire officers in learning to properly determine the cause and origin of fires. The instructor also discusses and reviews various areas of inquiry associated with the preliminary investigation of a fire incident.

FIRE 205 Fire Service Safety and Survival **3 credits**

This course introduces the basic principles and history related to the national firefighter life safety initiatives. Safety on the fire ground and emergency scenes is stressed with emphasis on prevention of injuries and reducing fatalities. The course addresses cultural and behavior changes in emergency services.

FIRE 206 Fire Protection Systems and Equipment **3 credits**

This course of study concentrates on fire protection systems. Covered in this course are an analysis of water supply and extinguishing agent requirements, various automatic signaling and detection systems, and special extinguishing systems. Demonstrations and field trips are used to supplement the classroom discussion.

Prerequisite: FIRE 101 Principles of Emergency Services; or departmental approval.

FIRE 208 Fire Hydraulics and Water Distribution Systems **3 credits**

This course addresses the mechanics of the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Design, testing, and use of nozzles and appliances, pumps, and water distribution systems are introduced. Measurements of fluid flow and methods of determining quantities of water available from a distribution system are also studied.

Prerequisite: MATH 158 Introduction to Statistics or higher; or waiver by placement testing.

FIRE 211 Hazardous Material Incident Response 3 credits
This course concerns itself with hazardous materials and hazardous waste incident response. Emphasis is placed on first responder awareness and operational level response as covered in National Fire Protection Association Standard 472, Competence of Responders to Hazardous Materials Incidents, and OSHA 1910.120, Hazardous Waste Operations and Emergency Response. Initial procedures to be taken during fires and spills of hazardous chemicals encountered during their transportation and in fixed facilities are discussed.
Prerequisites: any Chemistry course, FIRE 101 Principles of Emergency Services, and FIRE 103 Fundamentals of Fire Prevention; or departmental approval.

FIRE 213 Building Construction, Blueprint, and Plan Review 3 credits
This course is an overview of construction designs and methods and materials utilized in building construction and emphasizes fire protection concerns. Included in this course of study is an introduction to structural blueprint reading for the purpose of recognizing conditions that may affect the prevention of fire within the building and/or firefighting efforts should a fire occur.
Prerequisite: FIRE 101 Principles of Emergency Services; or departmental approval.

FIRE 215 Terrorism and Domestic Response 3 credits
This course concerns itself with terrorism and domestic response. Emphasis is placed on understanding terrorism, the associated risks, and potential outcomes of a terrorist incident. Discussion centers on recognizing and identifying the presence of terrorist criminal activity. Actions to initiate an emergency response sequence by notifying the proper authorities are covered.

FIRE 301 Fire Company Officership - Tactics and Strategy 3 credits
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

FIRE 400 Special Study in Fire Science 1 credit
This course involves independent work on a selected topic under the direction of members of the Fire Science Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Geography (GEOG)

GEOG 201 Human Geography 3 credits
Attributes: GL LA SS
This course provides an investigation of the relationship between human beings and their environment on a global scale. The course will consider how geographic patterns are influenced by distributions of population, ethnicity, economic systems, religious systems, political forms, and landscape development. Note: this course is only offered in the spring semester.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

Government (GOVT)

GOVT 105 American National Government 3 credits
Attributes: LA SS
This course examines the government and politics of the United States. Major attention is given to the Constitution of the United States and the Amendments and the historical development of the national government. The powers and the actions of Congress, the President, and the Courts are covered. Consideration is given to federalism, political parties and elections, and the influence of special interest groups and the media on American political culture. This course emphasizes reading, writing, and critical thinking.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

GOVT 200 State and Local Government 3 credits
Attributes: LA SS
This course investigates the structure and politics of American government at the state and local level. Types of legislatures, city councils, governors, mayors, city managers, county government, the development and operation of town meetings, and constitutional, judicial, and financial problems are discussed. This course is intended to follow GOVT 105 American National Government.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

GOVT 400 Special Study in Government 1 credit
Attributes: LA SS
This course involves independent work on a selected topic under the direction of members of the History and Government Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

History (HIST)

HIST 101 History of Western Civilization I 3 credits
Attributes: LA SS
This course is a study of the foundations and development of the history, ideas, and institutions of the Western world from ancient to early modern times. The Greco-Roman and Judeo-Christian heritages and the Renaissance and Reformation receive special attention. This course emphasizes reading, writing, and critical thinking. Please note: HIST 101 and 102 may be taken in either order.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval

HIST 102 History of Western Civilization II 3 credits
Attributes: LA SS
This course deals with the development and problems of the Western world from early modern times. Emphasis is given to the development of nation states; the impact of wars, revolutions, and ideas; industrialization and modern science; and the development of political systems such as democracy and totalitarianism. This course emphasizes reading, writing, and critical thinking. Please note: HIST 101 and 102 may be taken in either order.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval

HIST 103 United States History I 3 credits
Attributes: LA SS
This course traces the political, economic, social, and cultural development of what became the United States from its beginnings to the end of the Civil War. Particular attention is paid to the nature of Puritanism, the complex background to the American Revolution, the creation of the Federal and State Constitutions and their implementation, the growth of sectionalism, westward expansion, the nature of slavery, and the breakdown of the American political system resulting in the Civil War. This course emphasizes reading, writing, and critical thinking. Please note: HIST 103 and 104 may be taken in either order.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HIST 104 United States History II 3 credits
Attributes: LA SS
This course traces the political, economic, social, and cultural development of the United States since the Civil War. Emphasis is placed on the discord of the Reconstruction Era, the rise of industrialization, urbanization, and immigration, the development of American foreign policy, American reform movements as seen in Populism, Progressivism, and the New Deal, the course of the Cold War, the Civil Rights Movement, the contemporary women's movement, the influence of technology on American life, and recent developments. This course emphasizes reading, writing, and critical thinking. Please note: HIST 103 and 104 may be taken in either order.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HIST 107 The Origins of Civilization 3 credits
Attributes: LA SS
This course focuses on the study of the origins and development of early civilizations in the Near East, Egypt, Europe, and the Americas. The period from the domestication of plants and animals to the establishment of large states and empires is covered.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval

HIST 108 World History I 3 credits
Attributes: GL LA SS
This course is a study of the foundations and development of major world civilizations from the origins of human societies through the Post-Classical Era. Emphasis is given to ideas, institutions, political and economic systems, and cultures as they developed within societies and civilizations in the Near and Middle East, Africa, Central and East Asia, the Americas, and the Pacific Islands. There is a special focus on the development of religion and philosophy in early societies; cross-cultural interaction and trade; the emergence of urban life and empires; human and physical geography; and the development and exchange of science and technology.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval

HIST 109 World History II 3 credits
Attributes: GL LA SS
This course is a study of modern world history from approximately 1450 to the present with a focus on the non-western world before European expansion; the ecological impact of globalization; the development of modern states and nations in Asia, Africa, the Near and Middle East, and the Americas; and economic and cultural contact and exchange between civilizations in the modern era. Special attention is given to the cultural, political, and economic interrelationship of these regions; local, regional, and global conflicts; imperialism and the struggle for independence; and global political systems.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HIST 131 The United States Since 1945 3 credits
Attributes: LA SS

This course surveys the political, economic, social, and cultural changes experienced by the United States from the end of the Second World War to the present.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HIST 140 Refugees, Immigrants, and Displaced People 3 credits
Attributes: GL LA SS
This course aims to provide both a theoretical orientation and the substantive information necessary to understand and analyze a range of immigration policy issues that confront us at the present. Particular attention will be paid to how transnational migration impacts the way we think of society, nation, family, and home. We will begin by examining the current debates surrounding immigration policy in the US. We will next explore why people choose to leave their homes and the history of immigration to better understand how the policies of immigration have developed over time. To that end, we will draw our case studies from China, Europe, the Middle East, and the Americas from the nineteenth century until the present. We will particularly look at the national security and human rights aspects of migration. The final section of the course will analyze a range of policy issues that confront US politics on immigration.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HIST 145 African American History I 3 credits
Attributes: LA SS
This course examines African American History from its West African origins to the end of Reconstruction. Special focus is placed on the Transatlantic slave trade, a comparative exploration of American slavery in the North and South, and an examination of such issues as the Black family and community, culture, and slave resistance. Other issues of note include the importance of Black participation in the American Revolution, the increased growth of slavery in the South after the war, free Blacks in urban cities who were impoverished and denied equal rights but influenced the culture, politics, and economics of the nation, the rise of abolitionism in the north, and how slavery's expansion to the west became the pivotal issue just before the Civil War. The course concludes with an examination of the Reconstruction period that shaped the freedom experiences of the newly freed. Please note: HIST 145 and 146 may be taken in either order.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HIST 251 American Labor History 3 credits
Attributes: LA SS
This course traces the changes in the nature of work and the experiences of workers in America from the colonial era to the present. This course reviews all types of American work and labor but concentrates on labor organizations. Extensive coverage is given to the following topics: work in pre-industrial society, conditions of labor in early industries, growth of labor associations and organizations in the 19th and 20th centuries, labor-management relations, and recent changes in the post-industrial economy. This course emphasizes reading, writing, and critical thinking.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HIST 400 Special Study in History 1 credit
Attributes: LA SS
This course involves independent work on a selected topic under the direction of members of the History and Government Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Hospitality (HOSP)

HOSP 101 Food and Beverage Service Management 3 credits
Attribute: BU
This course introduces students to food and beverage service. Students learn about storeroom procedures and the preservation of foods, wines, and liquors. This course includes instruction for the proper service of food and beverages to customers. Guest lecturers may be invited, and students may take field trips. Special emphasis is placed on techniques of cost comparisons, ingredient costing, and cost reduction. An exam-based certification in Hospitality and Restaurant Management and Controlling Foodservice Costs through NRAEF is a component of this course.
Prerequisite: HOSP 103 Introduction to Hospitality Management.

HOSP 103 Introduction to Hospitality Management 3 credits
Attribute: BU
This course introduces students to the complex field of hospitality management. Fundamentals of hotel and restaurant management are discussed: techniques of personnel management, methods of operation, and problems encountered in the industry. Uses case studies and problem-solving exercises to illustrate problems encountered in the field of hospitality.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HOSP 106 Conference and Event Planning 3 credits
Attribute: BU

This course introduces students to a comprehensive overview of the conference and event planning profession, with a focus on marketing and promotional strategies for conventions and special events.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HOSP 107 Hospitality Law 3 credits
Attribute: BU
A study of the legal principles governing hospitality operations, including: common law; contracts; laws of tort and negligence; hotel-guest relationship; laws regarding food, food service, and alcoholic beverages; and employment laws. This course also covers legal issues in travel and tourism, including those associated with transportation, travel agents, tour operators, and gaming.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

HOSP 131 Hotel Operations 3 credits
Attribute: BU
This course covers the two basic phases of hotel management. The "Back of the House" phase covers such problems as licensing, real estate considerations, engineering, sanitation, and housekeeping. The "Front of the House" phase covers such problems as dealing with the needs of the guest, managing the front desk, and understanding the reservations procedures. Exposes students to both phases and may utilize field trips and guest lecturers to enhance knowledge.
Prerequisite: HOSP 103 Introduction to Hospitality Management.

HOSP 134 Hospitality Marketing 3 credits
Attribute: BU
This course introduces the student to the role of marketing within a hospitality organization. There is major emphasis on the concept of restaurant marketing strategy as a comprehensive, integrated plan designed to meet the needs of the consumer and thus facilitate exchange. Techniques and practices commonly utilized by hospitality marketers in the areas of product, menu layout and design, pricing, place, promotion, strategy, and tactics are discussed. This course also includes a problem-solving approach, utilizing the case study method and lecture. An exam-based certification in Hospitality Marketing through NRAEF is a component of this course.

HOSP 135 Hospitality Human Resources 3 credits
Attribute: BU
In this course, students examine fundamental principles and practices within the hospitality industry of personnel and human resource management. It provides an in-depth examination of areas including work environment, job description, recruitment, screening, hiring, supervision, training, terminations, employee benefits, and a lawful workplace. An exam-based certification in Hospitality Human Resource Management and Supervision through NRAEF is a component of this course.

HOSP 136 ServSafe Certification 1 credit
Reviews regulations governing sanitation and methods for eliminating food and health hazards within the food service industry. Testing for the NRAEF Sanitation Certificate is required.

Human Services (HSRV)

HSRV 101 Introduction to Social Work/Human Services 3 credits
This course provides an overview of the US Social Welfare system by examining its history, systems, laws, programs, policies, services, worker roles, and client populations and their problems. Student learning focuses on two key areas: professional development and career planning and the acquisition of knowledge of the US Social Welfare system. Students will work in groups to develop a case plan and presentation. This course emphasizes reading, writing, communication, and critical thinking skills.

HSRV 102 Counseling Techniques 3 credits
This course provides an introduction to the principles and techniques of the helping interview. Topics include self as professional, appropriate attitudes, values and ethics, client needs, intake interviewing, observation, listening and responding skills, verbal and non-verbal communication, and recording/reporting skills. Classroom simulations, demonstrations, and practice sessions are extensively used. Emphasis is placed on the core competencies of reading, writing, speaking, and critical thinking.

HSRV 103 Group Dynamics 3 credits
This course provides a structured environment within which students can increase awareness of own and others' attitudes, emotions, and behaviors and how these support or detract from meeting individual and group needs. Students begin to build knowledge and skills which facilitate effective group process. Topics include group formation, types of groups, effective communication, problem solving and decision making, guiding discussions, managing conflict, leadership, and teamwork. Student learning focuses on four key areas: self-assessment, personal development, professional development and career planning, and skill development for effective group process.

HSRV 105 Human/Social Services Practice 3 credits
This course provides a theoretical and practical overview of entry-level generalist human service practice with all client systems. Special emphasis is given to the continued development of helping skills including relationship building, assessment, goal setting, problem solving, decision making, and evaluation. Particular attention is placed on working effectively with clients from diverse social backgrounds and classes and within a variety of provider systems. Core competencies of reading, writing, speaking, and critical thinking are emphasized in this course.
Prerequisite: HSRV 102 Counseling Techniques; or departmental approval.

HSRV 107 Fostering Equality and Diversity 3 credits
This course utilizes the concepts of diversity and oppression to build the knowledge, skills, and attitudes necessary to human-service workers serving women, minority, and low-income clients. Examples of how social welfare laws, programs, benefits, and services have promoted, limited, or denied social equity to diverse client groups are explored. Topics include systems of privilege and disadvantage, power, cultural systems for managing diversity, social identity, and social justice. Discrimination based on race, gender, age, ethnicity, national origins, sexual variance or orientation, ability/disability, and other factors are examined. Professional and personal ethics and values which foster equality are promoted. The core competencies of reading, writing, speaking, and critical thinking are emphasized.

HSRV 124 Introduction to Mental Health 3 credits
This course offers a historical perspective on the treatment of the mentally ill, an overview of current clinical diagnoses and treatment methodologies, and an introduction to crisis intervention and behavior management in residential and rehabilitative settings. Students develop knowledge of the behavioral model and of the use of drugs as a behavioral management tool and acquire skill in writing behavioral objectives and developing task analysis. Avoidance of labeling is emphasized.

HSRV 221 Special Topics in Human Services 3 credits
This course offers specialized knowledge and skills in various contemporary topics of importance in the human services field. A small group seminar format and individualized projects are used. Limited to two courses on different topics per student.
Prerequisite: permission of instructor.

HSRV 222 Developmental Disabilities 3 credits
This course covers the physiological, sociological, and psychological development of the individual with developmental disabilities from birth through senescence and death. The three main causes of developmental disabilities (genetics, prenatal, and postnatal) are examined. An overview of syndromes such as Downs, spectrum disorders such as autism, physical disorders such as spina bifida and head injury, etc. are explored. Emphasis is placed on how the disabled person copes with changes and challenges across varied life stages such as during maturation, puberty, adolescence, and adulthood. The role of family and other social support systems is examined. Students are exposed to methods for promoting effective communication with clients, families, colleagues, and other caregivers. Legal and ethical issues such as the Individuals with Disabilities Education Act (IDEA) and the American with Disabilities Act (ADA), court decisions, litigation, ethics, and guardianship issues are examined and discussed.

HSRV 231 Addiction Treatment 3 credits
This course provides an overview of the knowledge and skills needed by workers in the field of addiction treatment. Students develop an understanding of the treatment process. They explore varied counseling skills such as evaluation, screening, assessment, treatment planning, documentation, and interviewing. Students gain a basic level of competency in documentation, assessment, and interviewing skills.

HSRV 235 Supervision and Leadership in Human Services 3 credits
This course is designed for current and potential supervisors who work in human services. Students gain a deeper understanding of self, strengthen time management and conflict management skills, and assess different forms of leadership and supervision. In addition, they develop a stronger knowledge base of how each supervisor fits into an organization, supervise within a team to better meet agency responsibilities, and understand the team process as an integral part of organizational dynamics. Guest speakers bring current practice issues to the class. This class is intended to provide the foundation, characteristics, and effective strategies to support adults living and working in the community. This course is an introductory course. Observations are included in the coursework.

HSRV 400 Special Study in Human Services 1 credit
This course involves independent work on a selected topic under the direction of members of the Human Services Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

HSRV 405 Seminar and Field Experience in Human Services I 4 credits
This course provides students with an in-depth, supervised learning experience (of at least 135 hours per semester) in area social service agencies. Students also attend a weekly one-hour, on-campus seminar in which they share knowledge concerning the practices, policies, procedures, and client populations of their field experience settings, consider key social service practice issues, and relate classroom learning to the field experience.

Prerequisites: A grade of C- or higher in HSRV 101 Introduction to Social Work/Human Services, HSRV 102 Counseling Techniques, and HSRV 103 Group Dynamics; or departmental approval.

HSRV 406 Seminar and Field Experience in Human Services II 4 credits
This course provides students with an in-depth, supervised learning experience (of at least 135 hours per semester) in area social service agencies. Students also attend a weekly one-hour, on-campus seminar in which they share knowledge concerning the practices, policies, procedures, and client populations of their field experience settings, consider key social service practice issues, and relate classroom learning to the field experience.
Prerequisites: a grade of C- or higher in HSRV 101 Introduction to Social Work/Human Services, HSRV 102 Counseling Techniques, and HSRV 103 Group Dynamics; or departmental approval.

Heating Ventilation & Air Cond (HVAC)

HVAC 111 Basic Electricity and Control Theory 4 credits
This course is the first in a series of electrical courses for the HVAC student. It provides students with a general knowledge of electricity and how it is applied to control circuits found in the HVAC industry. After an introduction to electron theory, students explore magnetism, electric meters, direct and alternating current power generation, distribution, and utilization. Once they gain the knowledge of what electricity is, they then proceed to schematic symbols, wiring diagrams, electric code, and motor control fundamentals. In the laboratory, students explore these principles and components through test and analysis. Three lecture and two laboratory hours per week. Co/
Prerequisite: ENGL101 English Composition I: MATH101 Introductory Algebra; waiver by placement testing results; or departmental approval.

HVAC 113 Introduction to HVAC/R 3 credits
This course is an introductory course to the HVAC/Refrigeration field. The course covers the basic components of the compression refrigeration system, terminology, materials, and the cost estimating of component used to create a HVAC/R system. The course introduces the career fields and paths their career may take. Students are introduced to OSHA safety standards, the tools of the trade, and proper tool usage. Two lecture and two laboratory hours per week.

HVAC 114 Heat Principles and Application 4 credits
This course is an in-depth study of heat principles, gaseous and liquid heating fuels, heating equipment, and distribution systems. Also discussed is the removal of combustion by-products through ventilation and venting requirements as prescribed in the state and national codes. High-efficiency heating units and their special venting requirements are covered. In a laboratory setting, the student is exposed to instrumentation, methods of metering and proper fuel delivery, and adjusting heating equipment to achieve maximum performance. Three lecture and two laboratory hours per week.
Prerequisites: HVAC 111 Basic Electricity and Control Theory and HVAC 113 Introduction to HVAC/R; or departmental approval.

HVAC 118 Load Calculations and Duct Design 3 credits
This course teaches the students about heat gains, losses, and the factors which are used in determining the amount of BTU's to be added or removed to satisfy the desired temperatures. Students learn how to calculate the proper cooling and heating loads. They also learn about the process which must be taken prior to any installation of HVAC equipment. Students learn how to plat the enthalpy on the psychometric chart and proper use of the chart when determining hear and air properties in the given space. Students become familiar with the supply, return air, and make up air used in ductwork. Two lecture and two laboratory hours per week.
Prerequisite: HVAC 111 Basic Electricity and Control Theory or HVAC 113 Introduction to HVAC/R; or permission of instructor.

Interdisciplinary (INTR)

INTR 110 Introduction to Global Learning 3 credits
Attributes: GL HU LA SS
This course examines processes of globalization and their consequences. Coursework introduces students to global perspectives, global social justice movements, culture, politics, economics, and research methods used across disciplines to analyze globalization. Students make connections between the personal/local and the global, and develop critical thinking, communication, and problem-solving skills necessary to adapt to a rapidly changing world in which cultural, economic, and political boundaries connect and overlap.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.

INTR 202 Global Studies Seminar 3 credits
Attributes: GL HU LA
This is an interdisciplinary course taught by a team of professors. The course explores contemporary issues related to science, literature, language, history, and culture in a global context with a focus on a specific geographic region.
Prerequisites: ENGL 101 English Composition I and permission of instructor.

Information Security (ISEC)

ISEC 129 IT Essentials 4 credits
This course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. Topics include mobile devices, Linux, and client-side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course prepares students to take the CompTIA A+ certification exams. Three lecture and two laboratory hours per week.

ISEC 130 Introduction to Networks 4 credits
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. 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. By the end of the course, students will be able to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement IP addressing schemes. Three lecture and two laboratory hours per week. Co-requisite: ISEC 129 IT Essentials; or departmental approval.

ISEC 131 Switching, Routing, and Wireless Essentials 4 credits
This course focuses on switching technologies and router operations that support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. Students perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. Three lecture and two laboratory hours per week.
Prerequisite: ISEC 130 Introduction to Networks.

ISEC 132 Enterprise Networking, Security, and Automation 4 credits
This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. Three lecture and two laboratory hours per week.
Prerequisite: ISEC 131 Switching, Routing, and Wireless Essentials.

Journalism (JOUR)

JOUR 120 Journalism Basics for the Digital Age 3 credits
Attributes: HU LA
This course is designed to give students instruction and practice in conceiving, gathering, writing, editing, and evaluating the news. Students will learn the conventions of hard-news and news-feature writing, focus on writing and editing factual news stories, and study the basis for news judgments and editorial decisions in the Digital Age of multi-media publishing. Note: some typing required.
Prerequisite: C- or higher in ENGL 101 English Composition I; or permission of instructor.

JOUR 400 Special Study in Journalism 1 credit
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the Journalism faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Mathematics (MATH)

MATH 061 Integrated Support for Non-Algebra Pathway 3 credits
Attribute: DEV
This course is designed to be paired with a college-level non-algebra sequence mathematics course to support underprepared students. Students review the skills necessary for success in the associated college-level course in an ongoing as-needed just-in-time fashion. Topics include: numeracy, basic data analysis, proportional reasoning, an introduction to algebraic expressions and algebraic reasoning, and linear functions. Note: credits earned in this course cannot be applied toward graduation. Corequisite: MATH154S Topics in Mathematics With Integrated Support or MATH158S Introduction to Statistics With Integrated Support

MATH 065 Integrated Support for College Algebra 3 credits
Attribute: DEV
This course is designed to be paired with College Algebra to support underprepared students. Students review the skills necessary for success in College Algebra in an ongoing as-needed just-in-time fashion. Topics may include: operations on natural numbers, integers, rational numbers, and real numbers, ratio, proportions, and percentages, perimeter, area, and volume of geometric figures, solving linear equations, graphing linear equations, polynomial arithmetic, factoring polynomials, radical expressions and

equations, rational expressions and equations, and solving quadratic equations. Note: credits earned in this course cannot be applied toward graduation. Corequisite: College Algebra with Integrated Support (MATH203S).

MATH 115 Contemporary Mathematics 3 credits

Attribute: LA

In this course, students develop problem-solving skills while covering topics which include number sense and estimation, proportions, unit conversions, metric system, statistics and probability, percent's, the mathematics of finance, and mathematical modeling of contemporary problems. Additional topics are tailored to meet the needs of students in specific programs.
Prerequisite: Waiver by placement testing results; or departmental approval.

