MASSASOIT
COMMUNITY COLLEGE

COLLEGE CATALOG
2017-2018

Brockton Canton Middleborough

Massasoit Community College

College Catalog

2017-2018

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 2017-2018 academic year. Any changes, additions, or deletions made after that date are available by visiting our website at **www.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 **www.massasoit.edu**. Information in the web catalog supersedes the published version of the catalog.

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

AFFIRMATIVE ACTION POLICY

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Chief Diversity Officer, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or the Director of Human Resources & Deputy Title IX Coordinator, Donna R. Boissel, 508-588-9100, x1505, Brockton Campus, Administration Building, Room 233, dboissel@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights. The Policy on Affirmative Action, Equal Opportunity & Diversity can found at www.massasoit.edu/EEO.

To access the Massasoit Community College Student Handbook, please visit www.massasoit.edu/studenthandbook.

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Welcome to Massasoit Community College

Students,

Whether you are preparing for a new job, beginning your college experience, or just exploring something new, thank you for choosing Massasoit Community College. When you visit one of our campus locations in Brockton, Canton, or Middleborough, you will quickly discover that Massasoit embraces a diverse community of learners that places student success at the center of its work. From day one, our dedicated admissions and enrollment teams, caring advisors, staff, administration, and our exceptional faculty are committed to your academic success. I am proud that my own college experience began right here at Massasoit Community College.

On behalf of the Board of Trustees, faculty, and staff, welcome to our community of leaders. We look forward to supporting your educational goals and celebrating your academic success.

William Mitchell
Interim President
Massasoit Community College

COLLEGE LOCATIONS

BROCKTON CAMPUS

The 100-acre Brockton Campus offers five 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 racquetball court. Also located on the Brockton Campus are a softball field, the Louis R. Columbo Baseball Field, and the new 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.

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 and promotes 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, contact Mark Rocheteau, Coordinator of Fine Arts, at 508-588-9100, x1982 or visit **www.massasoit.edu/buckley**.

The Conference Center at Massasoit

The Conference Center at Massasoit is located on Route 27 in Brockton at 770 Crescent Street. The Conference Center opened in 1997 as a full-service facility for business meetings and civic, educational, state, cultural, profit, and non-profit organizations. The Conference Center has two full-service bars, Wi-Fi capability, and over 7,200 square feet of floor space to accommodate all of your needs.

CANTON CAMPUS

The Canton Campus is located in the Blue Hills area, a short distance from Rte. 95/128 and Rte. 24. Associate Degree Programs, Board-Approved and College Approved Certificate Programs are offered. The facility includes smart classrooms, veterinary technology facility, computer labs, emergent technologies classrooms, allied health classrooms, ceramic and sculpture studios, library, bookstore, café, courtyard and the Honor Garden. You can also visit the Akillian Gallery, the Alumni Art exhibit, and the Milton Art Museum.

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. Visit **www.massasoit.edu/shuttle** for more information.

Alumni Art Exhibition

Visual Arts Alums are invited to exhibit their artwork at the Canton Campus. The Alumni exhibit is a continuing series of long-term exhibits. Free and open to the public. The exhibit is located in the Administrative Wing, and is accessible during College business hours. Please contact the gallery coordinator at 508-588-9100, x2124 or email **emoller@massasoit.mass.edu.**

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 located in Rm. C207 and is open Monday – Friday, 10:00 a.m. to 2:00 p.m., or by appointment in accordance with the college's academic calendar. Please contact the gallery coordinator, Ellyn Moller at 508-588-9100, x2124 to make an appointment.

Milton Art Museum

Established as a non-profit organization in 1986, the Milton Art Museum has been a collection in residence at the Canton Campus since 2003 and is operated independently by its Board of Trustees. It holds nearly three hundred objects in its' permanent collection and includes Asian art and objects, and Western European prints. Special exhibits, members juried art shows, and other activities are offered.