MATH 127 Mathematics for Elementary Teachers I 3 credits

Attribute: LA

This course provides a conceptually based, comprehensive study of the mathematical content of numbers and their operations at the deep level required for successful elementary school teaching. Topics are examined in ways that are meaningful to pre-service elementary teachers. Topics include: place value and arithmetic models, mental math, algorithms, pre-algebra factors and prime numbers, fractions and decimals, ratio, percentage and rates, integers, and elementary number theory.
Prerequisite: Waiver by placement testing results; or departmental approval.

MATH 128 Mathematics for Elementary Teachers II 3 credits

Attribute: LA

This course provides a conceptually based, comprehensive study of the mathematical content of geometry, measurement, probability, and statistics at the deep level required for successful elementary school teaching. Topics are examined in ways that are meaningful to pre-service elementary teachers. Topics include: two- and three-dimensional Geometry, measurement, data analysis, single variable statistics, probability.
Prerequisite: MATH127 Mathematics for Elementary Teachers I

MATH 154 Topics in Mathematics 3 credits

Attribute: LA

This course is provided for students who wish to know what mathematics is all about but who do not wish to be mathematicians. Possible topics are: elementary logic, set theory, number systems, mathematical systems, number theory, voting coalitions, geometry, mathematics of finance, topology, linear programming, game theory, and cryptography. A selection of three or more such topics are offered each semester.
Prerequisite: waiver by placement testing results; or departmental approval.

MATH 154S Topics in Mathematics with Integrated Support 3 credits

Attribute: LA

This course is provided for students who wish to know what mathematics is all about but who do not wish to be mathematicians. Possible topics are: elementary logic, set theory, number systems, mathematical systems, number theory, voting coalitions, geometry, mathematics of finance, topology, linear programming, game theory, and cryptography. A selection of three or more such topics are offered each semester. Corequisite: MATH061 Integrated Support for Non-Algebra Pathway

MATH 158 Introduction to Statistics 3 credits

Attribute: LA

This course provides a basic introduction to statistics. It is recommended for students in business, social science, human resources, allied health, and criminal justice and provides an excellent preparation for any career. Topics include descriptive statistics, probability, probability distributions, the normal distribution, hypothesis testing, estimates and sample sizes, the chi square distribution, correlation, and regression.
Prerequisites: Waiver by placement testing results; or department approval.

MATH 158S Introduction to Statistics with Integrated Support 3 credits

Attribute: LA

This course provides a basic introduction to statistics. It is recommended fo r students in business, social science, human resources, allied health, and criminal justice and provides an excellent preparation for any career. Topics include descriptive statistics, probability, probability distributions, the normal distribution, hypothesis testing, estimates and sample sizes, the chi square distribution, correlation, and regression. Corequisite: MATH061 Integrated Support for Non-Algebra Pathway.

MATH 203 College Algebra 3 credits

Attribute: LA

This course covers the algebra necessary for successful completion of the Precalculus/Calculus sequence while introducing functions, graphing, and graphing utilities. Topics include the operation and use of graphing utilities, polynomial operations and functions, absolute value equations and functions, radical and rational exponent functions, piecewise functions, composite functions, and complex numbers.
Prerequisite: Waiver by placement testing results; or department approval.

MATH 203S College Algebra with Integrated Support **3 credits**

Attribute: LA

This course covers the algebra necessary for successful completion of the Precalculus/Calculus sequence while introducing functions, graphing, and graphing utilities. Topics include the operation and use of graphing utilities, polynomial operations and functions, absolute value equations and functions, radical and rational exponent functions, piecewise functions, composite functions, and complex numbers. Corequisite: MATH065 Integrated Support for College Algebra.

MATH 217 Precalculus **4 credits**

Attribute: LA

This course continues the mathematics preparation for successful completion of Calculus. Topics include the operation and use of graphing utilities, the properties and graphs of rational functions, one-to-one and inverse functions, exponential and logarithmic functions, and trigonometric functions.

Prerequisite: C- or higher in MATH 203 College Algebra or MATH 203S College Algebra with Integrated Support; waiver by placement testing results; or departmental approval.

MATH 218 Discrete Mathematics **3 credits**

Attribute: LA

This course is designed to give necessary mathematical background to students in computer science programs. Topics include logic, sets, basic number theory, induction and recursion, counting, relations, and graphs.

Prerequisite: C- or higher in MATH 217 Precalculus; waiver by placement testing results; or departmental approval.

MATH 221 Calculus I **4 credits**

Attribute: LA

This standard Calculus I course is the first course in the sequence of calculus of one variable intended for undergraduate mathematics, science, technology, or engineering majors. Topics include limits, continuity, techniques and applications of differentiation, indefinite and definite integrals, and the Fundamental Theorem of Calculus.

Prerequisite: C- or higher in MATH 217 Precalculus; waiver by placement testing results; or departmental approval.

MATH 222 Calculus II **4 credits**

Attribute: LA

This course is a continuation of MATH 221 Calculus I. This is the second course in the sequence of calculus of one variable intended for undergraduate mathematics, science, technology or engineering majors. Topics include techniques and applications of integration, indeterminate forms, improper integrals, and infinite series.

Prerequisite: C- or higher in MATH 221 Calculus I; waiver by placement testing results; or departmental approval.

MATH 223 Calculus III **4 credits**

Attribute: LA

This is the third course in the calculus sequence intended for undergraduate mathematics, science, technology, or engineering majors. Topics include conic sections, parametric equations, polar coordinates, vectors and applications, functions of several variables, partial derivatives and applications, double and triples integrals in rectangular and other coordinate systems and applications, vector fields, line integrals and applications, parametric surfaces, surface integrals and applications, Green's Theorem, the Divergence Theorem, and Stoke's Theorem.

Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval.

MATH 229 Linear Algebra **4 credits**

Attribute: LA

This course is designed to introduce students to the theory of systems of linear equations and to mathematical proof. Topics include solving systems of linear equations, linear independence, linear transformations, matrix operations, determinants, vector spaces, eigenvalues and eigenvectors, and applications.

Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval.

MATH 230 Differential Equations **4 credits**

Attribute: LA

This course is an introductory study of ordinary differential equations of the first and higher orders. Topics include linear differential equations with constant coefficients, power series solutions, Fourier Series solutions, Laplace transforms, higher-order forced linear equations with constant coefficients, and applications with numerical methods.

Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval.

MATH 400 Special Study in Mathematics **1 credit**

Attribute: LA

This course involves independent work on a selected topic under the direction of members of the Mathematics Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

Media (MDIA)

MDIA 108 Radio Broadcasting **3 credits**

Attributes: FA HU LA

This course is designed to instruct the student in the operation of a radio station, as well as on-air and off-air broadcasting techniques. Broadcast management, sales, promotion, announcing, and copywriting are considered as they relate to specific assignments and duties at a radio station. Decisions involved with programming formats are considered. Students apply knowledge to individual and collective work projects.

MDIA 110 Broadcast Writing and Presentation **3 credits**

Attributes: FA HU LA

This course introduces students to writing for broadcast media and the skills needed to present copy over varied media forms. Students will create and record copy for radio, podcast, television, and new media. Students will practice writing news, interview segments, and feature stories for audio and video. Topics include audience analysis; script, feature, news, sports, and commercial copywriting; as well as questions of news standards, practices, and ethics. Students master writing on deadline; fact-checking; and delivering copy in written, verbal, and recorded formats.

MDIA 111 Introduction to Mass Communication **3 credits**

Attributes: FA HU LA

This course surveys the history and growth of newspapers, radio, television, film, and the telecommunications industries. The course offers the student an awareness of how mass media influence social and personal environment. Contemporary media issues, policies, and ethics are discussed.

MDIA 112 Television Studio Production **3 credits**

Attributes: FA HU LA

This course provides an introduction to television production theory and practice. The course combines hands-on experience with background lectures. The student's experiences include television terminology, camera operation, switching, audio, floor plans, shot planning, picture composition, studio broadcasting procedures, floor direction, graphics, scenery, videotape, and master control.

MDIA 113 Radio Production and Podcasting **3 credits**

Attributes: FA HU LA

This hands-on course covers the planning, producing, and performance of radio programs and podcasts. The student produces music, community, and sports/talk-based programming for broadcast, internet radio, and podcast. Students learn audience analysis, delivery style, and production technique.

MDIA 114 Advanced Television Production **3 credits**

Attributes: FA HU LA

This course concerns producing, directing, writing, and performing for television. This course emphasizes the creative nature of the final program product, operation of the television facilities, studio and control room production, script writing, and directing various television formats. The student is required to develop all phases of an independent television program.
Prerequisite: MDIA 112 Television Studio Production; or departmental approval.

MDIA 116 Digital Video Editing **3 credits**

Attributes: FA HU LA

Students taking this course learn about digital technology, use the skills and techniques of video production, and practice them in a wholly-digital environment. Using programs like Avid Liquid and Apple Final Cut Pro, students complete projects by building and editing timelines that will then be rendered and output to digital videotape (DV), digital video disk (DVD), and digital web files.

MDIA 123 Digital Music Production **3 credits**

Attributes: FA HU LA

This is a course for musicians who wish to learn how to digitally produce their music. The course covers music theory, orchestration, arranging, digital audio production techniques, including MIDI, sequencing, multi-track recording, and wave form synthesis.

MDIA 213 Advanced Radio Production and Podcasting **3 credits**

Attributes: FA HU LA

This course is designed to build upon the skills learned in MDIA 113 Radio Production and Podcasting. This course is an advanced examination of creating, writing, and producing audio materials for radio programming, podcast, and multimedia. It includes an in-depth analysis of the medium, including audience analysis, pre-production, interview techniques, software for podcast and broadcast, social media promotion, distribution, and marketing. The overall purpose of this course is to improve the student's communication skills and develop their understanding of professional techniques of announcing, delivery, and audio production. Two lecture and two laboratory hours per week.
Prerequisite: MDIA 113 Radio Production and Podcasting; or permission of instructor.

MDIA 400 Special Study in Media **1 credit**
Attributes: FA HU LA
This course involves independent work on a selected topic under the direction of members of the Media Arts Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

MDIA 401 Practicum in Television or Radio **3 credits**
Attributes: FA HU LA
Offers a work/learning experience in television or radio. The student performs tasks commensurate with actual production entities. The student is closely supervised by a college instructor, will attend one group meeting per week, and will work closely with television or radio professionals. One lecture and four laboratory hours per week.
Prerequisite: MDIA 112 Television Studio Production or MDIA 113 Radio Production: Theory and Practice, and departmental approval.

Medical Assistant (MEDA)

MEDA 104 Basic Laboratory Procedures I **3 credits**
This course is designed to provide medical assistant students with the basic clinical laboratory principles and skills used in a physician's office. Topics include specimen identification and collection, laboratory safety, microscopy, routine urinalysis, fecal analysis, clinical bacteriology, and blood grouping procedures. Two lecture and two laboratory hours per week.

MEDA 107 Medical Assisting Techniques I **2 credits**
This course is designed to teach students the fundamental clinical procedures medical assistants are allowed to perform with a minimum of supervision. Lecture and laboratory topics include taking medical histories, vital signs, and administration of treatments. Assistance at minor surgical procedures and maintenance of an aseptic environment are also stressed. Four laboratory hours per week.

MEDA 108 Anatomy, Physiology, and Terminology I **3 credits**
Medical terms are taught in a systematic manner in tandem with the anatomy and physiology. This enables students to comprehend terminology used in health care facilities. Anatomy and physiology begins with the cell and progresses to the body cavities, planes, and systems through the digestive system. This is designed to strengthen the students' understanding of the clinical sciences and to increase the technical skills they need in administering patient care.

MEDA 109 Pharmacology **3 credits**
This course is an introduction to medical office pharmacology. Types and forms of drugs, their effects on body systems, and legal aspects of medication are emphasized. Abbreviations, systems of measurement, and dosage preparations are also included.

MEDA 116 Clinical Externship in Medical Assisting **6 credits**
Students participate in a clinical affiliation at a selected health care facility for the final eight weeks of the spring semester. Students gain more practice in both clinical and administrative aspects of medical assisting and learn new techniques which are performed at their individual facilities. Clinical facilities include physicians' offices, hospitals, and health maintenance organizations. Each student is evaluated by the supervisor at the facility and the program instructor.
Prerequisite: C or higher in all Medical Assistant courses.

MEDA 119 Anatomy, Physiology, and Terminology II **2 credits**
This is a continuation of MEDA 108 Anatomy, Physiology, and Terminology I. Additional body systems and their functions are covered. New medical terms are added at appropriate intervals throughout the course.
Prerequisite: MEDA 108 Anatomy, Physiology and Terminology I.

MEDA 120 Medical Assisting Techniques II **2 credits**
Students perform more complicated clinical procedures and utilize skills learned in MEDA 107 Medical Assisting Techniques I. Topics include electrocardiography, cardiopulmonary resuscitation, and administration of medications. Clinical skills are increased, and students gain comprehension of the disease process and its relationship to clinical situations.
Prerequisite: MEDA 107 Medical Assisting Techniques I.

MEDA 121 Basic Laboratory Procedures II **2 credits**
The basic principles and skills of hematology are covered. Lecture and laboratory topics include blood collection, hematocrit, hemoglobin, white blood cell counts, and differential evaluations. A brief introduction to blood chemistry may also be included. One lecture and two laboratory hours per week.
Prerequisite: MEDA 104 Basic Laboratory Procedures I.

MEDA 229 Medical Office Management I **5 credits**
The course introduces medical assisting students to medical office skills that are required for employment in a health care facility. The skills necessary for the medical assisting student include understanding the operations of the medical facility, telephone techniques, understanding confidentiality (HIPAA regulations), documenting medical records, filing, billing, and medical correspondence. The students are instructed to complete tasks for an electronic medical environment including patient registration, appointment scheduling, and posting patient accounts utilizing computer software.

MEDA 230 Medical Office Management II **2 credits**
This is a continuation of MEDA 224 Medical Office Management I. Managing medical finances (patient accounts/receivables, banking activities, posting charges, encounter forms, posting payments and/or adjustments, recording patient visits on a day sheet, balancing the day sheet, online payments, and patient aging accounts) utilizing medical software is a primary focus of this course. Medical coding is introduced (CPT, ICD, HCPCS). Health insurance (history, obtaining, paying, Medicare, Medicaid, Workers' Compensation); billing (types, credit agreements, collection agencies); and professionalism (externship, certification, professional organization, resume writing, successful job hunting) are covered.
Prerequisite: MEDA 229 Medical Office Management I.

Modern Language-Arabic (MLAR)

MLAR 101 Beginning Arabic I **3 credits**
Attributes: GL HU LA ML
This course initiates the development of the ability to speak, understand, read, and write Arabic. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Arab cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of Arabic at the high school level.

Modern Language-Cape Verdean (MLCV)

MLCV 101 Beginning Cape Verdean Creole I **3 credits**
Attributes: GL HU LA ML
This course initiates the development of the ability to speak, understand, read, and write Cape Verdean Creole. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Cape Verdean cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study in Cape Verdean Creole at the high school level.

MLCV 400 Special Study in Cape Verdean Creole **1 credit**
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Modern Language-French (MLFR)

MLFR 101 Beginning French I **3 credits**
Attributes: GL HU LA ML
This course initiates the development of the ability to speak, understand, read, and write French. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of French cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of French at the high school level.

MLFR 102 Beginning French II **3 credits**
Attributes: GL HU LA ML
This course is a continuation of MLFR 101 Beginning French I. Emphasis is on communication through the continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which enhances their ability to initiate and sustain conversations, read basic French passages, and write basic French sentences and dialogues. Various aspects of French cultures are explored. The Modern Languages Department recommends this course to students with one to two years of previous study in French at the high school level or one semester at the college level.
Prerequisite: MLFR 101 Beginning French I; or departmental approval.

MLFR 400 Special Study in French **1 credit**
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Modern Language-Portuguese (MLPO)

MLPO 101 Beginning Portuguese I **3 credits**

Attributes: GL HU LA ML

This course initiates the development of the ability to speak, understand, read, and write Portuguese. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Portuguese cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of Portuguese at the high school level.

MLPO 102 Beginning Portuguese II **3 credits**

Attributes: GL HU LA ML

This course is a continuation of MLPO 101 Beginning Portuguese I. Emphasis is on communication through continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which will enhance their ability to initiate and sustain conversations, read basic Portuguese passages, and write basic Portuguese sentences and dialogues. Various aspects of Portuguese cultures are explored. The Modern Languages Department recommends this course to students with one to two years of previous study in Portuguese at the high school level or one semester at the college level.

Prerequisite: MLPO 101 Beginning Portuguese I; or departmental approval.

MLPO 400 Special Study in Portuguese **1 credit**

Attributes: HU LA

This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

Modern Language-Sign Language (MLSL)

MLSL 101 Beginning American Sign Language I **3 credits**

Attributes: HU LA ML

This course initiates the development of the ability to sign and understand American Sign Language. Students learn the fundamentals of grammar, basic vocabulary, and correct signing. Cultural aspects of the Deaf community are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study in American Sign Language at the high school level.

MLSL 102 Beginning American Sign Language II **3 credits**

Attributes: HU LA ML

This course is a continuation of MLSL 101 Beginning American Sign Language I. Emphasis is on the continued development of communication skills and face and body expressions. Students continue to acquire grammar, syntax, and vocabulary, which enhances their ability to initiate and sustain conversations using American Sign Language. Cultural aspects of the Deaf community are explored. The Modern Languages Department recommends this course to students with one to two years of previous study of American Sign Language at the high school level or one semester at the college level.

Prerequisite: MLSL 101 Beginning American Sign Language I; or departmental approval.

MLSL 400 Special Study in Sign Language **1 credit**

Attributes: HU LA

This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

Modern Language-Spanish (MLSP)

MLSP 101 Beginning Spanish I **3 credits**

Attributes: GL HU LA ML

This course initiates the development of the ability to speak, understand, read, and write Spanish. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Spanish cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of Spanish at the high school level.

MLSP 102 Beginning Spanish II **3 credits**

Attributes: GL HU LA ML

This course is a continuation of MLSP 101 Beginning Spanish I. Emphasis is on communication through continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and

correct pronunciation, which enhances their ability to initiate and sustain conversations, read basic Spanish passages, and write basic Spanish sentences and dialogues. Various aspects of Spanish cultures are explored. The Modern Languages Department recommends this course to students with one to two years of previous study in Spanish at the high school level or one semester at the college level.
Prerequisite: MLSP 101 Beginning Spanish I; or departmental approval.

MLSP 201 Intermediate Spanish I 3 credits
Attributes: GL HU LA ML
Grammar and syntax are reviewed and expanded upon with greater emphasis on oral work. Students engage in class discussion and conversation as well as reading assignments and compositions. The Modern Languages Department recommends this course to students with two to three years of previous study of Spanish at the high school level or two semesters at the college level.
Prerequisite: MLSP 102 Beginning Spanish II; or departmental approval.

MLSP 400 Special Study in Spanish 1 credit
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Music (MUSC)

MUSC 207 Elementary Guitar 3 credits
Attributes: FA HU LA
This course introduces elementary principles of guitar playing. The student learns simple tunes and melodic patterns. The student also strums basic chord patterns and explores music reading and musical notation. Students must furnish their own instruments.

MUSC 400 Special Study in Music 1 credit
Attributes: FA HU LA
This course involves independent work on a selected topic under the direction of members of the Music faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Nursing (NURS)

NURS 101 Nursing I 8 credits
This course is designed to provide the foundation for nursing practice. The focus is on the nursing process, patients, and their families as community members, and the adaptations in their patterns of daily living necessary during illness. Emphasis is placed on health and hygienic practices for the nurse and patient. Content includes interpersonal relations, observations, communications, nutrition, basic pharmacology, and therapeutic measures with an introduction to critical thinking, evidence-based practice, and patient teaching. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.
Pre/Co-requisites: BIOL 201 Anatomy and Physiology I and PSYC 101 General Psychology.

NURS 203 Nursing II 4 credits
This course is designed to introduce the student to the role of the nurse in the comprehensive health care of mothers and newborn infants during the childbearing phase of the life-cycle. A family centered approach applying the nursing process is the framework for health care delivery to families from diverse populations. The student is guided to integrate previously learned knowledge and skills. Content includes social and biological sciences, nutrition, pharmacology, growth and development, patient/family teaching, critical thinking, and evidence-based practice. Emphasis is placed on the study of relationships and responsibilities as the family expands. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.
Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 101 Nursing I, and PSYC 101 General Psychology.
Pre/Co-requisite: BIOL 202 Anatomy and Physiology II.

NURS 204 Nursing III 4 credits
This course is designed to build upon the content of Nursing 101 and focuses on basic human needs when altered by common health problems. The content includes pathophysiology, pharmacology, nutrition, social sciences, nursing theory, patient teaching, and evidence-based practice. The student continues to apply the nursing process in the care of patients with medical and surgical problems. The student is guided to integrate previous learning. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.
Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 101 Nursing I, and PSYC 101 General Psychology.
Pre/Co-requisite: BIOL 202 Anatomy and Physiology II.

NURS 301 Nursing IV **9 credits**

This course is designed to present the principles of comprehensive nursing care related to the major mental and physical health problems across the life span. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. Emphasis on patient teaching, evidence-based practice, and critical thinking continues. The nursing process is further implemented as the student learns to recognize and meet more complex nursing problems. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, and clinical component. A minimum grade of C+ is required.
Prerequisites: BIOL 202 Anatomy and Physiology II, NURS 203 Nursing II, and NURS 204 Nursing III.
Pre/Co-requisites: BIOL 231 Microbiology and PSYC 205 Human Growth and Development.

NURS 302 Nursing V **9 credits**

This course is designed to continue to present the principles of comprehensive nursing care related to major complex mental and physical health problems across the life span. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. The nursing process is further implemented as the student learns to recognize and meet more complicated health problems. Emphasis on patient teaching, evidence-based practice, and critical thinking continues. Community resources are included as a focus for continuity of care. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.
Prerequisite: NURS 301 Nursing IV.

NURS 303 Nursing Seminar **1 credit**

This course is designed to present the evolution of nursing practice as it interfaces with contemporary nursing issues and problems that influence health care delivery. Contemporary issues relating to leadership and management, health care costs, nursing theory, legal and ethical concerns, cultural disparity of disease, emergency preparedness, world health problems, and health care policy are discussed. Lectures and discussion integrating previous knowledge and skills are utilized. A minimum passing grade of C+ is required.
Prerequisite: NURS 301 Nursing IV. Co-requisite: NURS 302 Nursing V.

NURS 304 Nursing A **6 credits**

This course is designed to present the role of the nurse utilizing the nursing process in providing comprehensive nursing care. Major mental and physical health problems across the life span are presented. The content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Critical thinking, evidence-based practice, and teaching/learning are stressed. Clinical experiences are planned in medical-surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.
Prerequisites: BIOL 202 Anatomy and Physiology II; NURS 213 Nursing II-E and NURS 214 Nursing III-E are required for part-time generic students. Advanced placement students must have a current license to practice Practical Nursing in the Commonwealth of Massachusetts.
Pre/Co-requisite: PSYC 205 Human Growth and Development.

NURS 305 Nursing B **6 credits**

This course is designed to present the principles of comprehensive nursing care related to major mental and physical health problems across the life span. Students are expected to integrate previously learned knowledge and skills. The nursing process is further implemented as the student intervenes therapeutically. The course content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Emphasis on critical thinking, evidence-based practice, and teaching/learning continues. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.
Prerequisite: NURS 304 Nursing A.

NURS 306 Nursing C **6 credits**

This course is designed to build on the knowledge and skills of the previous nursing curriculum. The nursing process is further implemented to provide a framework for comprehensive nursing care for diverse populations across their life span. The content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Critical thinking, evidence-based practice, and teaching/learning continue to be stressed. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.
Prerequisite: NURS 305 Nursing B.
Pre/Co-requisite: BIOL 231 Microbiology.

NURS 307 Nursing Trends **1 credit**

This course is designed to provide a survey of the challenges, issues, and problems influencing contemporary health care delivery. Nursing history and the growth of leadership and management in nursing practice are reviewed. Legal and ethical responsibilities, cultural disparity of disease, emergency preparedness, and global health problems are discussed. Lectures and discussion enhance the integration and application of previous nursing knowledge. A minimum passing grade of C+ is required. Co-requisite: NURS 306 Nursing C.

Philosophy (PHIL)

PHIL 101 Introduction to Philosophy 3 credits
Attributes: HU LA
An introductory examination of the problems and scope of philosophical inquiry, this course introduces the student to major issues in philosophy, including theories of being, theories of knowledge, and theories of value, with attention to the historical development of philosophical thought. Pre/Co--requisites: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor.

PHIL 102 Introduction to Logic 3 credits
Attributes: HU LA
This course is designed to introduce students to the principles of clear thinking. Its objectives are to develop students' abilities to reason from available evidence to a correct conclusion, to promote an awareness of the precise use of language, and to enable students to analyze fallacious as well as sound arguments.

PHIL 111 Medical Law and Ethics 2 credits
Attributes: HU LA
This course provides an analysis and understanding of laws as they relate to the medical profession and the responsibilities and ethical considerations that must be considered and applied while executing these laws. Topics covered include codes of medical ethics, techniques and methods used in making ethical decisions, structure of the law as it relates to medical health, and the various laws as they pertain to specific situations. Case studies are utilized as much as possible.

PHIL 201 Ethical Dilemmas 3 credits
Attributes: HU LA
What is right and wrong? Is war or violence ever justified? Ethical dilemmas such as abortion, capital punishment, animal rights, welfare, and social justice pose problems that are not easily solved. This course is a critical analysis of classic and contemporary ethical theories. Through critical engagement, writing, and discussion of case studies and contemporary sources, students learn how to apply critical reasoning to moral issues, develop their own ethical philosophy, and apply these philosophies to present-day issues.
Prerequisites: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor.

PHIL 400 Special Study in Philosophy 1 credit
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the Philosophy faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Physics (PHYS)

PHYS 112 Science of Music Laboratory 1 credit
Attribute: LS
This course will include activities related to vibrations, sound waves and other waves, musical instruments, and room acoustics. This course fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, PHYS 113 The Science of Music. Two laboratory hours per week.
Pre/Co-requisite: PHYS 113 The Science of Music.

PHYS 113 The Science of Music 3 credits
Attributes: LA LS SC
This course explains aspects of music in terms of physical laws and principles. It begins with an introduction to musical terminology and an overview of basic physics, including vibrations, resonance, and wave motion. It continues with a description of sound waves, and uses standing waves to analyze string, wind, and percussion instruments. The timbre of complex sounds, harmony, and temperaments are also discussed, as well as the ear and musical perception, and concert hall acoustics. Electronic music and sound recording are optional topics. No background in science or music is necessary. This course fulfills a four-credit lab science requirement when taken with the corresponding one-credit course, PHYS 112 Science of Music Laboratory.

PHYS 120 Science of Fire Behavior and Combustion 3 credits
Attributes: LA SC
Designed for fire-science students, this course explores the theories and fundamentals of how and why fires start, spread, and are controlled using the basic principles of physics and chemistry.
Prerequisites: CHEM 131 Survey of Chemistry or higher.

PHYS 132 Concepts of Technical Physics I **3 credits**

Attributes: LA SC

This is the first semester of a one-year introduction to the principles and applications of technical physics. This course is specifically designed to satisfy the minimum physics requirement for the Architectural Technology, Diesel Technology, and HVAC programs. Emphasis is placed on understanding through problem solving and applications. Topics include vectors, force systems, kinematics, dynamics and Newton's laws, work, conservation of energy and momentum, and rotational motion. Note: This course can be substituted for PHYS 131 Survey of Physics in the Architectural Technology, Diesel Technology, and HVAC programs and options. Two lecture and two laboratory hours per week.

Pre/Co-requisite: MATH 203 College Algebra or higher; waiver by placement testing results; or departmental approval.

PHYS 133 Concepts of Technical Physics II **3 credits**

Attributes: LA SC

This course is a continuation of PHYS 132 Concepts of Technical Physics I. Topics include properties of solids and fluids, heat and thermodynamics, wave motion, sound, electrostatics, electric current, electromagnetism, light, and optics. Note: This course can be substituted for Concepts of Technical Physics in the Architectural Technology, Diesel Technology, and HVAC programs and options. Two lecture and two laboratory hours per week.

Prerequisite: PHYS 132 Concepts of Technical Physics I; or departmental approval.

PHYS 151 College Physics I **4 credits**

Attributes: LA LS SC

This is the first semester of a one-year introduction to the principles and applications of physics. Emphasis is placed on understanding through problem solving. Topics are vectors, force systems, kinematics, dynamics and Newton's Laws, work, conservation of energy and momentum, and rotational kinematics and dynamics. Three lecture and two laboratory hours per week.

Pre/Co-requisite: MATH 203 College Algebra or higher; waiver by placement testing results; or departmental approval.

PHYS 152 College Physics II **4 credits**

Attributes: LA LS SC

This is a continuation of PHYS 151 College Physics I. Problem solving ability is further developed. Topics include properties of solids and fluids, heat and thermodynamics, wave motion, sound, electrostatics, electric current, electromagnetism, light, and optics. Three lecture and two laboratory hours per week.

Prerequisite: PHYS 151 College Physics I; or departmental approval.

PHYS 161 General Physics I **4 credits**

Attributes: LA LS SC

This course is an introduction to classical physics using calculus. Topics are vectors and scalars, kinematics and dynamics, work, energy, momentum, the conservation laws, and rotational kinematics and dynamics. The basic concepts of calculus are introduced within the context of the course material. This course is usually offered in the fall. Three lecture and two laboratory hours per week.

Pre/Co-requisite: MATH 221 Calculus I; waiver by placement testing results; or departmental approval.

PHYS 162 General Physics II **4 credits**

Attributes: LA LS SC

A continuation of PHYS 161 General Physics I, topics in this course include heat and thermodynamics, oscillatory and wave motion electrostatics, electric current, electromagnetism, Maxwell's Equations, light, and optics. This course is usually offered in the spring. Three lecture and two laboratory hours per week.

Prerequisite: PHYS 161 General Physics I; or departmental approval.

Psychology (PSYC)

PSYC 101 General Psychology **3 credits**

Attributes: LA SS

This course is an introduction to psychology as the science of human behavior. Major topics include scientific method, history of psychology, learning, motivation, emotion, social psychology, and perception.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval

PSYC 201 Abnormal Psychology **3 credits**

Attributes: LA SS

This course will provide a systematic study of the causes, symptoms, prognosis, and treatment of various psychological disorders. Attention is given to the methods used to diagnose disorders and the standard classification system that is used. Emphasis is on how disorders deviate from what characterizes normal behavioral development. A multipath perspective that considers biological/genetic, psychological, social, and multicultural factors is used to analyze the causes, course, and treatment of psychological disorders.

Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 202 Child Psychology 3 credits

Attributes: LA SS

An introduction to the field of child psychology with emphasis on the influence of society and culture in normal development will be given. This course stresses the role of family, heredity, environment, and development of cognitive functioning. Salient research will be summarized and presented.

Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 203 Adolescent Psychology 3 credits

Attributes: LA SS

A critical and educational review of research and theories pertaining to the emotional, intellectual, physical, and social development of adolescents is given in this course. Emphasis is placed on the role of peers, family, and experiences in the formation of personalities and the intelligence and emotional behavior of the adolescent. The course is recommended for Secondary Education majors.

Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 205 Developmental Psychology 3 credits

Attributes: LA SS

This course includes an exploration of the physiological and psychological development of the human organism throughout the life span, including childhood, adolescence, adulthood, old age, and death. Emphasis is placed on identifying factors that are most influential in changes that occur during each of our life stages as well as some of the problems associated with such changes.

Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 206 Psychology of Learning 3 credits

Attributes: LA SS

This course is designed to teach students about the psychology of learning. It covers Pavlovian conditioning, operant conditioning, learning in humans and nonhuman animals, and other techniques in learning and their applications in various research and real-world settings. Computer applications are integrated into the design of this course, and software designed to teach different methods of learning are employed.

Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 207 Biopsychology 3 credits

Attributes: LA SS

This course is an introduction to biopsychology, which is the study of the function of the brain. Major topics include structures of the brain, neuronal structure and function, sensory systems and their impact on the brain, and how emotion, thought, learning, memory, and sleep and alertness cycles occur in the brain.

Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 208 Psychology of Personality 3 credits

Attributes: LA SS

This course includes an exploration of the major theoretical, application, research, and assessment issues in the study of personality. Emphasis is placed on identifying those aspects of personality and the different ways these theories explain them. This course also explores the most commonly used personality assessment tools and cultural influences.

Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 209 Social Psychology 3 credits

Attributes: LA SS

This course studies the analysis of the individual's behavior in social contexts. Topics include the historical background of social psychology, methods of social psychology, acquiring motives and attitudes, social factors in perception, human personality, groups, leadership, and social movements.

Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 220 Statistics for Psychology and Social Sciences 4 credits

Attributes: LA SS

This course is an introduction to univariate statistics used in psychology and the social sciences. Topics include: the description and visual representation of data, concepts in elementary probability, applications of descriptive statistics (e.g., frequency distributions and measures of central tendency and dispersion) and inferential statistics (including hypothesis testing, type I and II errors, t-statistic, chi-square, analysis of variance, correlation and linear regression) using the Statistical Package for Social Sciences (SPSS) for data analyses and interpretation. Emphasis is primarily in the context of psychological and social sciences research. Three lecture and one laboratory hours per week. Note: This course does not meet the general education requirements in mathematics.

Prerequisites: MATH 061 Integrated Support for Non-Algebra Pathway and PSYC 101 General Psychology; waiver by placement testing results; or departmental approval.

PSYC 400 Special Study in Psychology 1 credit
Attributes: LA SS
This course involves independent work on a selected topic under the direction of members of the Psychology faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Radiologic Technology (RADT)

RADT 101 Introduction to Clinical Practice 3 credits
This course is designed to introduce students to the field of Radiologic Technology. Topics covered include basic radiation protection, orientation to allied health professions, medical ethics and legalities, patient care, medical terminology, and image production. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component. Co-requisite: RADT 111 Radiographic Anatomy and Positioning Laboratory I.

RADT 102 Image Production and Evaluation 3 credits
This course will develop an understanding of the production and processing of medical images. This introductory course examines these essentials: film, video, laser, manual, and automatic processing; intensifying screens; primary exposure factors; and mathematical principles that apply to image quality. These topics include grids, beam-restricting devices, density contrast, detail, geometric and other types of distortion, and ways to reduce dose to the patient. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 101 Introduction to Clinical Practice. Co-requisite: RADT 120 Principles of Digital Imaging.

RADT 105 Medical Imaging 2 credits
This course will continue to explore the methods of medical image production, including the study of radiographic equipment and techniques. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 102 Image Production and Evaluation. Co-requisite: RADT 131 Radiation Science I.

RADT 106 Seminar/Quality Control 2 credits
This course is a continuation of RADT 105 Medical Imaging. It will focus on the procedures followed in a quality control program and will examine the benefits of such a program to the radiology department. Also, a review of the entire curriculum of the program, including film critique, will be provided. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 105 Medical Imaging. Co-requisite: RADT 132 Radiation Science II and Protection.

RADT 111 RADT Anatomy and Positioning Lab I 1 credit
This is the first in a series of related courses that provide students with the skills necessary to begin positioning patients for radiographic examinations. Positioning and related anatomy and pathology of the chest, abdomen, upper and lower extremities are stressed. This course is coordinated with RADT 141 Clinical Experience I. Two laboratory hours per week. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.

Prerequisite: acceptance into the Radiologic Technology program. Co-requisite: RADT 133 Radiographic Anatomy and Positioning Lecture I.

RADT 112 RADT Anatomy and Positioning Lab II 1 credit
This course continues the on-going study of radiographic positioning, procedures, and related anatomy. Content includes the pelvic and shoulder girdles, axial skeleton, and abdominal organ systems. Two laboratory hours per week. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 111 RADT Anatomy and Positioning Lab I. Co-requisite: RADT 134 RADT Anatomy and Positioning Lecture II.

RADT 113 RADT Anatomy and Positioning Lab III 1 credit
This course includes advanced positioning and procedures of areas previously studied as well as specialized procedures used to demonstrate specific anatomical and physiological conditions. Two laboratory hours per week. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 112 RADT Anatomy and Positioning Laboratory II. Co-requisite: RADT 137 RADT Anatomy and Positioning Lecture III.

RADT 120 RADT Principles of Digital Imaging 2 credits
This course is an introduction to the development of computer-assisted diagnosis methods for radiology and includes the principles of computers and their uses, as well as a description of important functional components. Radiologic applications of digital imaging in radiology are reviewed and include digital imaging operations, archiving, management networks (PACS, IMACS), and radiology information systems (RIS). Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.

Prerequisite: RADT 101 Introduction to Clinical Practice. Co-requisite: RADT 112 RADT Anatomy and Positioning Lab II.

RADT 131 Radiation Science I 3 credits
This course addresses the physics of X-ray production, interactions with matter, and the X-ray circuit. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 102 Image Production and Evaluation. Co-requisite: RADT 113 RADT Anatomy and Positioning Laboratory III.

RADT 132 Radiation Science II and Protection 3 credits
This course is a continuation of RADT 131 Radiation Science I. Significant emphasis is given to radiation protection and the effects of ionizing radiation on living matter. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 131 Radiation Science I. Co-requisite: RADT 140 Advanced Imaging Procedures.

RADT 133 RADT Anatomy and Positioning Lecture I 2 credits
This is the first in a series of lecture courses that provides the Radiologic Technology student with the skills necessary to begin positioning patients for radiographic examinations. Specific topics include terminology of positioning, positioning and regional anatomy of the chest, abdomen and the upper and lower extremities. This course correlates with RADT 141 RADT Clinical Experience I and RADT 111 RADT Anatomy and Positioning Lab I. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: acceptance into the Radiology Technology program. Co-requisite: RADT 141 RADT Clinical Experience I.

RADT 134 RADT Anatomy and Positioning Lecture II 2 credits
This is the second in a series of lecture courses that provides the Radiologic Technology student with the skills necessary to position patients for radiographic examinations. Specific topics include anatomy and positioning of the spine, skull, thoracic cage, gastrointestinal system and genitourinary system. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 133 RADT Anatomy and Positioning Lecture I. Co-requisite: RADT 142 RADT Clinical Experience II A.

RADT 137 RADT Anatomy and Positioning Lecture III 1 credit
This is the third in a series of lecture courses that provides the Radiologic Technology student with the skills that are necessary to position patients for radiographic examinations. The student studies the anatomy and advance positioning examinations of the appendicular and axial skeletal systems. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 134 RADT Anatomy and Positioning Lecture II. Co-requisite: RADT 144 RADT Clinical Experience III.

RADT 138 RADT Pathology and Sectional Anatomy 3 credits
This course uses a systems approach to introduce the radiology student to the common pathological findings on radiographic examinations and the fundamental concepts of body structure in cross-section imaging. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 137 RADT Anatomy and Positioning Lecture III. Co-requisite: RADT 145 RADT Clinical Experience IV.

RADT 140 Advanced Imaging Procedures 2 credits
This course introduces students to specialized examinations in diagnostic radiology, which include pediatric, geriatric, advance imaging studies, mobile and trauma radiography, and their modified imaging procedures. The students are introduced to the various imaging modalities: Computerized Tomography, Ultrasonography, Magnetic Resonance Imaging, Nuclear Medicine, Positron Emission Tomography, Radiation Therapy, Angiography, Single Photon Emission Computerized Tomography, Interventional Radiography, and Bone Densitometry. The study of venipuncture will also be demonstrated. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 105 Radiologic Technology III. Co-requisite: RADT 138 RADT Pathology and Sectional Anatomy.

RADT 141 RADT Clinical Experience I 3 credits
This course provides first-year Radiologic Technology students with the opportunity to apply skills in a clinical setting. Clinical experience is gained at affiliated hospitals approximately two days per week. Students are introduced to the operation of the hospital and radiology department and begin positioning patients for radiographic examinations of the chest, abdomen, and extremities. Competency evaluations are given in these areas. Clinical over the fall semester consists of seven hours per day, two days per week, over a 16-week period for a total of 224 hours. A grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component is needed for successful completion. Co-requisite: RADT 101 Introduction to Clinical Practice.

RADT 142 RADT Clinical Experience II A 3 credits
This course provides a continuation of practical skills application from RADT 141 Clinical Experience I. Emphasis is given to positioning of pelvic and shoulder girdles and axial skeleton, genitourinary and digestive systems. Competency is determined by evaluation in these areas. Clinical over the spring semester consists of seven hours per day, two days per week for a total of 224

hours. A grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component is needed for successful completion.
Prerequisite: RADT 141 Clinical Experience I. Co-requisite: RADT 102 Image Production and Evaluation.

RADT 143 RADT Clinical Experience II B 5 credits
This course consists of a 10-week summer clinical experience. This experience provides an opportunity for the student to integrate the didactic and practical aspect of the program and to fully implement all the skills learned in preparation for the second year of the program. Clinical over the summer semester consists of seven hours per day, five days per week over a ten-week period for a total of 350 hours. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 142 Clinical Experience II A.

RADT 144 RADT Clinical Experience III 4 credits
Third in a series of clinical courses, this segment includes advanced application of skills in positioning and performance of fluoroscopic and radiographic examinations of the digestive, urinary, and biliary systems and the axial and appendicular skeleton. Clinical over the second year fall semester consists of seven hours per day, three days per week over a 16-week period for a total of 294 hours. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component.
Prerequisite: RADT 142 Clinical Experience II A and RADT 143 Clinical Experience II B. Co-requisite: RADT 105 Medical Imaging.

RADT 145 RADT Clinical Experience IV 4 credits
This is the last in the series of clinical courses. Students complete clinical competency evaluations and are able to function in all entry-level aspects with indirect supervision. Special rotations may be arranged with permission of the program director. Students are also introduced to specialized modalities. Clinical over the spring semester consists of seven hours per day, three days per week over a 14-week period for a total of 294 hours. A grade of 78% or higher in the didactic component and a grade of "pass" in the clinical component is needed for successful completion.
Prerequisite: RADT 144 Clinical Experience III. Co-requisite: RADT 106 Radiologic Technology IV.

Religion (RELG)

RELG 101 Introduction to World Religions 3 credits
Attributes: GL LA SS
This course is an introduction to the principal beliefs and practices of the world's major religious traditions. Emphasis will be on their historical development, sacred literature, and impact on human thought and action. The course does not investigate the existence of a supernatural reality but does develop an objective view of humanity's struggle with this question. Instruction will include guest lectures, readings, media presentations, and discussions.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

RELG 400 Special Study in Religion 1 credit
This course involves independent work on a selected topic under the direction of members of the Religion faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Respiratory Care (RESP)

RESP 101 Fundamentals of Respiratory Care I 7 credits
This course consists of an examination of the basic concepts and evidence of medical care and the role of the respiratory care practitioner as a member of the medical team. Emphasis is placed on career identity, evidence-based practice, professional responsibilities, and qualifications of a respiratory care practitioner. Students study the metric system, gas laws, anatomy and physiology of the respiratory system, medical gases, oxygenation, aerosol and oxygen therapy, hand resuscitators, lung volumes, chronic and acute lung disease management, and equipment sterilization. The laboratory and the clinical components permit developmental study and the facilitation of pertinent nursing skills and reinforce that what is learned in class. Four lecture and one laboratory hours per week. Clinical: 12 hours. A grade of 75 (C) or higher is required for graduation. Students must attain a theory grade of 75 or higher and pass in clinical in order to continue in the program.

RESP 102 Fundamentals of Respiratory Care II 7 credits
This course introduces topics that include assessment and therapeutic procedures focused on oxygenation, hypoxia, shunting, the dead-space unit, V/Q, airway management, methods of hyperinflation therapies, chest physical therapy, patient assessment, complete pulmonary function technology, electrolytes, and arterial blood gas interpretation. Emergency responses to events will also be studied. The laboratory and the clinical components offer the practical training to the topic areas. Four lecture and one laboratory hours per week. Clinical: 12 hours.

Prerequisite: RESP 101 Fundamentals of Respiratory Care I completed with a grade of 75 (C) or higher in the lecture component and a grade of pass in the clinical component.

RESP 103 Fundamentals of Respiratory Care III 7 credits
This course focuses on the respiratory care practitioner as critical care team member and team leader. Students learn to assess degrees of respiratory failure, mechanical ventilatory care, PEEP, CPAP, and weaning from the ventilator. Attempts are made to put the complications and benefits of ventilator therapy into proper perspective. Analysis of ventilators and graphics is studied. The students acquire an understanding of basic electrocardiogram interpretation and of non-invasive and invasive hemodynamic monitoring. Both acute and chronic illnesses are used as case bases. The laboratory and the clinical components offer practical application of the topic areas in the hospital intensive care units. Four lecture and one laboratory hours per week. Clinical: 12 hours.
Prerequisite: RESP 102 Fundamentals of Respiratory Care II completed with a grade of 75 (C) or higher in the lecture component and a grade of pass in the clinical component.

RESP 104 Fundamentals of Respiratory Care IV 7 credits
This course includes topics on neonatology, pediatrics, pulmonary rehabilitation, and home care, diagnostics, and therapeutic procedures. Quality assurance, health promotion and healthcare reimbursement are examined. Protocols in Respiratory Care are studied and practiced. Students also become familiar with the NBRC exam format by preparing for and taking self-assessment exams prepared and scored by the NBRC and by successfully completing five software Clinical Stimulation exams. Clinical experiences are provided to enhance the learning of these topics. Four lecture and one laboratory hours per week. Clinical: 12 hours.
Prerequisite: RESP 103 Fundamentals of Respiratory Care III completed with a grade of 75 (C) or higher in the lecture component and a grade of pass in the clinical component.

RESP 111 Introduction to Pathology 2 credits
Lectures and discussions focus on the basic principles of disease processes and their effect on the normal form and functions of the body. Acute and chronic disease management will be studied as well. This course is intended for respiratory therapy students.
Prerequisite: RESP 102 Fundamentals of Respiratory Care II. Co-requisite: RESP 103 Fundamentals of Respiratory Care III.

RESP 112 Introduction to Pharmacology 2 credits
Lectures and discussions focus on the study of drugs, especially those relating to respiratory therapy. Indication, contraindication, side effects, and dosages of drugs are studied. This course is intended for respiratory therapy students.
Prerequisite: RESP 101 Fundamentals of Respiratory Care I. Co-requisite: RESP 102 Fundamentals of Respiratory Care II.

RESP 113 Respiratory Care Seminar I 2 credits
This seminar course provides the student with the ability to select, review, obtain, and interpret data relevant to respiratory care cases. The student reviews existing clinical data and collect and recommend therapy. The student develops a respiratory care plan that is appropriate for the data collected.
Prerequisite: permission of instructor.

RESP 115 Respiratory Care Equipment 2 credits
This course explores the theoretical and practical application of respiratory care equipment. The student develops an understanding of the various pieces of equipment used in respiratory care. The equipment discussed is limited to oxygen equipment, aerosol equipment, pulmonary function equipment, and emergency resuscitating equipment.
Prerequisite: permission of instructor.

RESP 116 Respiratory Care Seminar II 3 credits
Focuses on the initiation and modification of respiratory care in the emergency setting. Specific topics include: Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation (NR). Protocols, algorithms, and evidenced-based practice guidelines will be used as the basis for study and practice.
Prerequisite: RESP 103 Fundamentals of Respiratory Care III.

RESP 117 Cardiopulmonary Diagnostics and Evaluation 1 credit
This course, which is intended for students in the Respiratory Care program, focuses on diagnostic testing with emphasis on critical care medicine. The integration of this assessment data into medical decision making is evaluated through the use of clinical simulations in a laboratory setting. One half-hour lecture and one laboratory hour per week.
Prerequisite: RESP 103 Fundamentals of Respiratory Care III.

RESP 121 Respiratory Care Clinical Cardio Anatomy and Physiology 3 credits
This course examines the cardiopulmonary system of the human body and its relationship to other organ systems. Topics of study include basic anatomy and physiology of the heart-lung systems, hemodynamic monitoring, and application of cardiopulmonary diagnostic indicators. An integrated approach will facilitate the examination of other body systems in order to promote the clinical application of respiratory care assessments and interventions. Models of study will span the human developmental cycle to include newborn, pediatric, and adult applications.

Prerequisite: RESP 102 Fundamentals of Respiratory Care II.