The museum is free and open to the public Monday through Saturday, in accordance with the College's business office hours. The permanent collection is on display in the Administrative Wing lobby. For more information, visit **www.miltonartmuseum.org.**

MIDDLEBOROUGH CENTER

The Middleborough Center opened in 2010. Located in the former Lincoln D. Lynch Elementary School, the Center has been fully renovated and is now a modern, bright facility with brand new labs, classroom space, and equipment. The Center also maintains the state-of-the-art Emergency Medical Services Educational Suite. The Middleborough location offers full degree program completion in Liberal Arts, Business, Criminal Justice, and Childhood Education, as well as a variety of prerequisite courses in all areas.

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ACADEMIC DEANS

Business & Technology: Donna Wright

Emergent Technologies: Carine Sauvignon

Humanities & Fine Arts: Deanna L. Yameen, Ph.D.

Nursing & Allied Health: Anne Scalzo-McNeil, Ph.D.

Public Service & Social Science: Karyn Boutin

Science & Mathematics: Douglas Brown, Ph.D.

Corporate & Community Education: Rose Paquette

Middleborough Center: Douglas J.D. Walo

Massasoit Community College is accredited by the New England Association of Schools and Colleges (NEASC).

Accreditation of an institution of higher education by Commission indicates that it meets or exceeds the criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one that 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 the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance of the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the Commission should be directed to the administrative staff of the institution.

Individuals may also contact the Association:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803
781-425-7785
email: cihe@neasc.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.

The Nurse Education program is accredited by the Accreditation Commission for Education in Nursing, Inc. and is approved by the Massachusetts Board of Registration in Nursing. The Dental Assistant Program is accredited by the Commission on Dental Accreditation of the American Dental Association. The Child Care Education degree program is accredited by the National Association for the Education of Young Children (NAEYC). The Children's Center program is also accredited by NAEYC. The Respiratory Care program is accredited by the Commission of Accreditation for Respiratory Care (CoARC), and Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB). These specialized accrediting bodies are recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Veterinary Technology Program is accredited by the American Association of Veterinary (AVMA) Medicine Committee on Veterinary Technician Education Actitivies (CVTEA).

Other professional affiliations include:

- 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

MISSION STATEMENT

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

Commitment to Student Success
We are committed to engaging students as active learners by providing a range of curricular and extra-curricular opportunities to explore, develop, and achieve educational and personal goals.

Commitment to Access and Affordability
As an open-enrollment institution of higher education, we are committed to providing access to a relevant, affordable education that positions and supports students from all socio-economic backgrounds to achieve their academic and professional goals.

Commitment to Diversity and Inclusion
We strive to reflect the diversity of our community in our student body, faculty, staff, and trustees by creating an inclusive environment that ensures equitable treatment for all.

Commitment to Excellence
We are a catalyst for innovation, creativity, academic excellence, and the open exchange of ideas, fostering high expectations and inspiring students, faculty, and staff to reach their full potential.

Commitment to the Community, Civic Engagement, and Regional Economic Development
We value our role as both a leader and an integral part of the academic, civic, and economic fabric of the region we serve. We strive to generate and maintain reciprocal relationships with education, community, and business partners to develop programs that meet the needs of our students, the community, and the regional workforce.

Commitment to Sustainability
We value the three spheres of sustainability: environmental, social, and economic. We demonstrate our commitment by striving to reduce our ecological footprint; making sustainability integral to our decision-making; and preparing our students to address the critical environmental, social, and economic challenges of the 21st century.

STRATEGIC PRIORITIES

1. **Student Success**
2. **Diversity and Inclusion**
3. **Workforce Development and Community Engagement**
4. **Fundraising and Alumni Relations**
5. **Sustainability**
6. **Institutional Effectiveness and Continual Improvement**
7. **College Expansion**

A HISTORY OF THE COLLEGE

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.

Chief Massasoit

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.

In March of 1621, Massasoit and his tribe brokered a treaty of nonaggression and mutual assistance with the English settlers, a treaty which held for fifty-four years.