RESP 400 Special Study in Respiratory Care 1 credit
This course involves independent work on a selected topic under the direction of members of the Respiratory Care Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Security (SECU)

SECU 101 Introduction to Private Security 3 credits
This course acquaints the student with the administrative and physical aspects of private security in such areas as retail, industrial, banking, transportation, medical, and government enterprises. Emphasis is placed on such special problems as private security, education, and training. Other areas covered are the investigation of white-collar crimes, thefts, document control, subversion and sabotage, labor problems, civil disturbances, and disaster preparedness.
Prerequisites: Waiver by placement testing results

Sociology (SOCI)

SOCI 104 Principles of Sociology 3 credits
Attributes: LA SS
Sociology is the systematic study of human society and social interaction. This course will employ the major theoretical perspectives to examine culture; the process of socialization; social structure; the problems of stratification, particularly in the areas of social class, race and ethnicity, and gender; social institutions, such as the family and religion; and social change.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

SOCI 203 Criminology 3 credits
Attributes: LA SS
Topics include the historical, political and social forces involved in the development of crime theory, and critique of the most prominent crime theories referenced in criminal justice and related fields. Attention will be given to major categories of criminal behavior, and current theoretical and research developments in regards to explaining various criminal behaviors in our society.
Prerequisites: SOCI 104 Principles of Sociology or departmental approval.

SOCI 204 Sociology of Deviance 3 credits
Attributes: LA SS
This course will provide an analysis of deviant behaviors, attitudes, and characteristics through examination of theories and current research in the field. Attention will be given to the role that society plays in defining and responding to deviance. While a variety of topics will be discussed, emphasis will be placed on drug and alcohol abuse, sexual deviance, mental disorders, organizational deviance, and unconventional beliefs.
Prerequisites: SOCI 104 Principles of Sociology or departmental approval.

SOCI 208 Family and Community 3 credits
Attributes: LA SS
This course includes a presentation of the structural principles necessary in all kinship systems with brief treatment of the most important ranges of variations and a survey of marriage and the family in various societies. The main emphasis will be on courtship, marriage, and the family in the United States and their structural characteristics, trends of change, and practical problems insofar as sociology can illuminate them.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

SOCI 215 Urban Sociology 3 credits
Attributes: LA SS
This course offers an introduction to the sociological study of urban life and urban development. Students will develop an understanding of how structural forces and social interactions shape both cities and the experiences of people and groups within them. Topics include urban social theory, residential segregation, gentrification, suburbanization and urban sprawl, inequality, and contemporary urban social issues.
Prerequisites: SOCI 104 Principles of Sociology; or departmental approval.

SOCI 232 Sociology of Race and Ethnicity 3 credits
Attributes: LA SS
This course utilizes a sociological perspective to explore the experiences of racial and ethnic groups in the United States. Drawing on sociological concepts and theoretical perspectives regarding minority-majority relations among racial ethnic groups, this course focuses on the role of power, privilege, and access to resources in the social construction of race and ethnicity. The course will

explore the dynamics of institutionalized racism and address a variety of contemporary policy debates in order to better understand the roles that race and ethnicity play in shaping American society and culture.
Prerequisites: SOCI 104 Principles of Sociology; or departmental approval.

SOCI 400 Special Study in Sociology 1 credit
Attributes: LA SS
This course involves independent work on a selected topic under the direction of members of the Sociology faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Speech (SPCH)

SPCH 105 Speech Communication 3 credits
Attributes: FA HU LA
This course covers critical thinking, information literacy, active listening, public speaking apprehension, technology skills, and verbal and nonverbal communication. Students analyze informative and persuasive techniques and research, organize, and deliver a minimum of three formal speeches: two of which must be an informative and a persuasive speech.

SPCH 107 Oral Interpretation 3 credits
Attributes: FA HU LA
This course provides an introduction to the art of oral interpretation of literature, including the techniques of literary and communicative analysis for public performance. Goals of the course include development of methods in handling speech fright, building confidence, and audience adaptation. The course is especially recommended for future teachers.

SPCH 108 Interpersonal Communication 3 credits
Attributes: FA HU LA
This course is designed to improve human relationships through an understanding of the principles of effective interpersonal communication. Students participate actively in listening, perceiving, interpreting words and meanings, conflict resolution, assertiveness, nonverbal awareness, developing trusting relationships, and considering the role of the self-concept.

SPCH 121 Argumentation and Debate 3 credits
Attributes: FA HU LA
This class provides an overview of the study of argumentation. Students learn argumentation theories and approaches while gaining skills in critical thinking and public speaking. By the end of the semester, students understand how to research and build an argument to be presented in a debate; how to anticipate, construct, and refute arguments; and how to evaluate the political, moral, and cultural contexts of argumentation.
Prerequisite: ENGL 101 English Composition I.

SPCH 400 Special Study in Speech 1 credit
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the Communication Arts Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

Theatre (THET)

THET 101 Introduction to the Theatre 3 credits
Attributes: FA HU LA
This course covers an introduction to the history, art, craft, and socio-psychological dimensions of the theatre. The course combines assigned play readings with the study of the elements and techniques used in theatre, as well as viewing live theatre performances. The elements of acting, directing, stage settings, and costuming are incorporated. The relationship between theatre and society is explored.

THET 102 Voice Improvement 3 credits
Attributes: FA HU LA
This course concentrates on developing and improving the student's voice and speech to meet stage, television, and broadcasting needs and the needs of business and personal communication. Exercises improve the student's relaxation, breathing, resonance, articulation, diction, pronunciation, and connection of voice to thoughts and emotions.

THET 110 Stagecraft 3 credits
Attributes: FA HU LA

This course emphasizes the creative process used in developing the physical elements of a theatrical production. Students explore the technical elements of stagecraft in an experiential setting. Emphasis is placed on hands-on experience in the study of the processes of scenery, lighting, sound design, costuming, properties, and stage management. Students aid in the construction and technical work required for Massasoit theatre productions.

THET 204 Movement for Acting 3 credits

Attributes: FA HU LA

This course is structured to give students an overall understanding of how the actor's body works and to develop their bodies to meet the needs of acting for the stage and screen. Students participate in group and individual physical exercises that will enable them to develop expressive bodies that are connected to their thoughts and emotions. Students are also required to attend live theatrical productions so that they can evaluate how actors use their bodies to express themselves.

THET 205 Acting I 3 credits

Attributes: FA HU LA

This course offers hands-on experience in the fundamentals of the craft of acting. Students have the opportunity to explore text and develop confidence in their performance skills through voice and movement exercises, improvisation, and group exercises designed to free emotional spontaneity and creativity. This course is useful to those with an interest in the profession and those looking to improve verbal and communication skills.

THET 206 Acting II 3 credits

Attributes: FA HU LA

Students learn and practice the separate parts of the composite art of acting, which entails the effective communication of the ideas and emotions of a dramatic character to an audience. Students are required to rehearse, memorize, and perform several short scenes and monologues in order to develop skills.

Prerequisite: THET 205 Acting I; or permission of instructor.

THET 230 Design for the Theatre 3 credits

Attributes: FA HU LA

Introduces the basic techniques involved in play production for the stage, stressing the function of technical, artistic, and administrative work. The student studies all areas of play production and participates in at least two of these areas. Students research and discuss their areas with the instructor, classmates, and professionals in the field. The class also requires that the student acquire hands-on experience working closely with theatre technicians, artists, or administrators. Two lecture and two laboratory hours per week.

Prerequisites: Waiver by placement testing results.

THET 400 Special Study in Theatre 1 credit

Attributes: FA HU LA

This course involves independent work on a selected topic under the direction of members of the Theatre Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

Veterinary Technology (VTSC)

VTSC 101 Introduction to Veterinary Technology 3 credits

This course is an introduction to the field and occupation of veterinary technology. Topics include the roles of the veterinary technician and veterinary health care team, veterinary medical terminology, species and breed identification, an overview of animal husbandry, physical exams, and medical record documentation. This course also includes discussion on shelter, wildlife and specialty medicine, the human-animal bond, and euthanasia. This course meets for three lecture hours each week, plus additional animal behavior/socialization/basic training work outside of class.

Pre/Co-requisites: C or higher in the following courses: ENGL 101 English Composition I and MATH 203 College Algebra or higher.

VTSC 201 Veterinary Management 2 credits

This course covers all aspects of veterinary office management. The course exposes the student to the laws and regulations governing veterinary medicine, workplace hazards and safety, client communication and education, veterinary management systems, inventory control, and maintaining proper facility records.

Prerequisites: C or higher in the following courses: ENGL 101 English Composition I, ENGL 102 English Composition II, and VTSC 101 Introduction to Veterinary Technology.

VTSC 211 Veterinary Clinical Methods I 4 credits

This course is an introduction to veterinary clinical skills. Hospital safety including kennel management and sanitation are discussed. Students practice safe handling and restraint of various species of animals with an overview of basic physical examination techniques. Preventative health care and immunity, small animal nutrition, grooming, reproductive cycles, sex determination, and

behavior and training are also discussed. Three lecture and three laboratory hours per week plus additional animal behavior/socialization/basic training work outside of class.
Prerequisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I, VTSC 101 Introduction to Veterinary Technology, and VTSC 232 Veterinary Microbiology.
Pre/Co-requisite: C or higher in VTSC 226 Veterinary Pharmacology.

VTSC 212 Veterinary Clinical Methods II 4 credits
This course is a continuation of VTSC 211 Veterinary Clinical Methods I. The course studies the presentation of common diseases of canines and felines during physical examination. Emphasis is placed on the technician's role in diagnostic procedures, treatments, emergency, and critical care. Technical skills including venipuncture, catheterization, routine laboratory procedures, wound care, bandaging, and nursing care are also emphasized. Three lecture and three laboratory hours per week plus additional animal behavior/socialization/basic training work outside of class.
Prerequisites: C or higher in the following courses: BIOL 205/BIOL 170 Vertebrate Anatomy and Physiology I, BIOL 206/BIOL 171 Vertebrate Anatomy and Physiology II, ENGL 101 English Composition I, ENGL 102 English Composition II, and VTSC 211 Veterinary Clinical Methods I.

VTSC 221 Veterinary Internship I 2 credits
This course is an off-campus practical veterinary experience that expands student knowledge and builds proficiency in skills. Program director approval required.
Prerequisite: successful completion of all Veterinary Technology courses through semester three of the program with minimum grades of C or higher.
Pre/Co-requisites: C or higher in the following courses: VTSC 201 Veterinary Management and VTSC 238 Veterinary Pathology.

VTSC 222 Veterinary Internship II 2 credits
This course is an off-campus practical veterinary experience that expands student knowledge and builds proficiency in skills. Program coordinator approval is required.
Prerequisite: successful completion of all Veterinary Technology courses through semester three of the program with minimum grades of C or higher.
Pre/Co-requisites: C or higher in the following courses: VTSC 221 Veterinary Internship I, VTSC 201 Veterinary Management and VTSC 238 Veterinary Pathology.

VTSC 224 Veterinary Imaging 3 credits
This course introduces the student to principles of veterinary imaging including radiography and ultrasonography. Topics include radiation safety, patient positioning, special studies, and a review of other diagnostic imaging methods including endoscopy, CT, and MRI. Two lecture and two laboratory hours per week.
Prerequisite: C or higher in BIOL 170 Vertebrate Anatomy and Physiology I.
Pre/Co-requisites: C or higher in the following courses: BIOL 171 Vertebrate Anatomy and Physiology II and VTSC 211 Veterinary Clinical Methods I.

VTSC 226 Veterinary Pharmacology 3 credits
This course teaches basic pharmacological principles, including drug classifications, administration, pharmacokinetics and pharmacodynamics; drug packaging, labeling, record keeping, and medical calculations; legal and ethical considerations; and client communication. Three lecture and one laboratory hours per week.
Prerequisites: C or higher in the following courses: BIOL 121 Biological Principles I, BIOL 170 Vertebrate Anatomy and Physiology I, CHEM 151 General Chemistry I, and MATH 158 Introduction to Statistics or higher.
Pre/Co-requisites: C or higher in the following courses: BIOL 171 Vertebrate Anatomy and Physiology II and VTSC 211 Veterinary Clinical Methods I.

VTSC 232 Veterinary Microbiology 4 credits
This is a course in microbiology as it related to veterinary medicine with emphasis placed on the practical applications for medical, food, dairy, water, and environmental microbiology. Part of the laboratory experience includes an introduction to techniques in molecular biology and the identification of one or more bacterial unknowns to demonstrate adequate knowledge of the proper laboratory technique. Organisms of discussion include bacteria, viruses, fungi, and some of the primitive algae and protozoa. Two lecture and four laboratory hours per week.
Prerequisite: C or higher in BIOL 121 Biological Principles I and Pre/Co-Requisite: C or higher in BIOL 170/BIOL 205 Vertebrate Anatomy and Physiology I.

VTSC 233 Veterinary Parasitology 3 credits
This course examines internal and external parasites important to veterinary medicine. Topics include parasite life cycles, pathogenesis, zoonoses, treatment, and prevention. Diagnostic evaluation and identification is also performed. Two lecture and two laboratory hours per week.
Prerequisite: C or higher in BIOL 121 Biological Principles I.
Pre/Co-requisites: C or higher in the following courses: BIOL 205/BIOL 170 Vertebrate Anatomy and Physiology I and VTSC 232 Veterinary Microbiology.

VTSC 235 Large Animal Medicine and Management 3 credits

This course provides an overview of domestic large animals including horses, cattle, and sheep. Topics covered include anatomy and physiology, breed identification, safe handling and restraint, nutrition, common diseases, sample collection, medication administration, and nursing care. Laboratory sessions are conducted off campus. Two lecture and two laboratory hours per week.
Prerequisites: C or higher in the following courses: BIOL 205/BIOL 170 Vertebrate Anatomy and Physiology I, BIOL 206/BIOL 171 Vertebrate Anatomy and Physiology II, and VTSC 211 Veterinary Clinical Methods I.
Pre/Co-requisite: C or higher in VTSC 212 Veterinary Clinical Methods II.

VTSC 236 Laboratory Animals and Exotics 4 credits

This course focuses on animals commonly used in a laboratory setting, as well as exotic pet animals. Emphasis is placed on biology, diseases, and care of various rodents, rabbits, avian, reptiles, and amphibians. Topics include husbandry, restraint, handling, pain and distress, biology and disease, and environmental enrichment. Laws governing the care and ethical use of laboratory animals are also covered, as well as veterinary nursing skills as it applies to laboratory animals and exotics. Laboratory sessions are conducted off campus. Three lecture and two laboratory hours per week.
Prerequisites: C or higher in the following courses: BIOL 205/BIOL 170 Vertebrate Anatomy and Physiology I, BIOL 206/BIOL 171 Vertebrate Anatomy and Physiology II, and VTSC 211 Veterinary Clinical Methods I.
Pre/Co-requisite: C or higher in VTSC 212 Veterinary Clinical Methods II.

VTSC 238 Veterinary Pathology 3 credits

This course examines the nature of disease as it applies to the veterinary medicine. Topics include cell injury and necrosis, inflammation and healing, diseases of body systems, and neoplasia.
Prerequisites: C or higher in the following courses: BIOL 121 Biological Principles I, BIOL 107/205 Vertebrate Anatomy and Physiology I, BIOL 171/ 206 Vertebrate Anatomy and Physiology II, VTSC 211 Veterinary Clinical Methods I, and VTSC 212 Veterinary Clinical Methods II.

VTSC 240 Veterinary Anesthesia & Surgery 4 credits

This course focuses on aseptic preparation of both patient and surgical suite, management of surgical and anesthesia equipment and instruments, injectable and inhalant anesthetics, analgesia, anesthesia induction, maintenance and recovery, common surgical procedures, and anesthetic and surgical complications. Three lecture and three laboratory hours per week.
Prerequisites: C or higher in the following courses: VTSC 211 Clinical Methods I, VTSC 212 Clinical Methods II, and VTSC 226 Veterinary Pharmacology.

College Policies

Welcome to Massasoit's Policies and Procedures. This page serves as a comprehensive guide to the standards and practices that govern our academic and administrative operations. It is designed to ensure consistency, fairness, and transparency across all aspects of college life. Whether you are a student, faculty member, or staff, this page provides the necessary information to understand your rights, responsibilities, and the resources available to support you in your role within our community.

College Policies

- Alcohol & Drug Policy
- Acceptable Use Policy
- Biographical Data Policy
- Bathroom & Locker Room Use Policy
- Children on Campus Policy
- Clery Act Information
- College Access by Private Investigators and Auto Repossession Policy
- College Closure and Disaster Recovery Plan
- CORI & SORI Policy
- Disclosure of Student Disciplinary Records Policy
- Equal Opportunity, Non-Discrimination, and Title IX Plan
- FERPA and the Solomon Amendment
- Fundraising Policy
- General Data Protection Regulation (GDPR) Policy
- Hazing Policy
- HIPAA Policy
- Identification Policy
- Immunization Policy
- International Travel Policy
- Marijuana Policy
- Missing Person Policy and Procedure
- Multiple Measures Placement Policy and Procedure
- MyMassasoit Portal Policy
- Non-Resident Student Driver Policy
- Pluralism Policy
- Service Animals Policy
- Sexual Harassment Policy
- Social Media Guidelines
- Solicitation Policy
- Student Club Recognition Policy
- Student Expression Policy
- Student Suicide Prevention Protocol
- Tobacco and Electronic Cigarette Use Policy
- Web Accessibility and Privacy Policies

Student Code of Conduct Student Grievance Procedure

Academic Policies

- Academic Honesty Policy
- Adding and Dropping Courses Policies
- Attendance & Discipline Policy
- Change of Grade Policy
- Curriculum Change and Program Approval Timeline Policy
- Homeschool Policy
- Non-Participation Policy
- Repeating a Course Policy
- Transfer Credit Policy
- Youth Learner Policy
- Withdrawal Policy

Financial Aid Policies

The following policies linked below can be found in the Financial Aid section of the College's main website.

- Satisfactory Academic Progress Policy
- Financial Aid Attendance & Withdrawal Policy
- Return of Title IV (R2T4) Policy
- Financial Aid Academic Year Definition
- Financial Aid Course Repeat Policy
- Financial Aid Code of Conduct
- Financial Aid Student Rights & Responsibilities

Information Technology Services Policies

The following policies linked below can be found in the College's Knowledge Base under Information Technology Services Policies.

- Business Continuity Policy
- Data Classification and Protection Policy
- Identification Photos Policy
- Incident Response Policy
- Inventory Control Policy
- Mass Texting Policy
- Massasoit Account Policy
- Password Requirements Policy
- Technology Purchasing Policy

Return to Catalog Home

View Full Catalog PDF

Academic Honesty Policy

In accepting admission to Massasoit Community College, students also accept the responsibility for maintaining high standards of academic integrity and scholarly practice. Plagiarism – using another person's words or ideas without acknowledgement – is strictly forbidden. This means that dependence on the ideas or language of others in a student's oral, written, technical and artistic work must be properly acknowledged and documented. Information on documentation is contained in most writing handbooks and is generally covered by an instructor in one of a student's composition courses.

Academic dishonesty also includes but is not limited to a student's giving or receiving aid during examinations or in completing laboratory assignments, computer programs, or other work assigned in courses, unless given explicit permission by the instructor.

It is the responsibility of the individual instructor to enforce this policy. If an infraction should occur, an instructor may take action which reflects the seriousness of the infraction, and could range from an informal verbal warning to, but not beyond, the issuance of a grade of F for the course.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Assistant/Associate Dean, who may bring the matter to the Vice President of Faculty and Instruction for consideration of further disciplinary action.

The student's right to due process is guaranteed in any disciplinary action involving faculty members and the administration. If a student has a complaint or a grievance he/she should contact the Dean of Student Services. The Student Grievance Procedure is contained in the Student Handbook which are available in the Student Life Office and the Office of the Assistant Dean of Student Services. The procedure outlines the necessary steps a student must follow to file a grievance.

Acceptable Use Policy

1. Introduction

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. The principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

2. Background and Purpose

This document constitutes a College-wide policy intended to allow for the proper use of all College computing and network resources, effective protection of all individual users, equitable access, and proper management of those resources. This should be taken in the broadest possible sense. This policy applies to the entire College Network. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services.

Access to networks and computer systems owned or operated by the College impose certain responsibilities and obligations and is granted subject to College policies and local, state, and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

3. Definitions

a. **Acceptable Use**

Acceptable use of the College's computing and networking resources includes usage for academic, educational or professional purposes which are directly related to official College business and in support of the College's Mission.

b. **Authorized Users**

The following individuals are authorized to use the College's Computer Network and Services:

1. **current** faculty of the College;
2. **current** staff of the College;
3. **current** students of the College;
4. contractors with an active legal agreement with the College;
5. retired employees who have been granted special permission;
6. others as approved by the CIO

4. Individual Rights and Responsibilities

a. **Acceptable Uses**

The College's website, server, and all other related computer equipment and services may be used only for academic, educational, or professional purposes which are directly related to official college business and in support of the College's mission.

b. **Unacceptable Uses**

1. **Obscene Materials**

   It is an unacceptable use of the College's Computer Network to view, download, store, or transmit pornographic materials or obscene materials.
2. **Partisan Political Purposes**

   Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including fax machines, modems, printers, and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that promote a particular vote on a ballot question or a political candidate. Further, in addition to a prohibition of any type of political fundraising on State property, a public employee is further prohibited from soliciting or receiving, directly or indirectly, any contribution for any political purpose.
3. **Game Playing**

   Recreational game playing is an unacceptable use of the College's Computer Network.
4. **Downloading**

   No on-line information may be downloaded and installed on the College's Computer Systems without the authorization of or supervision by OIT.
5. **User ID**

   No person authorized to utilize the College's Computer Network and all related services may disclose his/her User ID to any other person.
6. **Transmission of personal information**

   Use of the College network for transmission or receipt of credit card information, including the Primary Account Number (PAN), PIN, expiration date or any other identifying information on a personal or business credit card is forbidden. The Federal Education Right to Privacy Act (FERPA) and Massachusetts General Law 93H protect personal and confidential information and prohibit any transmission of unencrypted data. No such data may be transmitted across the network by the use of email, chat, instant messaging service, or any other form.
7. **Decoding**

   A user is prohibited from decoding or attempting to decode passwords of access control information.
8. **Disruptive Use**

   It is an unacceptable use to engage in activity that might be harmful to systems or to any information stored thereon, including creating or propagating viruses, disrupting services, or damaging files.
9. **Copyrighted Software**

   A user is prohibited from making or using illegal copies of copyrighted software, storing such copies on the College Computer System, or transmitting said copies over the College's Computer Network.
10. **Wasting Computer Resources**

    A user is prohibited from wasting computer resources, including placing a program in an endless loop, printing excessive amounts of paper, distributing chain letters or engaging in an activity that is not consistent with this Policy's Acceptable Use provision.
11. **General Prohibition**

    A user is prohibited from performing any illegal act, including violation of state and federal civil or criminal laws and regulations.
12. **Commercial Use**

    A user is prohibited from performing any commercial ventures resulting in personal income or profit.
13. **Communications**

    A user is prohibited from intercepting, decoding, blocking, or interfering with any communication intended for other persons.

c. **Enforcement**

The College reserves the right to deny access to its computer and communications network to any user who breaches this or any other College Policy. Further, if it is determined that a user is engaging in unauthorized activity, the College reserves the right to disconnect that user from the Network. All alleged breaches of this Policy will be referred to and reviewed by the appropriate Student/Staff Disciplinary Committee.

d. **Privacy**

To the greatest extent possible in a public setting, the College is committed to preserving an individual's privacy. Electronic and other technological methods must not infringe upon privacy. However, users must recognize that the College's computer systems and networks are public and subject to the Commonwealth's Public Records law. Therefore, users utilize such systems at their own risk. Further, users of the College's Computer Network System should have no expectation of privacy over any communications, transmissions, or work performed thereon. The College reserves the right to interrupt a user's use of the College Computer Network, or access a user's communications or transmissions for routine system maintenance, technical problems or criminal investigations.

e. **Electronic Mail**

Email is the official mode of College communication with faculty, staff, and students. Critical College information may be transmitted by e-mail to faculty, staff and students. The College will continue to adhere to all Collective Bargaining Agreements as they pertain to specific written requirements. All members of the Massasoit Community College community are obligated to check their college provided e-mail accounts as often as may be necessary to ensure that any information is timely received. Faculty, staff and students ***MAY NOT*** opt out from receiving official College e-mail communications.

Users of the College's Computer Network System for electronic mail purposes should have no expectation of privacy over any e-mail communications or transmissions sent or received. Further the College reserves the right to access or interrupt e-mail communications or transmissions for routine system maintenance, technical problems or criminal investigations.

Massasoit Community College does **NOT** permit rule-based e-mail forwarding to outside accounts.

Employee usage of the 'All College' email distribution group is for College business only. Use of this group is granted by the President or the appropriate vice-president.

f. **Internet Access**

Access to the Internet has been provided to staff and students for the benefit of the College and students. It allows access to information resources and databases around the world. Everyone using the Internet from the College represents the College while on the Internet. To ensure that the Internet is used in a responsible and productive manner, the following guidelines have been established for using the Internet:

1. **Acceptable Uses of the Internet**

   The College's Web Site, Server, and all other related computer equipment and services may be used only for academic, educational, or professional purposes which are directly related to official College business and in support of the College's mission. Students may use the Internet to research information or download files to be used in reports or presentations for class work. Students may use available lab systems to access their e-mail or chat rooms on a space available basis. Students that need to access files or applications on the College network will be given preference to use of the lab computers.

   Staff may use the Internet in the course of their daily activities to access resources of the Commonwealth or research information to be used in the performance of their position. Databases may be accessed for information as needed and e-mail used for business contacts.

2. **Unacceptable Use of the Internet**

   The Internet shall not be used for personal gain or advancement of individual views. This includes advertising for a personal non-college related business or sending e-mail to people to convince them of your opinion of a particular topic. In this case, the user should obtain an account from an Internet Service Provider (ISP) at their expense. Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modems, printers, and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that advocate a particular vote on a ballot question or a political candidate. Further, in addition to a prohibition of any type of political fundraising on State property, a public employee is further prohibited from soliciting or receiving, directly or indirectly, any contribution for any political purpose.

   The Internet shall not be used to prevent others from being productive or disrupt the operation of the College networks. This encompasses e-mail spamming, sending harassing or threatening e-mail, or sending messages under an assumed name. Harassment of any kind is prohibited. No member of the community, under any circumstance, may use the College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family; (2) using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) using the computer, to disrupt or damage the academic research, administrative, or related pursuits of another; and (5) using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.

g. **Social Networking**

Information technology resources provided by the College are the property of the College. Users shall have no expectation of privacy when using such resources. The use of all College information technology resources for social media activities, including but not limited to, Facebook, YouTube, Twitter, blogs or other form of social media, shall be limited to academic, educational or professional purposes, which are directly related to official College business and in support of the College's mission. All such uses shall comply with the College's computer use policies. Use of the College's information technology resources for personal social media activities is prohibited.

h. **Accessing "Linked Pages" from the College's Web Site**

The College is not responsible for, nor does it maintain any control over, any pages that may be linked to its Web Site.

i. **Harassment**

No member of the community, under any circumstances, may use the College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family; (2) using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; and; (5) using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.

j. **Intellectual Property**

A user is prohibited from infringing on any intellectual property, copyright or trademark rights. Users are responsible for recognizing (attributing) and honoring the intellectual property rights of others.

k. **Academic Dishonesty**

Users should always employ computing resources in accordance with the highest ethical standards. Academic dishonesty (plagiarism, cheating) is a violation of such standards.

l. **Security**

All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of the College's computers, networks or other information processing equipment. If you observe, or have reported to you, a security or abuse problem with any College computer or network equipment, including violations of this policy, please notify the Help Desk at x1139 immediately.

5. Policy Violations

Violations of this Policy may result in disciplinary action, up to and including dismissal, as well as civil and criminal liability, and/or a violation of the Electronic Communications Privacy Act or 1986, the Family Educational Rights and Privacy Act, Massachusetts Wiretap and/or Privacy Laws, defamation, copyright and/or trademark infringement laws and state or federal sexual harassment or discrimination laws.

6. Additional Information and Questions

If you have any questions regarding this policy, please contact any current member of the Technology Steering Committee.

If you have any technical questions questions or need assistance from Information Technology Services, please call the Help Desk at (508) 588-9100 extension 1139.

Alcohol & Drug Policy

No alcoholic beverages may be consumed, served, sold or stored by students, guests, invitees, educators, administrators or executives of the College at either the Brockton or Canton education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College, without the advance (not more than 90 days) written approval of the College President. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or athletic facilities of Massasoit Community College shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person.

No alcoholic beverages may be consumed, served, sold or stored by outside organizations or off-campus entities or their guests or invitees of the College using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College without the advance (not more than 90 days) written approval of the College President. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with

applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or athletic facilities of Massasoit Community College shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person.

No alcoholic beverages may be consumed, served, sold, or stored at the Massasoit Community College Conference Center in Brockton, without the advance (not more than 90 days) written approval of the College President. However, the President may delegate such function granting authority to an authorized Leasing Agent or the Conference Center Manager or the Director of Food Services, provided, such function granting authorization is in writing and the agent's authorization was dated within the past twelve (12) months. If, after having secured the required written approval to hold or conduct a function, alcohol is served, sold or stored by anyone, then it must be served, sold or stored strictly in accordance with applicable state liquor laws. All arrangements for the delivery, service, sale, storage, and removal of alcoholic beverages at the Massasoit Community College Conference Center in Brockton shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person for each authorized function.

Notwithstanding, the restrictions and limitations otherwise included in this Alcohol & Drug Policy, a duly licensed bar, cafe, pub or other liquor serving establishment may be operated at the Massasoit Community College Conference Center in Brockton. Whether such liquor serving establishment is directly managed and operated by College personnel or by some other independent entity, it shall be subject to the general supervision of the President of the College and closely monitored and supervised on a continuing basis by either the authorized Leasing Agent or the Conference Center Manager or the Director of Food Services as may from time to time by determined by the President in writing. Any duly licensed bar, cafe, pub or other liquor serving establishment operated at the Massasoit Community College Conference Center in Brockton shall strictly observe all state liquor laws, all applicable ordinances established by the City of Brockton and all rules and regulations established in writing by the person designated by the President to closely monitor and supervise the liquor serving establishment.

No alcoholic beverages may be consumed, served, sold or stored at any Massasoit Community College student group activity or function, whether held on-campus or off campus. The only limited exception to this strict prohibition is for recognized religious ceremonies or situations where it is absolutely certain every student present will be of legal drinking age, and the advance (not more than 90 days) written approval of the College President has been secured. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state liquor laws. Notwithstanding the defined limited exceptions, no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which alcoholic beverages will be consumed, served or sold, whether held on-campus or off campus. .

No unlawful drug or illegal substance may be consumed, served, sold, stored or used by students, guests, invitees, educators, administrators or executives of the College at either the Brockton or Canton education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College. No unlawful drug or illegal substance may be consumed, served, sold, stored or used by outside organizations or off-campus entities or their guests or invitees using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College.

No unlawful drug or illegal substance may be consumed, served, sold, stored or used by students, guests, invitees, educators, administrators or executives of the College at either the Brockton or Canton education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College. No unlawful drug or illegal substance may be consumed, served, sold, stored or used by outside organizations or off-campus entities or their guests or invitees using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College.

No unlawful drug or illegal substance may be consumed, served, sold, stored or used at any Massasoit Community College Conference Center in Brockton.

No unlawful drug or illegal substance may be consumed, served, sold, or used at any Massasoit Community College student group activity or function, whether held on-campus or off-campus. There are no exceptions to the College policy that no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which any unlawful drug or illegal substance will be served, sold, or used, whether held on-campus or off-campus.

Any person actually observed consuming, serving, selling or storing alcoholic beverages on College property in violation of this Alcohol & Drug Policy or applicable state liquor laws and any person actually observed consuming, serving, selling, storing or using any unlawful drug or illegal substance on College property in violation of this Alcohol & Drug Policy or applicable state drug laws or substance laws shall be required to immediately leave the property of Massasoit Community College. Such individuals are also subject to arrest and criminal penalties as provided by state law, and the College may report such apparent violations to law enforcement authorities for further investigation and prosecution. In addition, students and College personnel should be aware that they are subject to such civil penalties as may be deemed appropriate, under the particular circumstances, by the President of Massasoit Community College, including the distinct possibility of temporary suspension or even permanent dismissal from employment or attendance at the College.

It is the official policy of Massasoit Community College to assist students and College personnel in dealing with problems they may be experiencing with alcohol, drugs and chemical substances, provided that the student or employee acknowledges that he or she may have a problem and seeks to remedy the situation before the College administration decides that it must take action under this

Alcohol & Drug Policy. Students seeking information concerning substance abuse, rehabilitation programs and counseling services should contact the Human Resources Office.

It is not a violation of this Alcohol & Drug Policy for a student, guest, invitee, educator or administrator to carry, consume, possess or otherwise use a prescription drug or an over the counter drug or medicine in a lawful manner. No authorization to carry, consume, possess or otherwise use a prescription drug or an over the counter drug or medicine need be sought or secured from the President or any other College official, provided such consumption or use is lawful and is reasonable under the circumstances involved. However, the College's Alcohol & Drug Policy does not authorize or condone the abusive use of any lawful drug or medicine, whether obtained by prescription or over the counter, which could result in a drug overdose, chemical dependence, adverse health effects or an accident to anyone on College property or in a College owned or leased motor vehicle. While the President of Massasoit Community College may adopt a different standard for evaluating the circumstances involving the excessive consumption or abusive use of lawful prescription drugs and over the counter medicines and make a reasonable allowance for mitigating circumstance, the President may impose on college personnel and students such civil penalties as he or she may deem appropriate, under the particular circumstances, including the possibility of permanent dismissal from employment or attendance at the College.

Students and College employees need to understand that Massasoit Community College is subject to various state and federal laws that deal with the abusive use of alcohol, drugs and chemical substances, including specifically the federal Higher Education Act of 1965. Title XII, which was an amendment to this Act created by the Drug-Free Schools and Communities Act of 1989, applies to every educational institution receiving federal funding. In addition, certain College employees, including those involved in federally funded grants and projects, are subject to the Drug-free Workplaces Act of 1988, and as a result the College may be a mandatory reporter of certain employee acts that could result in a criminal conviction.

Once in each calendar year, the President of the College shall inform the Board of Trustees that he or she has caused this Alcohol & Drug Policy to be posted on each campus in at least one prominent place and has also taken such other appropriate measures to inform employees and students as a reasonably objective person would deem to be adequate and sufficient to accomplish the several objectives of this Alcohol & Drug Policy. The Student Handbook, which is to be distributed to all students at least once each year, shall contain a prominent reference to and a brief synopsis of the College's Alcohol & Drug Policy and, in addition, shall contain such other details, material and related information as the President of the College shall deem appropriate.

Attendance & Discipline Policy

Attendance

Students are expected to attend all regularly scheduled classes and laboratory sessions on time. The professor at the beginning of the semester will clarify the attendance policy in writing on the course syllabus.

Parental Status, Pregnancy, and Pregnancy-related Conditions

In accordance with the requirements of state and federal law, the College prohibits discrimination against students, employees, and applicants based on parental status, pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or recovery. Furthermore, the College provides reasonable accommodations for parental status, pregnancy, and pregnancy related conditions, including modifications for students; reasonable break time for employees for lactation; and one or more clean, private lactation spaces that is not a bathroom for both students and employees. For more information, please see the College's Non-Discrimination Policy and/or contact the Title IX Coordinator at (508) 588-9100 x1304.

Absence Due to Religious Beliefs

In accordance with Chapter 151C of the Massachusetts General Laws, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement, on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school.

No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

For more information about your rights and the process for filing a complaint, please see the full Policy on Affirmative Action, Equal Opportunity & Diversity at massasoit.edu/EEO.

Course Participation Reporting

Massasoit reviews student participation immediately following the add/drop period to ensure compliance with federal financial aid regulations. Faculty report students who have not engaged in any academically related activity (please see below for details) during the designated non-participation reporting period, which occurs shortly after the course begins and varies on the duration of the course.

Faculty will provide the Registrar with a grade of an NP to indicate that the student has not participated in the course. If you are reported as not having not participated in a course.

- You will be dropped from the course.
- Your cost of attendance and financial aid eligibility will be reevaluated based on your updated enrollment.
- Tuition and fee charges for the dropped course will be removed from your account.

If a student believes that the non-participation (NP grade) was given in error, the student must contact the instructor to correct the error and have the instructor's approval of reinstatement sent to the Registrar's Office via email. All errors must be addressed within one week (the specific deadline will be identified in an email sent to the student). Non- Participation related course drops are only processed during the designated reporting window at the beginning of each course. After this period, students who no longer wish to remain enrolled must officially withdraw themselves. Instructors may continue to report a student's last date of participation through the end of the term, including when final grades are submitted. This information may be used to determine financial aid adjustments if a student stops participating in one or more courses.

Courses where participation cannot be confirmed may not count toward your enrollment status for financial aid purposes. This may result in a reduction or cancellation of your financial aid based on your updated enrollment, and you may be responsible for any resulting balance due to the college. If you begin a course but stop participating later in the term, your financial aid may still be adjusted based on your last date of participation, and you may be responsible for any resulting balance. If a student is not reported as non-participating and would like to withdraw from a course, the student must initiate the official course withdrawal. It should also be noted that students who were not reported during the course participation process, could still receive a grade of "F" from the instructor.

The Department of Ed is now using the term "Academic Engagement" when referring to participation and attendance:
Academic engagement: Active participation by a student in an instructional activity related to the student's course of study that includes but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters; and Academic engagement does not include, for example:
  - Logging into an online class or tutorial without any further participation (Logging into an online class or tutorial for a specific period of time is not sufficient documentation of attendance in that class)

Discipline

The College reserves the right to dismiss a student for disciplinary as well as academic reasons when it considers such action in the best interests of the College or the student. In all such cases, the College will state the reason and inform the student of his/her rights to a hearing.

An instructor may terminate a student's participation in a class or course if the student's behavior disrupts the learning process. Prior to dismissal the student has a right to receive a warning from the instructor and once dismissed can request reasons for the dismissal. The student may request a hearing.

Biographical Data Policy and Procedure

Changing Biographical Data Policy

Students seeking to update their Legal Name, or their Chosen Name (also referred to as Preferred Name) should view our Name Change Process.

Sex Designation

In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

Updated August 3, 2022

Changing Biographical Date Procedure

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

Legal Name

A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required.

Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

Preferred First Name

The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used **where *possible*** in the course of College business and education.

Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals.

Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and

At this time, certain class rosters and advisor lists will include your preferred name. The College aims to include your preferred name on *all* rosters and lists as soon as possible.

Sex Designation

In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

Updated September, 2019

Bathroom and Locker Room Use Policy

All students may utilize bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

Change of Grade Policy

A change of grade must be made within one year after the conclusion of the class:

- The faculty of record for the course is the only person who can make the grade change, and this would also include a change of an F to a W.
- The faculty of record would be the only signature required.

In the event that the faculty of record is unable to be located or reached after reasonable attempts, and after a reasonable amount of time, the student's request for a grade change, with the signature of both the appropriate department chair and dean, would go to the Appeals Committee, and the Appeals Committee could make a recommendation to the Senate. If the Appeals Committee denies the request, the issue would end. If the Appeals Committee is on extended recess (June through August), the appeal would go directly to the current Senate President. The Senate President would poll the Senate body by email to get their sense of the appeal and then act accordingly.

In the case of changing an F to a W, the college must provide the faculty member of record all information necessary in order for the faculty member to approve this change, and the college must have, in writing, approval from the faculty of record in order to make this change. If the faculty member is not available, then the request for change of an F to a W would go through the steps outlined in #2.

Children on Campus Policy

The staff at Massasoit Community College understand that in some circumstances it may be necessary to bring children on campus. Thus, although not encouraged, children are not prohibited from being on the campus as long as they are under the direct supervision of a parent and/or a designated adult at all times. College staff and faculty members responsible for specific College areas reserve the right to exclude children from that area when, in their judgment, it is in the interest of health, safety, or the educational process. The College cannot be responsible for the care and supervision of unattended children. Campus Police will be asked to locate and return to the custody of the parent any unattended children.

Clery Act

Massasoit Community College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which is a federal law requiring most colleges and universities nationwide to publish statistics in order to inform the campus community about certain criminal offenses committed on or near campus. Clery statistics involving Massasoit Community College can be requested by contacting the College Police Department or visiting the College's website at massasoit.edu/police.

College Access by Private Investigators and Auto Repossession Policy

All Private Investigators, Auto Repossession Agents, or their agents and/or employees, acting under their official capacity are required to obtain authorization from the College's Chief of Police or their designee prior to entering any property owned or operated by Massasoit Community College.

All Private Investigators or Auto Repossession Agents who enter onto property owned or operated by Massasoit Community College are required to immediately and properly identify themselves upon the request of a Massasoit Community College Police Officer.

Under **NO** circumstances shall a Private Investigator or Auto Repossession Agent enter onto property owned or operated by Massasoit Community College while being armed with a firearm or any other weapon as defined under Massachusetts General Law without the advance written permission of the Chief of Police.

The College Police Department reserves the right to deny access of Private Investigators to crime areas and/or incident locations without the prior authorization of the Chief of Police and/or without an escort provided by a Massasoit Community College Police Officer.

College Closure and Disaster Recovery Plan

College Closure Policy and Safeguarding Student Records

In the event of institutional closure, Massasoit will, at a minimum, observe the procedures stated in the New England Commission of Higher Education (NECHE) document entitled, "Considerations When Closing an Institution of Higher Education", as well as the closure guidelines of the Massachusetts Department of Higher Education for Independent schools, including the identification of a back-up or other entity to safeguard student records in such a case. Information for students and potential students about obtaining records from closed institutions can be found on the websites of the Massachusetts Department of Higher Education and NECHE.

In the event that Massasoit decides to discontinue a program before all enrolled students have completed their program of study, the college will implement a teach-out plan in accordance with the requirements of its accreditor, NECHE.

Disaster Recovery Plan and ITS Backup Procedures

Massasoit Community College has a current disaster recovery plan and backup procedures on file. Please direct all inquiries concerning this to William Morrison, Chief Information Officer, wmorrison@massasoit.mass.edu.

CORI/SORI (Criminal/Sex Offender Registry Information) Policy

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the program director.

Curriculum Change and Program Approval Procedure

Dependencies

Dependency Clause: Dependencies are new programs, program inactivations, prerequisites, corequisites, and program requirements and therefore impact other programs and/or courses.

November

- Two weeks prior to the December curricular meeting
  - Submit proposed changes to Curriculum Committee (any changes without dependencies)

December

- First week
  - Curriculum Committee reviews proposal
- Third week
  - Academic Executive Committee (AEC) reviews proposal

January

- First week
  - Deadline for Provost/President review

February

- Second week
  - Info due (if requested) to President from Academic Departments
- Last day of February
  - Final deadline for President's approval/denial to Academic Affairs

March

- March 1
  - All curriculum changes sent to College Communications, Registrar, Enrollment Services, Student Financial Services, & ACT Center
- March 20
  - College Catalog Published

October

- Two weeks prior to the November curricular meeting
  - Submit proposed changes to Curriculum Committee (any changes with dependencies)

November

- First week
  - Curriculum Committee reviews proposal
- Third week
  - Academic Executive Committee (AEC) reviews proposal

- Fourth Week
  - Submit approved programs/changes to Executive Forum for review

December

- Second week
  - Deadline for Provost/President review

February

- First week
  - Info due (if requested) to President from Academic Departments
- February 15
  - Final deadline for President's approval/denial to Academic Affairs
  - Submit documents that require DHE approval as soon as they are approved

March

- March 20
  - College Catalog Published

Catalog Addendum

In addition to the College Catalog, the College may publish an online catalog addendum, which is edited and updated as needed.

The Catalog Addendum contains information including:

- Program requirements whose approvals from the Department of Higher Education came outside of the catalog production timeline,
- Corrections and other typographic errors,
- Other edits as needed by required approved changes that impact the current academic year.

Requests for additions to the Catalog Addendum must be submitted with a completed Catalog Addendum Form to the appropriate governance committee as part of the proposal.

Disclosure of Student Disciplinary Records Policy

Effective since 1998, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), federal legislation allows victims of violent crimes, including survivors of non-forcible sex offenses, to be informed of the outcome of an accused ‘s disciplinary hearing. The Director of Student Rights and Responsibilities is responsible for this information.

The name of the victim or witness of a crime of violence or non-forcible sexual offense may not be released without the student’s prior written consent. Massasoit Community College is allowed to disclose the following information relative to a student found by a campus disciplinary body to have committed a crime of violence or a non-forcible sexual offense:

- Name
- Violation committed
- Sanction imposed by the College

Requests seeking this information should be directed to the Director of Student Rights and Responsibilities, who houses all disciplinary records.

Under certain circumstances, Massasoit Community College is allowed to release to parents of students who are under 21 years old information regarding alcohol or drug-related disciplinary violations. The Director of Student Rights and Responsibilities is responsible for the release of this information.

Equal Opportunity, Non-Discrimination, and Title IX Plan

Massasoit prohibits discrimination and discriminatory harassment based on the following protected classes and classifications: age, race, color, ethnicity, national origin, natural and protective hairstyles, caste, gender, sex, sex stereotypes, gender identity, sexual orientation, pregnancy, parental status, religion, disability, genetic information, or veteran status. The College also prohibits retaliation against individuals attempting to enforce these rights on behalf of themselves or others. For more detailed information about the complaint process and the definitions of discrimination, discriminatory harassment, and retaliation, please refer to the full policy or contact the College's Title IX and Compliance Officer.

Complaints in which the alleged conduct occurred **after** September 1, 2026 are governed by the College's 2026 Equal Opportunity, Non-Discrimination, and Title IX Plan.

Complaints in which the alleged conduct occurred **prior to** September 1, 2026 are governed by the College's 2021 Policy on Affirmative Action, Equal Opportunity & Diversity.

FERPA and the Solomon Amendment

Consent to Release Records and Request to Withhold Directory Information

Students may choose to authorize the College to discuss and release protected education records to an individual or entity of their choice (e.g. parents, employers, etc.). Students wishing to release their education records must login to their MyMassasoit Student Portal and select "Consent to Release Records" from the Registration & Financial Services menu. Students are encouraged to fully review their FERPA rights before providing consent.

Students may choose to withhold the disclosure of their directory information (defined below) for any reason. Students wishing to withhold directory information must login to their MyMassasoit Student Portal and select "Request to Withhold Directory Information" from the Registration & Financial Services menu. Students are encouraged to fully review their FERPA rights before submitting a withhold request.

The **Family Educational Rights and Privacy Act** of 1974 (**FERPA**) affords students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
A student may submit to the registrar, dean, chair of the academic department, or other appropriate official, written requests that identify the record(s) he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should submit a request in writing to the College official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on or assisting an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Further, upon request, the College discloses education records without consent to officials of another school in which a student seeks admittance or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by an institution of higher education to comply with the requirements of FERPA.
Such complaints may be filed with the Family Policy Compliance Office at the U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

The College identifies the following student information as directory information:

Student Name
Town of Residence
College Email Address
Level of Education(1st year or 2nd year)
Enrollment Status (full – or part – time),
Program of Study
Dates of Attendance
Degrees & Awards received from Massasoit
(e.g. Dean's List, athletic awards, etc.).

Directory information may be released by the College to a third party requesting such student information without first obtaining the consent of the eligible student. An eligible student has the right to refuse to permit the College from identifying some or all of those types of information about the student as directory information. An eligible student must notify the College's registrar within two weeks of the beginning of each academic semester if the eligible student does not want any or all of those types of information about a student designated as directory information.

Not withstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997 (Solomon Amendment), identifies the following information as student recruiting information: student names, addresses, and telephone listings; and if known, students' ages, levels of education, and majors. If a parent or eligible student chooses not to exercise his or her aforementioned right to refuse to permit the College to designate some or all of the student's record information as directory information, the College will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as student recruiting information. This may result in the non-consensual disclosure of personally identifiable information. When student information is released pursuant to a Department of Defense request, notice of the request, and the release of student information in accordance therewith, will be posted in a conspicuous location in the College's Registrar's Office for the period of one academic year.

The Solomon Amendment (10 U.S.C. § 983) is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older.

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. The District is therefore obligated to release data included in the list of "student recruiting information," which may or may not match the Districts FERPA directory definition list. However, if the student has submitted a Request to Withhold Directory Information (accessible through the MyMassasoit Portal) to restrict the release of his/her Directory Information, then no information from the student's education record will be released as specified in the Solomon Amendment.