Throughout his reign as Chief, Massasoit made a practice of living in harmony with the colonists. It was once written of him, "He was a Chief renowned more in peace than in war."

ACADEMIC CALENDAR
2017-2018

Fall 2017	
September 2017	
September 4	Labor Day
September 5	Convocation
September 6	First day of Fall 2017 classes
October 2017	
October 9	Columbus Day (no classes)
October 23 - November 3	Advising period for Spring 2018
November 2017	
November 6 - 9	Priority registration for Spring 2018
November 10	Veterans Day Observed (no classes)
November 11	Veterans Day (no classes)
November 13	Spring 2018 registration open to all
November 23 - 26	Thanksgiving Recess (no classes) *begins at 4:00 p.m. on November 22*
December 2017	
December 1	Last day to withdraw from Fall 2017 classes
December 18	Last day of Fall 2017 classes
December 18 - 23	Final exams (day, evening, online) *begins at 4:00 p.m. on December 18*
December 25	Christmas Day
December 31	New Year's Eve

Spring 2018	
January 2018	
January 1	New Year's Day
January 2	First day of Intersession 2018 classes Last day of registration for Intersession
January 5	January conferral date
January 11	Last day to withdraw from Intersession classes
January 15	Martin Luther King, Jr. Day (no classes)
January 16	Last day of Intersession 2018 classes
January 22	First day of Spring 2018 classes
February 2018	
February 19	Presidents' Day (no classes)
February 20	Convocation (no day classes)

Spring 2018 (cont.)	
March 2018	
March 11 - 18	Spring Break (no classes)
March 26 - April 6	Advising period for Fall 2018
April 2018	
April 9 - 13	Priority registration period for Fall 2018
April 16	Patriots' Day (no classes)
April 17	Fall 2018 registration open to all
April 27	Last day to withdraw from Spring 2018 classes
May 2018	
May 9	Last day of Spring 2018 classes
May 10 - 16	Final exams (day, evening, online)
May 21	Convocation
June 2018	
June 1	**COMMENCEMENT**

Summer 2018	
May 2018	
May 28	Memorial Day (no classes)
May 29	First day of Summer I classes
June 2018	
June 15	Summer I make-up day
June 25	Last day to withdraw from Summer I classes
June 28	Last day of Summer I classes
July 2018	
July 4	Independence Day (no classes)
July 9	First day of Summer II classes
August 2018	
August 6	Last day to withdraw from Summer II classes
August 9	Last day of Summer II classes
August 17	August conferral date

DEGREES & CERTIFICATES

ASSOCIATE DEGREE PROGRAMS

Architectural Technology
Business Administration Careers - Accounting
Business Administration Careers - General Business
Business Administration Careers - Hospitality Management
Business Administration Careers - Marketing
Business Administration Careers - Supervisory Management
Business Administration - Transfer#
Child Care Education and Administration
Child Care Education and Administration - Transfer#
Computer Information Systems - Programming
Computer Information Systems - User Support
Criminal Justice - Career
Criminal Justice - Transfer#
Culinary Arts
Diesel Technology
Electronic Technology
Engineering Transfer - Chemical#
Engineering Transfer - Civil#
Engineering Transfer - Electrical#
Engineering Transfer - Mechanical#
Fire Science Technology
Heating, Ventilation & Air Conditioning Technology
Heating, Ventilation & Air Conditioning Technology - Building Systems Energy Management Option
Human Services - Career
Human Services - Transfer#
Liberal Arts Studies
Liberal Arts Studies - Media Communications#
Liberal Arts Studies - Theater#
Liberal Arts Transfer#
Liberal Arts Transfer - Computer Science#
Liberal Arts Transfer - Elementary Education#
Liberal Arts Transfer - Psychology#
Liberal Arts Transfer - Science#
Liberal Arts Transfer - Social Science#
Nurse Education*
Full-Time & Part-Time
LPN to Associate Degree Advanced Placement Nurse Education*
Full-Time & Part-Time
Radiologic Technology*
Respiratory Care*
Telecommunications Technology
Veterinary Technology*
Visual Arts - Art and Graphic Design
Visual Arts - Fine Arts