The following is a list of information that may be released to military recruiters pursuant to the Solomon Amendment:

Name, address, telephone, year of birth, level of education, academic major, degrees received, educational institution in which the student was most recently enrolled.

Under the Solomon amendment, information will be released for military recruitment purposes only. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:

1. Army, Army Reserve, Army National Guard
2. Navy, Navy Reserve
3. Marine Corps, Marine Corps Reserve
4. Air Force, Air Force Reserve, Air Force National Guard
5. Coast Guard, Coast Guard Reserve

The request must be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information.

The request should specify whether the information needed is for the current or previous semester.

Per the Solomon Amendment, Massasoit Community College released 2022 – 2023 student information to the following military recruitment bodies:

- **11/07/2022: United States Marine Corps, Recruiting Sub-Station Brockton**
- **11/08/2022: United States Army, New England Recruiting Battalion**
- **11/16/2022: United States Army, Brockton Recruiting Battalion**
- **12/12/2022: Army National Guard, Recruiting and Retention Battalion 2 Hanscom AFB**
- **06/29/2023: Department of the Navy**
- **11/27/2023: United States Marine Corps, Recruiting Sub-Station Brockton**
- **11/27/2023: United States Army, Brockton Recruiting Battalion**
- **11/28/2023: Department of the Navy**
- **01/19/2024: United States Army, Norwood Recruiting Office**
- **10/24/2024: United States Army, Brockton Recruiting Battalion**
- **12/09/2024: United States Marine Corps, Recruiting Sub-Station Brockton**
- **01/13/2025: United States Army, New England Recruiting Battalion**

In the event of institutional closure, Massasoit will, at a minimum, observe the procedures stated in the New England Commission of Higher Education (NECHE) document entitled, "Considerations When Closing an Institution of Higher Education", as well as the closure guidelines of the Massachusetts Department of Higher Education for Independent schools, including the identification of a back-up or other entity to safeguard student records in such a case. Information for students and potential students about obtaining records from closed institutions can be found on the websites of the Massachusetts Department of Higher Education and NECHE.

In the event that Massasoit decides to discontinue a program before all enrolled students have completed their program of study, the college will implement a teach-out plan in accordance with the requirements of its accreditor, NECHE.

Fundraising Policy

Recognized student groups may conduct fundraising activities after receiving written approval from the Coordinator of Student Activities. Fundraising activities of recognized student groups must relate directly to campus events sponsored by the club or the College. These groups must follow the guidelines established by the Office of Student Life. Contact studentlife@massasoit.edu for further information.

General Data Protection Regulation (GDPR) Policy

Data Protection statement for those seeking information and/or applying for admission.

This Data Protection Statement ("policy statement") provides information about why personal information is being requested from you and how it will be used by Massasoit Community College. This policy statement is provided in compliance with the General Data Protection Regulations ("GDPR") issued by the European Union ("EU") and effective on May 25, 2018. The GDPR protects the personal information of EU citizens and residents and provides a single set of rules for international businesses and organizations, including institutions of higher education, that process this data. The GDPR applies exclusively to the processing of "personal information" that is obtained from you while you are physically located in an EU member state, regardless of your nationality or citizenship. The GDPR does not apply to personal information obtained from you when you are located outside of the EU.

1. **What is "personal information"?**
   "Personal information" means any information which relates to or identifies you as an individual including, but are not limited to, name, email, phone numbers, IP address, photo, and educational, financial, employment-related, and health data.
2. **What does it mean to "process" personal information?**
   Processing is any operation performed on personal information, such as collecting, destroying, recording, organizing, storing, altering, or disclosing.
3. **What personal information will be processed?**
   The College will process the information you provide when you request additional information from the College and/or submit your admission application together with the supporting documents requested to complete your application.
4. **What is the purpose and legal basis of the processing?**
   The College will process your personal information for the purposes of identifying you, processing your request for information or application for admission, verifying the information provided, reaching an admission decision, and communicating that outcome and/or other feedback. The College may also process your information for the following statutory obligations, contractual necessity and/or public interest purposes:
   - To confirm immigration status;
   - For affirmative action and equal opportunity monitoring;
   - To prevent or detect fraud or other criminal activity;
   - To confirm elementary and secondary education record;
   - To assist in providing reasonable accommodations for a disability;
   - To provide information as required by applicable law; and
   - For research and statistical purposes, but only in a non-identifiable, aggregate format.

   Admission decisions are made on a case-by-case basis and are not the result of automated decision-making.
5. **Who will process my personal information?**
   For the purposes stated above, during the admission process your personal information will be processed by and shared with the following:
   - Admissions Office;
   - Financial Aid Office;
   - International Studies Office;
   - Student Services Office;
   - Registrar's Office;
   - Access and Disability Resources if an accommodation is requested;
   - Institutional Research;
   - Student and Exchange Visitor Program Designated School Official;
   - Governmental bodies when required by law;
   - State authorities in order to perform one or more statutory duties; and
   - Third-parties providing specific services to, or on behalf of, the College.

   The College may subsequently identify other departments or external parties who will process your personal information as you progress through the application process.

6. **How is my personal information used if I am accepted?**
   Once you are accepted and begin attending the College your personal information is no longer covered by the GDPR. As a student at the College, your personal information shall be processed in accordance with the Family Educational Rights and Privacy Act ("FERPA"), a U.S. federal law. Your rights under FERPA.If your acceptance to the College is for an on-line course or program only, and you remain in an EU member state while participating in the course or program, the GDPR shall continue to apply to the processing of your personal information.
7. **How can I access my personal information?**
   You have the right to access the personal information that is held about you by the College. You also have the right to ask the College to correct any inaccurate personal information it holds about you. In order to access your personal information, please contact the Registrar's Office.
8. **How long is my personal information kept?**
   The College shall retain and store personal information in accordance with applicable U.S. state and federal law. If you are accepted, your personal information will be kept as part of your student record for the duration of your studies and, where applicable, a prescribed period of time thereafter. If you are unsuccessful, your information will be normally kept for at least two years after the completion of the application process.
9. **Who can I contact if I have any questions?**
   If you have any questions about this policy statement, the College's compliance with the GDPR, or the processing of your personal information, please email the Massasoit ITS Help Desk.
10. **How do I report a complaint?**
    If you are not happy with the way your information is being handled, or with the response received from the College, it is recommended that you contact the Massasoit ITS Help Desk for further assistance. If the College fails to adequately address your concerns, you also have a right to file a complaint with the Massachusetts Department of Higher Education
11. **Policy Statement updates?**
    This policy statement was issued on May 25, 2018. It will be reviewed as necessary and at least annually.; Any changes to the policy will be posted on the College's website.

Hazing Policy

Massasoit Hazing Policy Statement

Hazing, defined below, is prohibited by Massachusetts Law M.G.L. ch. 269, §§17 to 19. Institutions of higher education must provide a copy of the Massachusetts hazing law on an annual basis to every student, student group, student team, and student organization.

Hazing is a violation of the Massasoit Community College Code of Conduct.

Any person may report alleged hazing by completing the reporting form at the link below, filing a report with Massasoit Police, and/or as otherwise indicated in the Student Code of Conduct.

Student Conduct Incident Reporting Form

Massasoit Community College investigates allegations of hazing according to the processes described in the Student Code of Conduct.

"Hazing" means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Campus Hazing Transparency Report (CHTR)

Per the Stop Campus Hazing Act, beginning July 1, 2025, Massasoit must be prepared to publish a Campus Hazing Transparency Report (CHTR) if, and when, hazing violations by recognized student organizations are found to have occurred. The CHTR must be updated at least twice a year to include any new violations that have occurred since the prior update. Each update must be maintained for five years.
No hazing violations have occurred from July 1, 2025, to July 30, 2026.

Student Code of Conduct Policy

7.B.16 – Hazing: Hazing as defined by state or federal laws, including but not limited to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. For additional information, consult the Hazing Policy.

Roles, Responsibilities, and Hazing Prevention Programs

Vice President of Student Services and Enrollment Management

The Vice President of Student Services and Enrollment Management (herein "VPSSEM") or their designee shall deliver to all enrolled students at Massasoit Community College, before or at the start of enrollment annually, a copy of M.G.L. Chapter 269 § 17 to 19.

The VPSSEM or their designee shall file, at least annually, a report with the regents of higher education certifying that Massasoit Community College has complied with the provisions of M.G.L. Chapter 269 §19 and also certifying that said school has adopted a disciplinary policy with regards to those organizers and participants of hazing.

Coordinator of Student Activities

The Coordinator of Student Activities or their designee shall issue to every student club, group, or organization, through their designated officer(s), a copy of M.G.L. Chapter 269 § 17 to 19. The Coordinator of Student Activities or their designee shall also deliver annually to the VPSSEM or their designee an attested acknowledgement stating that those groups have received a copy of M.G.L. Chapter 269 §§ 17 to 19, that each of its members has received through its designated officer a copy M.G.L. Chapter 269 §§ 17 to 19, and that those groups understand and agree to comply with the provisions of M.G.L. Chapter 269 §§ 17 to 19.

Student Clubs

- It shall be the duty of each such student club, group, or organization, acting through its designated officer(s), to issue to each of its members, pledges, or applicants for membership a copy of M.G.L. Chapter 269 §§ 17 to 19.
- It shall be the duty of each student club, group, or organization, acting through its designated officer, to deliver annually to the Coordinator of Student Activities an attested acknowledgement stating that such student club, group, or organization has received a copy of M.G.L. Chapter 269 § 17 to 19, and that those groups understand and agree to comply with the provisions of M.G.L. Chapter 269 §§ 17 to 19.
- The designated officer(s) as it pertains to these groups would typically be that group's advisor(s).

Athletics Director

The Athletics Director or their designee shall issue to every team, through their designated officer(s), a copy of M.G.L. Chapter 269 § 17 to 19. The Athletics Director or their designee shall also deliver annually to the VPSSEM or their designee an attested acknowledgement stating that those teams have received a copy of M.G.L. Chapter 269 §§ 17 to 19, that each of its members has received through its designated officer a copy M.G.L. Chapter 269 §§ 17 to 19, and that those teams understand and agree to comply with the provisions of M.G.L. Chapter 269 §§ 17 to 19.

Athletics Teams

- It shall be the duty of each such team, acting through its designated officer(s), to issue to each of its members, pledges, or applicants for membership a copy of M.G.L. Chapter 269 §§ 17 to 19.
- It shall be the duty of each such team, acting through its designated officer, to deliver annually to the Athletics Director or their designee an attested acknowledgement stating that such student club, group, or organization has received a copy of M.G.L. Chapter 269 § 17 to 19, and that those groups understand and agree to comply with the provisions of M.G.L. Chapter 269 §§ 17 to 19.
- The designated officer(s) as it pertains to these teams would typically be that team's coach(es).

Vice President of Academic Affairs

The Vice President of Academic Affairs (herein "VPAA") or their designee shall issue to all Academic Affairs student groups, through their designated officer(s), a copy of M.G.L. Chapter 269 § 17 to 19. These groups include but are not limited to Commonwealth Honors, Phi Theta Kappa, Alpha Beta Gamma, STEM Scholars, and Psi Beta. The VPAA or their designee shall also deliver annually to the VPSSEM or their designee an attested acknowledgement stating that those groups have received a copy of M.G.L. Chapter 269 §§ 17 to 19, that each of its members has received through its designated officer a copy M.G.L. Chapter 269 §§ 17 to 19, and that those groups understand and agree to comply with the provisions of M.G.L. Chapter 269 §§ 17 to 19.

Student Groups

- It shall be the duty of each such group, acting through its designated officer(s), to issue to each of its members, pledges, or applicants for membership a copy of M.G.L. Chapter 269 §§ 17 to 19.
- It shall be the duty of each such group, acting through its designated officer(s), to deliver annually to the VPAA or their designee an attested acknowledgement stating that such student club, group, or organization has received a copy of M.G.L. Chapter 269 § 17 to 19, and that those groups understand and agree to comply with the provisions of M.G.L. Chapter 269 §§ 17 to 19.
- The designated officer(s) as it pertains to these groups would typically be that group's advisor(s).

Code of Conduct Administrator

The Code of Conduct Administrator shall maintain a disciplinary policy with regard to the organizers and participants of hazing and set forth that policy with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students.

The Code of Conduct Administrator shall annually train stakeholders on the definitions of "Hazing" and "Student Organizations" and the need to report "Hazing."

Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19

An Act prohibiting the practice of hazing was enacted by the Senate and the House of Representatives in General Court in 1985. Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17: Hazing; organizing or participating; hazing defined

Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

HIPAA Policy

Employers have many obligations when it comes to employees' health information. Federal standards that protect the privacy of individually identifiable health information are found in the Health Insurance Portability and Accountability Act (HIPAA) and related regulations. State laws also safeguard workers' financial and other personal information.

Companies must examine their policies and procedures regularly to determine how to stay in compliance. The HIPAA privacy rules, 45 CFR Parts 160 and 164, are designed to encourage electronic transactions and limit the ways that health plans, pharmacies, hospitals and other covered entities can use patients' personal medical information. These regulations apply to employees' personal medical information. The regulations protect medical records and other "individually identifiable health information."

Massasoit Community College will consider any breaches in the privacy and confidentiality of handling of PHI (private health information) to be serious and disciplinary action will be taken in accordance with our code of conduct.

Homeschool Policy

All homeschool students without a high school diploma or GED/HiSET are eligible to apply for admission to the Individual Dual Enrollment Access (IDEA) program provided they are successfully participating in an approved homeschool program in accordance with Massachusetts General Laws or the laws of their home states.

To determine whether a student has participated in an approved homeschool program, the student shall submit evidence that the homeschool program has been approved by the student's school district superintendent or school committee. Additionally, if the homeschool student is under the age of compulsory attendance, a letter from the student's school district's superintendent or school committee is required. This letter must state the student is not considered truant and would not be required to attend further schooling or continue to be homeschooled if the student has completed his or her home school program before the age of 16.

Identification Policy

All full- and part-time students must have a Massasoit Student ID on their person when on the premises of Massasoit Community College. The Brockton and Canton Student Life Offices issue photo IDs to all students during regular office hours. The ID is required for use as a library card, admittance to athletic facilities, and to receive discounts or free admission to events sponsored by the College. Students requiring a replacement ID will be charged $5.00. Massasoit allows students to use a preferred name on their student ID; the preferred ID form is available through the MyMassasoit portal.

Immunizations Policy

Chapter 76, Section 15C of the General Laws of Massachusetts requires all full-time students (those taking 12 credit hours or more) and all students on a VISA provide proof of immunization for: measles, mumps, and rubella; tetanus, diptheria, and pertussis (Tdap); hepatitis B; and Varicella.

Requirements include:

1. At least one dose of mumps and rubella vaccine(s) given at or after first birthday.
2. Two doses of live measles vaccine, given at least one month apart beginning at or after first birthday.
3. A booster of Td within the last five years or one dose Tdap if more than five years.
4. Three doses of hepatitis B vaccine.
5. Two doses Varicella, at least one week apart, after first birthday; or proof of chicken pox.

Study Abroad and International Travel Policy

Purpose

In keeping with its mission to "prepare students for membership in a global society," Massasoit Community College (Massasoit or the College) strives to provide international study abroad experiences through its Global Learning at Massasoit (GL@M) program. This

Policy provides parameters and expectations for College-sponsored international student travel to ensure the health and safety of all participating faculty, staff, and students when traveling to, from, and within a foreign country.

Although this Policy should be applied in conjunction with the College's Local and Domestic Travel Policy, this Policy supersedes any conflict with the Local and Domestic Travel Policy.

Program Development

Generally, planning in collaboration with GL@M should begin 12-18 months in advance of the proposed date of travel. Faculty interested in leading a GL@M trip develop a general itinerary aligned with previously-vetted locations, such as Ireland, Morocco, Costa Rica, and Portugal. The GL@M team approves the itinerary and selects Faculty Leaders based on interest in leading the proposed trip and knowledge of the country's history, culture, and/or language.

The Faculty Leaders identify and screen a reputable, third-party travel vendor with extensive experience hosting American groups in the country. GL@M selects and approves the proposed programs from the vendor and the Faculty Leaders develop curriculum for the proposed program and may visit the country (with additional colleagues as needed) in advance of the proposed trip to further develop the program.

Program Approval

GL@M presents the trip to the Dean of Liberal Studies & the Arts for review and submission to the College Cabinet for Consideration. All travel under this Policy must be approved by the College President after review and consideration by the College Cabinet. The College may not execute a contract or submit a deposit to its third-party study abroad vendor prior to the President's approval.

Travel is prohibited to areas with any active U.S. Department of State or Centers for Disease Control or Prevention warnings or alerts that advise to reconsider or cancel travel plans. Trips may be cancelled at any point prior to departure and trips may conclude early if concerns escalate or advisories increase.

Program Launch

Upon approval by the President, faculty can begin student recruitment and help facilitate completion of any contracts and payments required to confirm the trip. Reminder, contracts are signed by the appropriate administrators in Administration & Finance. Student recruitment materials must include the information set forth below in the section titled Communication & Transparency.

Participant Eligibility

In order to participate in College-sanctioned study abroad opportunities, trip leaders, cultural or language liaisons, and participants must be:

- Massasoit faculty or staff with a legitimate business reason for participation.
- Massasoit students enrolled and accepted in the study abroad trip.
- Other individuals with a documented reason for participating and approved by the Dean of Liberal Studies & the Arts, Vice President of Academic Affairs, Vice President of Student Services and Enrollment Management, and the President.

Anyone traveling under this Policy must have the appropriate documentation - regardless of citizenship or legal status - allowing them to do so. This includes, but is not limited to, possession of a valid passport, necessary travel authorizations, and necessary visas at the time of travel. It is the responsibility of trip participants to obtain their own documentation and provide copies to the College.

Minimum Requirements for Students

In order to participate in a study abroad program at Massasoit, students must, at the time of travel:

- Be at least 18 years of age.
- Be in good academic standing as defined in the College Catalog.
- Be free of any administrative or conduct restrictions that would preclude participation.
- Be enrolled in the INTR 202 Global Studies Seminar after successfully completing an application and the admission process.
    - This includes additional application requirements and steps.
- Have completed English Composition I.
- Note that a Modern Language class is also strongly recommended.

Minimum Criteria for Faculty and Staff

Faculty and staff selected to participate in study abroad at Massasoit must, at the time of travel:

- Be currently employed by the College.

- Be a full-time teaching faculty member that has received Global Learning training or be an employee with experience managing conduct, Title IX, and other non-discrimination compliance protocols.
- Be approved to participate by their supervisor and the Vice President of Academic Affairs, Vice President of Student Services and Enrollment Management, or President as appropriate.

Roles and Responsibilities

Faculty Leaders

Faculty employees of Massasoit responsible, in collaboration with GL@M, for all aspects of planning and implementation of the proposed trip, including identifying potential destinations; coordinating with third-party study abroad vendors; creating the itinerary and curricular components; obtaining approval from the Dean of Liberal Studies and Arts; submitting appropriate financial, insurance, and travel requests; and fulfilling all other requirements set forth in this Policy.

The Faculty Leaders serve as the programmatic contacts during the trip, maintain contact with the third-party study abroad vendor(s) and host institutions, and manage all academic and social aspects of the trip in collaboration with other members of the GL@M Team.

In-Country Leader

Employee of Massasoit designated to manage health, safety, security, and conduct aspects of the trip while in the country. They serve as the primary point of contact while in the country, and responsible for risk management, health and safety, and conduct for all participants, and have the ultimate decision making authority while in the country. They are expected to lead the group safely through the host country's border zone and are scheduled to remain in the host-country for up to two full calendar days after the departure of the group should any student be denied reentry to the United States or if any adverse issues impacting a student's return arise while in the country. They can contact emergency contacts to help facilitate direct contact with the student. At the border zone, while the In-Country Leader stays back, the Faculty Leader will lead the group through boarding, flight home, and reentry in Boston or Providence.

Additionally, the In-Country Leader shall register with the appropriate U.S. Embassy in the host country, and provide the Embassy with the program itinerary and participant names. The In-Country Leader will serve as the College's primary point of contact, check in daily with the Stateside Leader, and remain "on call" at all times throughout the duration of the entire trip. The College will issue the In-Country Leader a cell phone with an international plan for use during the trip and will provide access to a procurement card.

The In-Country Leader will be designated by the Vice President of Student Services and Enrollment Management after consulting with the GL@M Team.

Stateside Leader

Non-faculty employee of Massasoit responsible for coordinating with the In-Country Leader to monitor and mitigate risks. In the event of an emergency, the Stateside Leader will facilitate communication between College leadership, emergency response staff, and student emergency contacts if needed. If the emergency involves an employee, the Stateside Leader will contact the Office of Human Resources, which will then communicate with the employee's emergency contact.

The Stateside Leader will be designated by the Vice President of Student Services and Enrollment Management. The Stateside Leader will serve as the immigration resource for the trip and maintain a relationship with the College's DHS field representative. Please note, the College's role is limited to providing support, information, and resources, and is not required to provide direct advocacy or representation. The Stateside Leader will be "on call" at all times throughout the duration of the entire trip.

Staff Liaisons

Faculty employees of Massasoit primarily responsible for assisting the Faculty Leaders with in-country programmatic, linguistic/cultural, and academic aspects of the trip. Liaisons may assist the Faculty Leaders in developing, planning, or coordinating aspects of the trip in the months leading up to the trip. Additionally, liaisons will assist the In-Country Lead in emergency situations as needed. All liaisons are required to add an international plan to their cell phone to be used in emergencies, which the College will reimburse.

Student Communication & Transparency

Throughout the participant recruitment process and in advance of purchasing tickets, the College will provide students with information about participation requirements, travel documentation requirements, travel risks, required releases and forms, travel preparation advice, sufficiently detailed itinerary information to allow students to determine whether they are mentally and physically able to participate, and the availability of reasonable accommodations.

All participants will be advised concerning the following:

- Conduct expectations
- Academic program expectations
- Safety and security overview
- Health and wellness overview
- Immigration/customs overview
    - Includes awareness of any criminal background/history that may delay or inhibit reentry into the United States.
- If students are not U.S. citizens, they are advised to:
    - Have a conversation with the College's International Coordinator
    - Speak to their immigration attorney about their specific circumstances
        - If a student does not have an immigration attorney, the College will direct them to a free/low-cost resource.
        - Non-citizen participants should include their immigration attorney as an emergency contact.

Student participants will be required to attend an information session where the above information will be shared and discussed.

Student participants will be asked to submit:

- Copies of their passports/travel documents
- Proof of travel insurance
- Signed trip release form
- Signed vendor release form (if applicable)
- Signed health history form
- Signed international trip health clearance form
- Signed media release
    - With exceptions for those with confidentiality holds
- Signed international trip expectations acknowledgement
- Completed emergency contact sheet, including immigration attorney contact information where applicable.

The above documentation should be submitted to GL@M and will be saved in the Student Services and Enrollment Management Office and copies provided to the students.

At all times when traveling to, from, and within the host country, students must:

- Conduct themselves in accordance with the Code of Conduct at all times.
- Travel with the group to and from the host country and not travel separately to, arrive earlier to, or depart later from the destination. The Faculty Leaders will coordinate group travel to and from Logan International Airport in Boston or T.F. Green International Airport in Warwick, Rhode Island.
- Remain in groups of two or more at all times, except in special circumstances in accordance with the explicit permission of the Faculty Leaders, and advise the Faculty Leaders, In-Country Leader, or Liaisons of their plans and expected time of return.
- Utilize an agreed-upon communications method to stay in contact with the Faculty Leaders, In-Country Leader, Liaisons, and other participants in the group.
- Stay overnight only at their assigned accommodation.
- Call local authorities immediately and subsequently notify the In-Country Leader in the event of an immediate threat, danger, or health emergency. Notify the In-Country Leader immediately of any adverse incident that does not present immediate threat, danger, or health emergency.
- Carry a copy of their passport, enough currency for phone calls and transportation, and the hotel phone number and address.

Risk Management

Travel Insurance

All participants are required to procure a personal travel insurance policy that covers the costs of flight delays, trip cancellations, medical emergencies, baggage delay or loss, interference by weather or civil disturbances, evacuation, repatriation, etc. In some instances, a specific policy may be recommended/required by the College or the vendor. Proof of insurance is required before the College purchases airline tickets.

Additionally, the College may procure a group policy. Further, the Commonwealth's insurance covers employees when travelling with the authorization of the President and on College business.

Documentation

The In-Country Leader must carry the following documents at all times during the trip:

- Copies of participant IDs/passports with photos
- Emergency contact lists
- Emergency response protocols with contact information and actions/steps.
- Emergency response guide
- Incident report form

Emergency Reporting

In the case of a life-threatening emergency, including but not limited to fire, active threat, or a medical emergency, all participants are advised to immediately contact local authorities if a leader is not immediately available. For example, in Ireland the emergency services contact number is 999 or 112, and in Portugal it is 112.

For all other emergencies, participants are advised to contact the In-Country Leader immediately. Once initial safety measures are taken and it is safe to do so, the In-Country Leader is to then contact the Stateside Leader. Anything involving a crime or the health of a student should be communicated to the Stateside Leader immediately. All other issues should be communicated within 24 hours.

Conduct Expectations

As representatives of the College abroad, at all times throughout the duration of the trip, participants must assume responsibility for their own actions and comply with all applicable conduct expectations, including:

- The standards and policies established by the College, including the Code of Conduct, which is located in the College Catalog, along with any other policies provided to participants in advance of the trip.
- The laws, regulations, and customs of the host country, and any rules set forth by a host institution, place of accommodation, or trip vendor.
- The laws and regulations of the United States of America as it pertains to traveling through its border zones - including airports.
- The reasonable directives of College personnel, law enforcement, or other first responders during the performance of their duties.

A student found in violation of the College's Code of Conduct shall be subject to sanctions as defined in the Code of Conduct, including but not limited to restriction from further participation in the trip, including but not limited to, the immediate return to home country, and a requirement that the student reimburse the College for the cost of the trip.

Marijuana Policy

Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution, and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, the possession, use, distribution or cultivation of marijuana even for medical purposes is prohibited on all Community College property or at College sponsored events and activities. Also prohibited is the operation of a motor vehicle while under the influence of marijuana on Community College property, or at College sponsored events and activities. Further, this policy prohibits the possession, use, or distribution of all marijuana accessories and marijuana products. Marijuana accessories shall include, but not limited to, any device or equipment used for ingesting, inhaling, or otherwise introducing marijuana into the human body. Marijuana products shall include, but not limited to, products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to edible products.

Violations of this policy by any student or employee shall result in disciplinary action, up to and including expulsion or termination in accordance with applicable College policies or collective bargaining agreements.

[The following policy is effective 12/15/16.]

Missing Person Policy and Procedure

Policy Statement and Overview

The Massasoit Community College Police Department complies with Public Law 108-21, Title II, Section 204, in which is also known as "Suzanne's Law." This law states that there shall be no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and enters the missing person's information into the National Crime Information Center computer network (NCIC) of the U.S. Department of Justice. Previously, police were only mandated to enter missing persons under the age of 18 into NCIC.

Procedures

The Massasoit Community College Police Department will enter missing persons who are under 21 into NCIC. The Massasoit Community College Police Department will then immediately initiate its investigation to find the reported missing person(s); this includes, but is not limited to; talking with friends, calling significant others, checking their classes, etc. The Massasoit Community College Police Department will allocate all available resources to located the missing person and/or verify his/her safety.

Multiple Measures Placement Policy and Procedure

In accordance with the Massachusetts Board of Higher Education's December 2018 Amendment to the 1998 Common Assessment Policy, and in conjunction with the goals set forth in the Vision Project, effective beginning in the Fall 2019 semester, Massasoit Community College has developed a multiple measures placement approach. This multiple measures approach allows the college to review additional evidence of student learning, rather than a single, high-stakes examination score to determine readiness for college-level coursework, with a goal of increasing student success and completion rates at the college.

The placement measures at Massasoit Community College include the following:

- High School GPA (GPAs from international or non-approved schools are not eligible)
- Massasoit College Placement Tests
- SAT and/or ACT Scores
- Prior Coursework/Credit by Examination

NOTE: Some students may be eligible for placement based on credit earned by the successful completion and transfer of college-level credit (from a regionally accredited college or university), or credit from examinations including Advanced Placement (AP), International Baccalaureate (IB), or the College Level Examination Program (CLEP), or from college-level coursework completed outside the United States. Please refer to our Transfer and Credit by Examination policies for further information.

The placement rules below are general rules that apply to all placement measures used by the college to determine a student's readiness for college-level work:

- Placement must be made using official documentation of student learning (i.e., high school or college transcript received directly from the sending institution via mail or electronically or test score reports provided directly to the College via mail or electronically from the testing body, etc.), unofficial college transcript, or testing information retrieved directly from the student's active portal account in the presence of an Enrollment Services staff member.
- SAT, ACT, and college placement test scores are valid within five years from the date the assessment was completed. High School GPA may be used for placement within five years from the date the student graduated from high school.
- Students who do not qualify for GPA, test score, or prior coursework review for placement, or those who would like to reassess, will be required to use Massasoit's College Placement Test to determine course placement.

Placement by High School GPA is available to students who have graduated from an approved high school within five years of their enrollment at Massasoit. Current high school seniors seeking enrollment at Massasoit in the semester directly after they graduate may submit an official high school transcript for review that contains, at minimum, first quarter grades for their senior year. Graduates seeking to use high school GPA for placement must submit an official final high school transcript for review. Unweighted cumulative high school GPA will be used for placement purposes.

Reading & Writing: A high school GPA of 2.7 or higher on a 4.0 scale will receive placement into ENGL 101 English Composition I. A high school GPA below 2.7 on a 4.0 scale will require a student to complete the college placement test.

Math: A high school GPA of 2.7 or higher on a 4.0 scale will receive placement into college-level math courses within the A1 or A2 Standard below. A high school GPA below 2.7 on a 4.0 scale will require a student to complete the college placement test.

- **A1 Standard:** A high school GPA of 2.7 or higher on a 4.0 scale will receive placement into non-algebra track college-level courses as follows:
  - MATH 115 Contemporary Mathematics
  - MATH 116 Math Experience for Early Childhood Education
  - MATH 152 Topics in Mathematics I
  - MATH 153 Topics in Mathematics II
  - MATH 158 Introduction to Statistics
- **A2 Standard:** A high school GPA of 2.7 or higher on a 4.0 scale with a grade of "B" or higher in Algebra 2 will receive placement into either A1 Standard courses listed above and/or algebra track college-level courses as follows:
  - MATH 125 Technical Mathematics I
  - MATH 127 Mathematics for Elementary Teachers I
  - MATH 128 Mathematics for Elementary Teachers II
  - MATH 203 College Algebra

The College Board's Next Generation Accuplacer is the computerized assessment currently used for course placement throughout public higher education in Massachusetts as determined by the Board of Higher Education. The Accuplacer assesses students in the areas of reading, mathematics, and writing. The tests are not evaluated in terms of passing or failing. Rather, the tests are used to decide which courses should be taken at the beginning of a student's college career. Some students proceed directly into college-level courses, and some students will need to take skill-building courses in one or more areas to prepare for college-level work.
Placement by College Placement Test is available to all students entering Massasoit who do not qualify for or wish to use other Multiple Measures accepted for placement by the College, as well as for those who would like to reassess. The College Placement Test will be used as the default for placement if other approved assessments are not submitted for consideration.

Non-native speakers of English will have the opportunity to complete the Accuplacer ESL – Levels of English Proficiency (LOEP) for initial course placement. This test assesses English skills for those who have learned English as an additional language to their native language.
Students seeking placement out of BIOL 121 Biological Principles I have the option to complete the Biology Challenge Examination. A score of 70 or higher fulfills a BIOL 121 course prerequisite.

Placement by SAT or ACT Score is available to students who have completed the examinations within five years of their enrollment at Massasoit. Students seeking to use SAT or ACT Scores for placement must have an official score report sent to Massasoit by the College Board or ACT for review.

Reading: The following test scores will result in a placement of "**No Reading Required**", meaning students will not be required to complete a developmental Reading course. Scores falling below those listed below will require a student to complete the college placement test.

- **SAT Reading** score (March 2016 or after) of 27 or higher
- **SAT Evidence-Based Reading and Writing score** of 500 or higher
- **SAT Total** score of 1110 or higher
- **ACT English** score of 22 or higher

Writing: The following test scores will result in a placement into ENGL 101 English Composition I. Scores falling below those listed below will require a student to complete Massasoit's College Placement Test.

- **SAT Essay Writing** sub-score of 6 or higher
- **SAT Evidence-Based Reading and Writing** score of 600 or higher
- **New SAT Total** score of 1110 or higher
- **ACT English** score of 22 or higher

Math: The following test scores will receive placement into college-level math courses within the A1 or A2 Standard listed previously. Scores falling below those listed below will require a student to complete Massasoit's college placement test.

- **A1 Standard:** The following test scores will receive placement into non-algebra track college-level courses according to the A1 Standard:
  - **SAT Math Section** score between 540 and 669
  - **ACT Math** score between 22 and 27
- **A2 Standard:** The following test scores will receive placement into either A1 Standard courses listed above, and/or algebra track college-level courses as follows:
  - **SAT Math Section** score of 670 or higher
  - **ACT Math** of 28 or higher

MyMassasoit Portal Policy

All current students are provided with an account to the MyMassasoit web portal. The portal is the place for students to access grades and transcripts, register for classes, access online course material, provide contact information for the College emergency notification system, join online clubs and organizations, receive notification of cancelled classes, and access college email.

This email account is the means for all official electronic communication with the College.

The portal is accessible through the MyMassasoit link on the Massasoit home page, massasoit.edu. Students sign in using their Massasoit username and a password.

Assistance is available from the Help Desk on the Brockton campus or by emailing helpdesk@massasoit.mass.edu or calling extension 1139.

Non-Resident Student Driver Policy

Massachusetts state law requires that full-time Massasoit Community College students, who operate a motor vehicle that is registered in another state, but which remains in the Commonwealth for a period exceeding 30 days between September 1 of any year and August 31 of the following year, must file a RMV Nonresident Driver Statement. If an out-of-state student chooses to bring a vehicle to campus, but does not choose to register the vehicle with the Massachusetts Registry of Motor Vehicles, then they MUST file a nonresident driver with their local police department.

This Statement, which must be signed under penalties of perjury, calls for the following information:

- Registration number and make of the motor vehicle and state or county of registration;
- Name and local and out of state addresses of the owner;
- Names and addresses of all insurers providing liability insurance covering the vehicle;
- Legal residence of the non-resident student and his/her residence while attending college;

- Name and address of the college which he or she is attending;

Massasoit Community College students can obtain the Non-Resident Driver Statement application online or in person at the Massasoit Community College Police Department – Brockton or Canton Campus.

Following the completion of the Non-Resident Driver Statement application the student shall follow the below process to obtain a nonresident student driver decal:

1. Complete the Nonresident Driver Statement Form;
2. Obtain and complete a Non-Resident Decal Application online or in person at the Massasoit Community College Police Department – Brockton or Canton Campus;
3. Return the Nonresident Driver Statement AND the Non-Resident Decal Application to the Massasoit Police Department Brockton or Canton Campus. Upon receipt and review of the statement AND application, a Non-Resident Decal will be issued, in which the student shall affix to the upper-center portion of the front windshield of his or her motor-vehicle.
4. Once the student has completed the above procedure and his or she has received their Non-Resident Decal, he or she shall immediately submit the Nonresident Driver Statement to their local police department.

NOTE: THE NON-RESIDENT DRIVER STATEMENT IS REQUIRED TO BE COMPLETED AND ATTACHED TO THE COLLEGE'S NON-RESIDENT DECAL APPLICATION – FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING REJECTED BY THE COLLEGE POLICE DEPARTMENT.

Massachusetts General Law chapter 90, section 3 specifically requires that Massasoit Community College share the following warning notice with all students who are not Massachusetts residents:

"IT IS UNLAWFUL FOR A NON-RESIDENT STUDENT TO FAIL TO FILE A NON-RESIDENT DRIVER STATEMENT WITH THE POLICE DEPARTMENT LOCATED IN THE SAME CITY OR TOWN AS THE SCHOOL OR COLLEGE ATTENDED, IN ACCORDANCE WITH SECTION 3 OF CHAPTER 90 OF THE MASSACHUSETTS GENERAL LAWS. FAILURE TO FILE SUCH A STATEMENT IS PUNISHABLE BY A FINE NOT TO EXCEED
$200.00."

Non-Participation Policy

Federal regulations governing the disbursement of federal financial aid require Massasoit to verify that students are participating in classes for which they receive aid. To fulfill this requirement, participation confirmation is collected each semester.

Each semester faculty are asked to provide participation information for students in their course(s). Faculty assign a participation grade based on whether the student has been participating (CP grade) or not participated at all (NP grade) in their courses. This information will be requested for each part of the term. Please see below for timeline:

- 15 Week (Full Term Fall/Spring: End of week three
- 10 Week (Accelerated Session, Full Term Summer): Week after drop/add
- 2 Week (Winter Session): Day after Drop/add
- 7 Week: Two days after drop/add
- 5 Week: Day after drop/add

Students receiving an NP grade will be dropped/deleted from those classes, the charges will be reversed, and the class will be removed from the academic transcript.

For students receiving financial aid, it is important to note that changes to your course load may affect your financial aid status. If you have any questions about your financial aid status, please email the Financial Aid Office at FAO@massasoit.mass.edu.

Pluralism Policy

The Community Colleges have historically been a major contributing element to the emergence of our nation as one of the most technologically and economically advanced societies of the world. The important role that the Community Colleges can play is profoundly dependent upon the extent to which they may draw from the full collective of intellectual resources within each College's community of scholars, students and administrators. Any condition or force that impedes the fullest utilization of the human and intellectual resources available represents a force of destructive consequence for the development of our Commonwealth and, ultimately, our nation. Community College students, faculty, staff and visitors must be free from conduct that has the purpose or effect of interfering with an individual's academic or professional performance and creating an intimidating, hostile or demeaning educational or employment environment. Therefore, the Community Colleges establish a policy of unequivocal condemnation of all forms of ethnic, religious, cultural or racial intolerance within the fifteen College communities.

This policy condemns all conditions and all actions or omissions, including all acts of verbal harassment or abuse, which deny or have the effect of denying to an individual his/her rights to equality, dignity and security in violation of his/her rights guaranteed under the law. The policy reaffirms the doctrine of civility, appreciation for pluralism and the pre-eminence of individual human dignity as preconditions to the achievement of an academic community that recognizes and utilizes the resources of all persons while recognizing and reaffirming the tenets of academic freedom. The Community Colleges recognize their obligation to protect

the rights of free inquiry and expression, and nothing herein shall be construed or applied so as to abridge the exercise of rights under the Constitution of the United States and other federal and state laws. The Community Colleges will vigorously strive to achieve diversity sufficiently reflective of our society. However, diversity alone will not suffice. There must be a unity and cohesion in the diversity which we seek to achieve, thereby creating an environment of pluralism. The Community Colleges bear a responsibility by edict and an obligation by social morality to promote understanding and acceptance of ethnic, cultural, religious and racial diversity as we strive to create an atmosphere of dignity for all individuals and groups within our system of public higher education. The President will take reasonable measures to prevent and discourage harassment and will act positively to investigate alleged harassment and to effect a remedy or resolution when an allegation is determined to be valid.

Repeating a Course Policy

Students may attempt a course or its equivalent up to two times without prior permission.

Students seeking to attempt a course or its equivalent three or more times must discuss success strategies with an academic counselor prior to registering for the course. Under no circumstances may a student take a course more than five times.

Attempts include currently enrolled courses, transferred coursework, withdrawals, incompletes, audited courses, and courses with a final letter grade awarded.

Classes dropped during the add/drop period are not counted as an attempt.

When a student repeats a course, only the higher grade is computed in their Grade Point Average (GPA). All grades remain on the student's academic transcript.

Students receiving financial aid have additional restrictions on repeating courses. Please refer to the Financial Aid Course Repeat Policy at massasoit.edu/finaid for more information.

Exceptions to the College Course Repeat Policy

Repeating a course may not be allowed in specific programs with outside accreditation. In those cases, the specific program's policy will supersede this policy.

Failing grades that were removed from a student's GPA through an approved Academic Forgiveness appeal will not count toward the five-attempt maximum; students will still need to complete the Course Repeat Request Form as detailed above.

Service Animals Policy

Animals on Campus

Animals are permitted on campus only for the specific purpose of services pursuant to state and federal disability laws. Massasoit's Vet Tech Program houses animals on the Canton Campus.

Service Animals

Massasoit Community College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Therefore, an individual with a disability shall be permitted to be accompanied by his/her service animal in all areas of the College's facilities where members of the public are permitted. The College reserves the right to impose restrictions on the use of service animals on its property in order to maintain safety or to avoid disruption of College operations.

This policy applies only to facilities owned by the College or under its control. Please be advised that there may be restrictions imposed on the use of service animals in non-college facilities, such as hospitals, science laboratories or other clinical or internship experience locations. Such restrictions are established by the individual facilities according to their own policies and procedures and the College has no control over such restrictions.

"Service Animal" Defined

The Americans with Disabilities Act's regulations define "service animal" as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. However, in certain instances, the use of other animals as a service animal may be permitted under other laws so please consult with the College's Access and Disability Resources Office.

Type of Work or Tasks a Service Animal May Provide

Work or tasks performed by a service animal must be directly related to its handler's disability. Examples of work or tasks performed by service animals include, but are not limited to:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting an individual during a seizure;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone;
- providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Services that do **not** qualify as work or tasks performed by a service animal include:

- crime deterrent effects; or
- the provision of emotional support, comfort, or companionship, often referred to as "therapy" or "companion" animals.

Service Animal Documentation

Consistent with state law, all dogs on campus shall:

- possess an animal license in compliance with Massachusetts law;
- be properly immunized and vaccinated; and,
- wear a current license and rabies vaccination tag.

It is recommended that a service animal wear some type of recognizable symbol identifying it as a service animal. However, there is no requirement for documentation to prove that the animal has had particular training or is a "certified" service animal.

Registration of a Service Animal on Campus

When practicable, a student or employee seeking to use a service animal is requested to notify the Office of Access and Disability Resources prior to bringing the animal on to College property. A service animal's handler will be asked to complete a voluntary *Service Animal Registration Form* and an *Acknowledgement of Responsibility and Waiver of Liability Agreement*. These documents shall be maintained confidentially by the College. If the animal qualifies as a service animal, the handler will voluntarily agree to comply with this policy at all times while the animal is on College property. Members of the general public intending to visit the college with a service animal should notify the College's Office of Access and Disability Resources in advance when practicable. Specific questions related to the use of service animals on College property can be directed to the Access and Disability Resources Office.

Permissible Inquiries about a Service Animal

It is permissible for the College to make the following inquiries in order to determine whether an animal qualifies as a service animal:

- is the animal required because of a disability? and
- what work or task is the animal trained to perform?

The College shall not inquire about the nature or extent of a person's disability. Further, the College shall not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Control of a Service Animal

The College is not responsible for the care or supervision of a service animal. A service animal must be under the control of its handler at all times. A service animal shall have a leash or other tether, unless the handler is unable because of a disability to use a leash or other tether, or the use of such would interfere with the service animal's safe, effective performance of its work or tasks. Under those circumstances where a service animal is not tethered, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Health, Hygiene and Cleanliness

Service animals must be clean. Daily grooming and occasional baths should be utilized to keep the animal's odor to a minimum. Adequate flea prevention and control must be maintained. If a service animal's odor is offensive to other individuals, the handler will be requested to bathe the service animal prior to returning to the College. A service animal's handler must clean up after the animal. If due to a disability the handler is unable to do so, the handler shall make alternative arrangements to do so.

Exclusion of a Service Animal from College Property

The College may direct an individual with a disability to remove a service animal from the premises if the animal:

- is out of control and its handler does not take effective action to control it (including the animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process);
- is not housebroken, is ill, or presents a reoccurring offensive odor; and/or
- is not properly licensed and/or vaccinated.

If the College excludes a service animal from its premises, it shall still afford the individual with a disability the opportunity to participate in its programs or activity without having the service animal on the premises.

Public Etiquette Rules

Members of the public should avoid:

- petting a service animal as it may distract the animal from its work;
- feeding a service animal;
- deliberately startling a service animal;
- calling or attempting to attract the attention of a service animal; and
- attempting to separate a service animal from its handler.

Grievances

Any person who believes that his/her rights to use a service animal on College property have been violated may file a complaint under the College's Affirmative Action Plan by contacting the College's Affirmative Action Officer.

January 2013

Sexual Harassment Policy

It is the goal of Massasoit Community College to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees is unlawful and will not be tolerated by Massasoit. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. For additional information about rights, procedures, resources, and support services, please see the full Equal Opportunity, Non-Discrimination, and Title IX Plan at massasoit.edu/EEO. For information specific to the Title IX prohibition on sexual harassment, please visit our Title IX Resources page.

Social Media Guidelines

The Office of College Communications is the administrator for the College's official social media sites. Social media provides Massasoit Community College employees, students, and alumni an opportunity to interact and share ideas, photos, and video. Please see the Office of College Communications Style Guide for specific guidelines. To request a sanctioned Massasoit social media channel, please contact the Office of College Communications at communications@massasoit.mass.edu. Users must adhere to IT Acceptable use policy when utilizing social media. Additionally, users must adhere to all Massasoit policies, including those related to harassment, discrimination, respect for diversity, and conflicts of interest, and must respect Copyright and Fair Use policies.

Solicitation Policy

Commercial ventures are not permitted to operate or solicit on College property. The posting of advertisements on college property is subject to the College's Bulletin Board Policy. College offices and committees appointed by the President of the College may conduct fundraising activities, which are directly related to their functional purposes. Materials produced for the promotion of the event must bear the name of the sponsoring office or committee.

Student Club Recognition Policy

The Student Life Office and the Student Senate encourage the formation of new student clubs. Every club must have a full-time faculty or staff advisor and be open to all members of the student body. Students interested in forming a new student club will be required to submit certain documentation to the Coordinator of Student Life who may request a meeting with club organizers in order to collect additional information needed for recognition. Recognition of a student club by the College or the Student Senate shall not imply approval or endorsement of the club or its activities. All student clubs and their members are subject to the College's policies and procedures, including the Student Code of Conduct and Policy on Affirmative Action, Equal Opportunity & Diversity.

For a copy of the club formation toolkit, which includes a complete description of the process for forming a student club, or for additional information about the College's active student clubs, please visit the Student Life Office located in the Student Center SC1883 in Brockton or call (508) 588-9100 x1486.

Student Expression Policy

Policy on Student Expression

The College recognizes and supports the rights of students to engage in constitutionally protected expressive activities on campus, including speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. Expressive activities may be conducted at any publicly accessible outdoor area on campus. Expressive activities may also be conducted in any publicly accessible indoor common spaces.

Nothing in this policy shall be interpreted as limiting expressive activities at any other publicly accessible location on College property so long as the expressive activity or related student conduct does not disrupt College activities or functions or violate any other applicable College policies. Disruptive activities, which are generally prohibited, may include obstructing building entrances or exits, walkways, sidewalks, vehicular or pedestrian traffic on or adjacent to campus, and/or interfering with the College's academic mission, classes, meetings, events, ceremonies or with other essential processes of the College. The College's Code of Conduct further defines disruptive activities to include conduct (1) that affects the day-to-day operations of the College; or (2) where the rights of another are disrupted or interfered with such that they cannot engage in or participate in a college related program, activity or event. Examples from the Code of Conduct include, but are not limited to: shouting down a speaker; disrupting a faculty member's instruction such that it impedes the learning process; failure to comply with a College Official's appropriate directives or instructions; threats of harm; harassing conduct; fights or violent behavior; blocking access to or from any College facilities, events or services; or conduct that places health or safety at risk.

The College reserves the right to impose reasonable and content-neutral time, place and manner restrictions on expressive activities as constitutionally appropriate and to prohibit and/or address any expressive activities that seek to incite imminent violence or constitute harassment, threats, defamation or obscenities, or interfere with the College's academic mission, classes, meetings, events, ceremonies or with other essential processes of the College. It shall not be inferred or implied that any expressive activity conducted in accordance with this policy is approved or endorsed by the College. Time, place and manner restrictions may include, but are not limited to, limitations on the time of day, level of sound amplification, or placement of structures on College property. Similarly, the College reserves the right to respond to expressive activities. Any student seeking to appeal the College's time, place and/or manner restriction(s) may do so in writing to the Vice President for Student Services and Enrollment Management at ssem@massasoit.mass.edu within three days of receiving notice of the College's imposed restriction. The College will respond to the appeal within three days. This response will be considered final.