BOARD-APPROVED CERTIFICATE PROGRAMS

Dental Assistant* ◊
Medical Assistant* ◊
Office Technologies

COLLEGE-APPROVED CERTIFICATE PROGRAMS

C++ Programming
Child Care Education◊
Computer Repair and Maintenance
Computerized Accounting◊
Corrections
Department of Developmental Services Direct Support Certificate in Human Services (*DDS Employees only*)◊
EEC Lead Teacher (*Qualifying Courses*)
Food Production (*available spring 2018*)
Heating, Ventilation & Air Conditioning Technology
Insurance Billing Specialist*
Java Programming
Law Enforcement◊
Microsoft Office Specialist
Mobile Application Development
Mobile App Development - Android
Mobile App Development - iOS
Museum Studies
Networking Specialist◊
Object-oriented Programming
Paramedic*^ ◊
Pastry (*available spring 2018*)
Phlebotomy*
Private Security - Basic
Private Security - Intermediate

* Indicates a selective admissions program.
\# Indicates a MassTransfer eligible program.

◊ For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit www.massasoit.edu/gainful-employment.

^ The Massasoit Community College Paramedic Program is accredited by the Massachusetts Department of Health Office of Emergency Medical Services. The Program currently holds a Letter of Review from the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions(CoEAMSP), which is NOT a CAAHEP accreditation status, but is a status granted by CoAEMSP signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

ADMISSIONS

Admissions Policy

Massasoit Community College has an open enrollment policy in keeping with the Massachusetts Board of Higher Education's Open Door philosophy. That is, all high school graduates are offered the opportunity to pursue higher education. All applicants who have obtained a high school diploma, GED/HiSET Certificate, or other state-approved equivalency credential, will be eligible to be admitted to the College for our open enrollment associate degree or certificate programs of study. Students who have completed a homeschool diploma, please see the Homeschool Policy on the next page.

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

Open Enrollment Program Information

- Applicants will be admitted to the College on a rolling admissions basis, which means first come, first served, as long as the application is complete, all required documents have been received, and a vacancy exits in the applicant's desired program of study.
- Applicants may apply for the fall, spring, or summer semesters; however, some programs may not be available every semester. Applicants should contact the Admissions Office for details.
- Some programs are offered both day and evening, and some programs may be offered in the day only or the evening only. Please note that some of the program-specific courses are only offered on certain campuses.
- Applicants are encouraged to apply as early as possible prior to the beginning of a semester since some programs may limit enrollment numbers.
- Applicants may choose either full-time or part-time study options.

OFFICE LOCATION & CONTACT INFORMATION

Prospective students may register for information sessions and tours of the campuses online at **www.massasoit.edu/admissions**.

To schedule a daytime appointment with one of our admissions counselors, contact:

Brockton: 508-588-9100, x1411
Canton: 508-588-9100, x2114
Middleborough: 508-588-9100, x4002

For evening appointments, contact:

Brockton: 508-588-9100, x1311
Canton: 508-588-9100, x2671
Middleborough: 508-588-9100, x4002

Application and Acceptance Procedures

- Submit a completed application form to the Admissions Office in Brockton, Canton, or Middleborough.
- Submit documentation of high school graduation, GED/HiSET completion (transcript, diploma, DD214, or Ability to Benefit), or other state approved equivalency credential. Applicants may complete the self-certification statement if eligible. All foreign high school transcripts must be evaluated.
- Submit all official college transcripts from any other institutions attended.

When the Admissions file is complete and the credentials have been evaluated, the Director of Admissions will notify the applicant in writing with his or her status.

Upon acceptance to the College, students will take the College placement exams and attend the required orientation program.

Readmission

Who Must Be Readmitted?

- Students who are academically eligible and have not been in attendance for more than three consecutive semesters
- Students who were academically deficient and remained in non-degree status for at least one academic semester (Fall or Spring only)
- Students seeking to readmit to a health career program (*see: Readmission for Health Career Applicants*)

Readmitted students will follow new program requirements for the semester they are readmitted.