The College strongly encourages students who wish to engage in expressive activities in publicly accessible locations on campus to contact Student Life at studentlife@massasoit.edu in order to schedule the desired location in advance so as to minimize possible conflicts. Priority for use of specific locations is given to students who register their activities with the College. Use of any non-publicly accessible locations on campus by any student must be scheduled through the Student Life Office.

When distributing literature on campus, it is strongly recommended that all such literature bear the name of the individual, club or organization distributing the materials. The distribution of literature for the purpose of solicitation or commercial activity is strictly prohibited. Posted materials and/or flyers must be limited to designated posting areas.

In order to ensure that individuals and groups who are not affiliated with the College understand the College's policies and procedures concerning expressive activities on campus, all unaffiliated individuals or groups must first contact the Vice President for Student Services and Enrollment Management at ssem@massasoit.mass.edu at least 48 hours before engaging in any expressive activities on College property.

Policy was accepted and approved by the President's Cabinet on February 12, 2026.

The email address for the Vice President of Student Services and Enrollment Management was updated on August 3, 2026.

Student Suicide Prevention Protocol

In the case of an emergency, contact Massasoit Police at 911 from any on-campus landline phone or at (508) 427-1296.

I. Purpose

The purpose of this protocol is to provide education and guidance to faculty, staff, students, and other members of the College community to help prevent student suicide. All suicidal behavior or threats should be taken seriously and immediately referred in accordance with this protocol. In the case of an emergency, contact Massasoit Police at 911 from any on-campus landline phone or at (508) 427-1296.

II. Definitions

Suicide: Death from an injury which is self-inflicted and by which the student intended to kill him/herself.

Suicidal Behavior: Any potentially injurious behavior which is self-inflicted and by which a student intends, or gives the appearance of intending, to kill himself or herself.

Suicidal Ideation: Any self-reported thoughts or feelings about engaging in suicidal behavior.

Suicide Plan: A proposed method of self-inflicted injury through which the potential and intentional outcome is death.

Active Suicidal Ideation with Specific Plan and Intent to Act: Thoughts of killing oneself with details of plan fully or partially worked out and student has some intent to carry it out.

Active Suicidal Ideation with Some Intent to Act, without Specific Plan: Active suicidal thoughts of killing oneself and student reports having some intent to act on such thoughts, as opposed to "I have the thoughts but I definitely will not do anything about them."

Actual Knowledge: The direct and clear awareness of a fact or circumstance, as opposed to constructive (inferred or implied) knowledge. What a person "must have known" as opposed to "should have known."

III. Protocol

This Protocol shall be followed in the event a College employee has actual knowledge that a student:

Is actively engaged in suicidal behavior;

Has engaged in suicidal behavior previously while enrolled at the College or recently before matriculation; or

Has stated plans or intentions to die by suicide, including active suicidal ideation with or without a specific plan and intent to act.

Where the College has actual knowledge that a student has engaged in suicidal behavior and is currently hospitalized, these protocols shall be activated (under procedures for Previous Suicidal Behavior) in the event the student seeks to return to the College.

Active Suicidal Behavior

Any member of the College community who has actual knowledge that a student is actively engaged in suicidal behavior shall immediately contact Massasoit Police at 911 from any on-campus landline phone or at (508) 427-1296.

Then contact the Vice President of Student Services and Enrollment Management (VPSSEM) at (508) 588-9100 x1415.

The VPSSEM, or their designee, may attempt to contact the student's emergency contact of record or another emergency contact identified by the student, in accordance with FERPA's health or safety emergency exception.

The College's CARE Team, in consultation with Massasoit Police and VPSSEM, will determine an appropriate medical referral, help identify support strategies, and/or develop a follow-up action plan for the student.

Previous Suicidal Behavior

Any member of the College community who has actual knowledge that a student has engaged in suicidal behavior while enrolled at the College or recently before matriculating shall contact the VPSSEM at (508) 588-9100 x1415.

Based on the information received, the VPSSEM, or designee, shall determine whether the protocol should be activated. In doing so, the VPSSEM or designee may attempt to meet with the student and/or consult with the College's CARE Team.

If the protocol is activated, the VPSSEM, or the designee, may attempt to contact the student's emergency contact of record or another emergency contact identified by the student, in accordance with FERPA's health or safety emergency exception.

The VPSSEM, or designee, may further consult with the College's CARE Team to determine an appropriate medical referral, help identify support strategies, and/or develop a follow-up action plan for the student.

Active Suicidal Ideations With or Without Stated Plans or Intentions

Any member of the College community who has actual knowledge that a student has stated plans or intentions to engage in suicidal behavior shall immediately contact Massasoit Police at 911 from any on-campus landline phone or at (508) 427-1296.

Then contact the Vice President of Student Services and Enrollment Management at (508) 588-9100 x1415.

Based on the information received, the VPSSEM, or designee, shall determine whether the protocol should be activated. In doing so, the VPSSEM or designee may attempt to meet with the student and/or consult with the College's CARE Team.

If the protocol is activated, the VPSSEM, or the designee, may attempt to contact the student's emergency contact of record or another emergency contact identified by the student, in accordance with FERPA's health or safety emergency exception.

The VPSSEM, or designee, may further consult with the College's CARE Team to determine an appropriate medical referral, help identify support strategies, and/or develop a follow-up action plan for the student.

Tobacco and Electronic Cigarette Use Policy

State law currently prohibits smoking inside any state building.Massasoit Community College is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees and students. For health and safety reasons, smoking and the use of tobacco and electronic cigarette products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes), is permitted only in personal vehicles on the Brockton and Canton campuses and in one designated area at each campus (between lots 2 & 3 in Brockton and adjacent to Lot 3 in Canton).

The Middleborough location is smoke free.

The Tobacco and Electronic Cigarette Use Policy shall apply to all Massasoit Community College employees, students, and visitors.

Transfer Credit Policy

The community colleges of the Commonwealth of Massachusetts have created this common transfer policy to ease and clarify the process of transferring earned credit from one college to another, whether among themselves or from other public or private institutions.

For a credit to transfer, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States. Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer after review and recommendation by the appropriate department chair. Massasoit requires official transcripts from the institutions where credit was earned for credit to transfer, and only college-level coursework will transfer.

Pre-college-level or developmental coursework credits, audited coursework, and grades do not transfer, although Massasoit may use developmental coursework for student placement purposes. Transfer credit grades are not used in calculating grade point averages.

Students must be admitted into a Massasoit degree or certificate program for credit to be transferred. At a minimum, credit will be granted for courses that apply to students' current programs of study. Once credit is transferred, it becomes part of the student's permanent record and may not be removed.

Credit will transfer to Massasoit as the course equivalent, if it exists; as an elective equivalent within a comparable department, if it exists; or as a general elective. Credits earned in a quarter-hour system will be converted to semester-hour equivalents. Credit will not be granted for duplicate coursework or for two courses that cover the same or similar content.

Minimum Grades

Massasoit will accept grades of C- (1.7 on a 4.0 scale) or higher for transfer credit.

Grades of D and D+ (1.0 and 1.3 on a 4.0 scale) may transfer if they are for courses that are part of the 34-credit MassTransfer block and students have completed the block with a cumulative GPA of 2.0 or higher

Grades higher than C- (1.7) may be required for admission to certain programs, for use as pre-requisite courses, and for application of credit to certain program requirements. See admissions and/or program departments for requirements.

Grades of Pass (P), Satisfactory (S), or similar will transfer only when official transcripts indicate that such grades are equivalent to a C- or higher.

Residency Requirement/Maximum Transfer Credit Allowed

Massasoit requires students to complete at least one quarter (25%) of the credits of the first associate degree at Massasoit in order to graduate. The 25% minimum residency requirement can be superseded by individual program requirements (see program requirement sheets and www.massasoit.edu for more details.) Requirements for a second and/or subsequent degree require at least 25% of the second degree be unique to the program. For certificate programs, at least 50% of the courses must be completed at Massasoit.

Alternative Sources of Credit

Credit will be granted for satisfactory scores on Advanced Placement (AP) and College-Level Examination Program (CLEP) examinations on Massasoit's policies. Official score reports from the College Board are required in order to receive credit for AP and CLEP. Satisfactory scores on Massasoit challenge examinations will be used for placement purposes. Students may additionally receive credit through Credit for Prior Learning.

Credit may be granted for formal courses or examinations offered by various organizations, including businesses, unions, government, and military based on the recommendations of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT). Credit may also be granted for learning from experience at work, volunteering in the community, military service, job training, independent reading, open source courseware study, and hobbies based on the Prior Learning Assessment (PLA) standards of the Council for Adult and Experiential Learning (CAEL).

In accordance with the VALOR Act, Massasoit uses the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services as the primary method for evaluating credit earned for military education, training, experience, or coursework. Academic credits earned through the evaluation of military occupation, training, experience, and coursework are transferable within the Massachusetts public higher education system in accordance with the MassTransfer agreement.

Time Limits

Massasoit does not have a time limit for courses to transfer for credit. Selective admissions programs may require courses to be taken within a specified time-period based on program policies.

Student Appeals

For course descriptions that do not match Massasoit's offerings, course information will be sent to the appropriate department chair for evaluation and recommendation. For appeals regarding transfer policies, students can submit an appeal to the Academic Appeals Committee through the Registrar's Office.

For clarifications regarding any transfer policies, procedures, or compliance, please contact the Registrar's Office at registrar@massasoit.edu. For questions about the VALOR Act, contact a Veterans Service Representative at (508) 588-9100 x1063 or x1477.

Adding and Dropping Courses Policy

Full-Semester Courses

Any student wishing to **add or drop** a course may do so during the **first seven (7) calendar days** of the semester without financial or grade penalty for all full semester classes (Fall and Spring).

Students wishing to **add** a course during the **second seven (7) calendar days** of the semester may do so only with the permission of the course instructor.

Students wishing to **drop** a course during the **second seven (7) calendar days** of the semester may do so with a grade of W (Withdrawal) and a 50% refund of tuition and fees.

Switching: Students wishing to drop a course during the **second seven (7) calendar days** of the semester may do so without financial or grade penalty IF they are also adding an eligible course with the permission of the course instructor.

Students wishing to drop a course after the **first fourteen (14) calendar days** of the semester may do so with a grade of W (Withdrawal) and no refund of any tuition and fees.

Short-Term Courses

For 2-week Courses (Winter Session)

Students may add or drop a course on the **first (1st) calendar day** of the course without financial or grade penalty.

Students may add with permission of the course instructor and drop with a grade of W (Withdrawal) and a 50% refund of tuition and fees on the **second (2nd) calendar day** of the course.

Students dropping a course on or after the **third (3rd) calendar day** of the course will receive a grade of W (Withdrawal) and receive no refund of any tuition and fees.

For 5-week Courses (Fall, Spring, Summer Sessions)

Students may add or drop a course during the **first two (2) calendar days** of the course without financial or grade penalty.

Students may add with' permission of the course instructor and drop with a grade of W (Withdrawal) and a 50% refund of tuition and fees during the **second two (2) calendar days** of the course.

Students dropping a course after the **first four (4) calendar days** of the course will receive a grade of W (Withdrawal) and receive no refund of any tuition and fees.

For 7-week Courses (Fall, Spring)

Students may add or drop a course on the **first three (3) calendar days** of the course without financial or grade penalty.

Students may add with permission of the course instructor and drop with a grade of W (Withdrawal) and a 50% refund of tuition and fees during the **second three (3) calendar days** of the course.

Students dropping a course after the **first six (6) calendar days** of the course will receive a grade of W (Withdrawal) and receive no refund of any tuition and fees.

For 10-week Courses (Fall, Spring, Summer Semester)

Students may add or drop a course on the **first four (4) calendar days** of the course without financial or grade penalty.

Students may add with permission of the course instructor and drop with a grade of W (Withdrawal) and a 50% refund of tuition and fees during the **second four (4) calendar days** of the course.

Students dropping a course after the **first eight (8) calendar days** of the course will receive a grade of W (Withdrawal) and receive no refund of any tuition and fees.

Note

“Calendar days” include Saturdays and Sundays.

Please be advised that ceasing to attend a class **Does Not** constitute a withdrawal. If the proper withdrawal form is not completed, a grade of F (failure) will be recorded.

Web Accessibility and Privacy Policies

Web accessibility and privacy are essential aspects of a successful website. Accessibility ensures that digital content and services are usable by people of all abilities, creating an inclusive experience for everyone. Massasoit Community College (the College) privacy policies explain how personal information is collected, used, and protected, helping organizations maintain transparency and user trust. Together, these practices support compliance, security, and a positive user experience.

Web Accessibility Policy

The College is committed to ensuring accessibility of its website for students, employees, and members of the community with disabilities. All pages on the College website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.2, Level AA conformance, or updated equivalents of these guidelines.

Website Accessibility

With regard to the College website and any official College web presence which is developed by, maintained by, or offered through third party vendors and open sources, the College is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, employees and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any of the College's programs, services, and activities delivered online.

All existing web content produced by the College, and new, updated and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.2, Level AA conformance, or updated equivalents. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the College or provided by third-party developers.

Procurement

This policy applies to all web content developed by or for the College and should be referenced within any contract of services or statements of work for web content, websites, services or applications. Any such contract or statement of work must include a provision for an independent statement of conformance stating that the work meets the required standard and should include a completed VPAT/ACR documenting accessibility conformance. This should form part of the deliverable approval process.

Accessibility Resources

Resource documents that explain how to ensure web pages and online documents/content are available in the Knowledge Base under Accessibility Resources and can be made accessible for users with different disabilities.

The College will offer web accessibility training to provide awareness of common accessibility issues and how online content and documents can be made accessible to users with disabilities, including users with vision, motor and auditory impairments.

Policy Review

This policy shall be reviewed at least once a year on July 1st.

Web Privacy Policy

This privacy statement discloses the privacy practices for the College's website domain of massasoit.edu.

Information Collection and Use

The College collects information from our users at several different points on our website. If you choose to share personal information with us – by sending us a message or filling out an electronic form with personal information – we will use the information only for the purpose authorized. the College is the sole owner of the information collected on this site and we will not sell, share, or rent this information to others in ways different.

Log Files

Our website automatically recognizes only the Internet domain and Internet Protocol (IP) address from which users accessed our site. We use IP addresses to analyze trends, administer the site, and gather broad demographic information for aggregate use. We do this so that we can improve the content of our site. Since IP addresses are not linked to personally identifiable information, this does not result in the identification of personal email address or other personal information.

Sharing

We will not share this aggregated demographic information with third parties. This is not linked to any personal information that can identify any individual person. We may partner with third-party companies to provide specific services to our community such as a credit card processing company to bill users for goods and services. These companies do not retain, share, store, or use personally identifiable information for any secondary purposes. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

Cookies

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes the browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user might not have to log in with a password more than once, thereby saving time while on our site. If a user rejects the cookie, he or she may still use our site. The only drawback is that the user might be limited in some areas of our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site.

Links

This website contains links to other sites. Please be aware that the College is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

Contact Info
For assistance in accessing a College website due to a disability, or for any reason, submit a Report an Access Concern form or contact our Webmaster at webmaster@massasoit.mass.edu.

Complaints can be filed with the College's Title IX and Compliance Officer, Amee Synnott at asynnott@massasoit.mass.edu or by phone at 508-588-9100 x1304.

To file a complaint with the U.S. Department of Education, please contact the:
Office for Civil Rights
Boston Office
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Phone: 617-289-0111
Fax: 617-289-0150
Email:OCR.Boston@ed.gov

Rev B: 07/27/2022

Plan for New Content

With regard to the Massasoit Community College [the College] website and any official College web presence which is developed by, maintained by, or offered through third party vendors and open sources, the College commits to provide a website accessible to persons with diverse needs by complying with the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content, so that students, faculty, staff, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use such individuals shall not be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination through any College web content.

The Webmaster will be responsible for reviewing and evaluating new material that is published by the College staff and uploaded to the website for accessibility. Any areas of concern will be addressed within 30 days of discovery via a corrective action plan, to be developed by the Webmaster.

Content Management System

The College currently uses the Content Management System (CMS) from the vendor Modern Camps to manage all pages under the www.massasoit.edu domain. CMS users will be required to complete accessibility training prior to assuming responsibility for website content maintenance and prior to receiving access to the CMS.

Roles & Responsibilities

User list of names and roles maintained by the Webmaster

- 10-Admin
  - **Typical user:** System administrators.
- 9-Assistant Admin
  - **Typical user:** High-level or reporting administrators.
- 8-Designer
  - **Typical user:** Departmental administrators, often set as approvers for lower-level users.
- 5-Editor 6-Editor 7-Editor
  - **Typical user:** General editors, often those who have experience in Modern Campus CMS.
- 1-Contributor 2-Contributor 3-Contributor 4-Contributor
  - **Typical user:** Administrative staff who should be updating content but not creating new pages and material.
- 0-Reviewer
  - **Typical user:** Supervisors or department heads who don't edit pages but want to review them before publishing.

Procedures

The following procedures apply to all new, updated and existing web pages, as well as all web content produced or updated by the College, or provided by third-party developers.

1. Pages
2. Submit content, new or updated, in a Word document that has been checked for accessibility
3. Before publishing a page, run these Final Checks
4. Spelling
5. Links
6. Accessibility
7. If issues cannot be fixed at this time, submit a ticket.
8. Assets
   Note: All must be accessible
9. PDFs
10. Should be created in Word and checked for accessibility prior to converting into a PDF.
11. Submitted PDFs need to come with verification that it has been checked for accessibility
12. PDFs will be reviewed to see if it can converted to an HTML page
13. Images
14. Alt text must be provided
15. Must be submitted to Marketing and Communications for approval
16. Other – Word, Excel, PowerPoint, etc...
17. Should not be added to the website
18. Videos
19. Must come from the College's YouTube and Vimeo channels

Additional Info

Modern Campus will continue to maintain and develop site-wide templates that are used to create all of the site's HTML based content located at the www.massasoit.edu domain. Any HTML/CSS/JavaScript update that is required to make a template accessible will continue to flow through that office.

Marketing/Communications are responsible for the overall design of the College's website.

In order for any third-party applications to be embedded on the website, they are expected to comply with the same website accessibility guidelines followed by the College.

Removal of outdated content

The College expects outdated, irrelevant content to be promptly deleted. Files and folders within the CMS should be examined yearly for obsolete material. Links within the website will be clearly labeled and placed consistently throughout, allowing all readers to move seamlessly through related pages.

Use of Templates

Web content updates will be restricted by the templates within the CMS. Adjustments to templates can only be made by the vendor, Modern Campus, to ensure accessibility standards are followed.

Use of photos/graphics/videos

All photos, graphics, illustrations, and videos published on the website must:

- Be owned, licensed, or used with documented permission.
- Comply with organizational branding and content standards.
- Include appropriate accessibility features, such as alt text for informative images and captions for video content.
- Respect privacy requirements and obtain necessary consent before publishing images or videos of identifiable individuals.
- Be relevant, accurate, and free of offensive, misleading, or inappropriate content.
- Be optimized for website performance and compatible with desktop and mobile devices.
- Be reviewed and approved by the designated website or communications team prior to publication.

Media content should comply with the organization's digital accessibility requirements, including applicable WCAG standards, before being published.

Videos must be downloaded from Massasoit Community College's YouTube or Vimeo channels.

Youth Learner Policy

Students below the traditional age-level for college are welcome at Massasoit Community College and must comply with the following procedures in order to register for credit and non-credit courses, with the exception of classes/activities specifically designed for youth learners; for example, Sports Camps, Summer Science Camps, MCAS tutoring, Robotics, and other cohort programming.

Youth learners, those who have not yet reached the age of sixteen (16), will be considered for credit and non-credit courses on a case-by-case basis. The student must obtain Youth Learner approval from the Early College office, **before** registering for credit or non-credit courses.

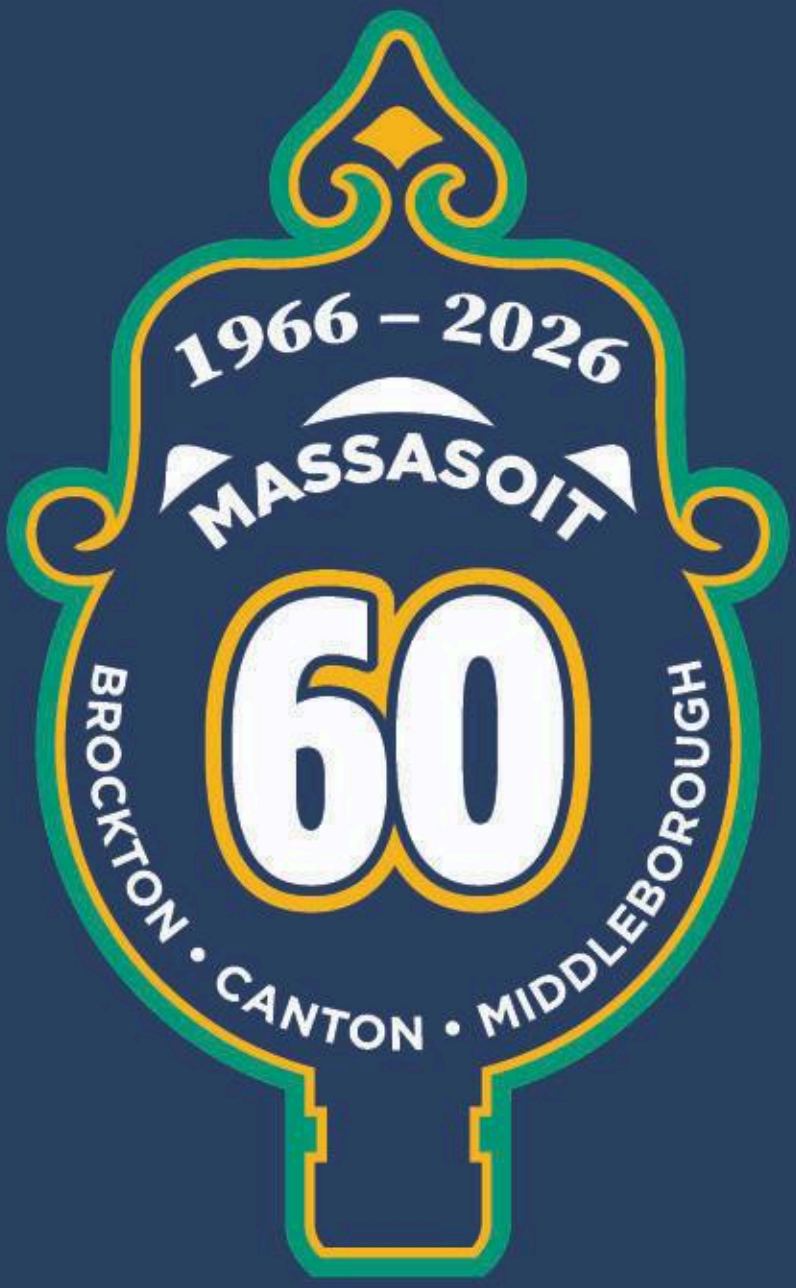
The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in credit or non-credit courses based on its case-by-case consideration of a variety of factors, including but not limited to: the student's maturity level, life experience, placement test scores, pre-requisites, prior education, course content, instructional methodology, and risks or requirements associated with a particular course(s). A Youth Learner approval meeting can be requested by emailing earlycollege@massasoit.mass.edu.

Withdrawal Policy

Students may initiate a formal withdrawal from a course or the College through the 13th week of the semester. (Please see the Academic Calendar for specific dates.) To initiate the process,
students must submit the Withdrawal Form, found in their MyMassasoit portal, visit Student Central in-person during business hours to complete a paper withdrawal form, or email studentcentral@massasoit.mass.edu from their Massasoit email account to request the withdrawal.

A grade of "W" will be recorded on the student's transcript after the official withdrawal procedure has been completed. Students are encouraged to speak to their advisor before withdrawing from any
course. Please be advised that ceasing to attend a class may result in an administrative withdrawal or a failing grade. If a student stops attending classes but does not formally withdraw, the student will
receive a failure (F) in any course involved. Failures are averaged into the GPA for all students.

Students who receive financial aid should consult with a financial aid counselor before withdrawing.



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Canton, MA 02021

Middleborough
49 Union Street
Middleborough, MA 02346

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