Students seeking readmission should complete a program modification form with an academic counselor in the Advisement & Counseling Center located in the lower level of the Student Center building on the Brockton Campus. Once the form is complete it should be returned to the Registrar's Office.

The Registrar's Office will notify readmitted applicants in writing regarding their readmission status.

Readmission for Health Career Applicants

All health career applicants who are not enrolled in their health career programs must reapply. Health career applicants will 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.

It is recommended, but not required, for students to make an appointment with a counselor in the Advisement & Counseling Center to review class selection and course requirements for graduation. You may also print out your own transcript and degree audit using the Massasoit website.

Three-Semester Rule

All students in a degree program who are academically eligible but who have not been in attendance for up to three consecutive semesters are 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 do not need to readmit. Three-semester students will follow the program requirements for the semester that they were previously admitted.

Homeschool Policy

All homeschooled students without a high school diploma or GED/HiSET are eligible to apply for admission to a degree or certificate program provided they have successfully completed 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, with the application for admission, evidence that the homeschool program was approved by the student's school district's superintendent or school committee. Additionally, if the homeschooled student is under the age of compulsory attendance, which is 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 homeschooled if the student has completed his or her home school program before the age of 16.

The College reserves the right to limit or deny enrollment to a student under the age of 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.

Youth Learner Enrollment

Students below the traditional age-level for college will be considered for credit and non-credit courses, with the exception of sports camps, on a case-by-case basis. The Youth Learner Request to Enroll Form must be completed and approved for enrollment. Youth Learners must comply with the Youth Learner Policy and Procedures in order to qualify for credit and non-credit courses.

The Youth Learner Request to Enroll Form may be obtained at the Registrar's Office on the Brockton Campus, the Enrollment Center on the Canton Campus, the Dean of Students Office in Brockton (SC208), the office of the Senior Vice President of the Canton Campus (C100), the main office in Middleborough, or on the website under Admissions.

Dual Enrollment for High School Students

Dual Enrollment is an arrangement whereby a high school student may enroll in a college level course and receive college and/or high school credit. College courses must qualify for the MassTransfer block or be part of required curriculum under our MassTransfer-approved associate degree programs. See **www.mass.edu/masstransfer** for details.

Massasoit Community College offers two programs: the Commonwealth Dual Enrollment Program (CDEP) and the Massasoit Dual Enrollment Program (MDEP).

The Commonwealth Dual Enrollment Program (CDEP)

CDEP is a state-funded grant which offers a free class to qualified high school students. Priority is given to first-generation college students and students interested in STEM fields (science, technology, engineering and mathematics). Students who may not have had the opportunity to participate in an early college experience due to financial circumstances are encouraged to apply. Students may be eligible for one free class per semester. Students are selected on a first-come, first-served basis and new students are given priority. All students must be approved by the Dual Enrollment Coordinator. State funding is limited and approved on a yearly basis.

Admissions Criteria for CDEP

1. Student must be currently enrolled in Massachusetts public or non-public schools, including home schools, and be a Massachusetts resident.*
2. Student must be recommended by high school guidance counselor or other school official.
3. Student must have a minimum of a 3.0 GPA and be in good academic standing.**
4. Student must have written approval by parent or guardian.
5. Students must earn both college and high school credit.
6. Student must take Massasoit's college placement examinations in reading, writing, and mathematics, and place out of all developmental courses.
   To schedule a testing appointment, contact the Student Assessment Office at 508-588-9100, x 1991, or online at **www.massasoit.edu/testing**.

*Students under the age of 16 are required to meet criteria for Youth Learner Policy.

**Students who do not possess the minimum cumulative GPA may be considered eligible based upon demonstration of their potential for academic success through review by the Dual Enrollment Coordinator. Factors to be considered are steadily improving high school grades, a high class rank, special talent, strong grades in the field of the course, strong recommendations by high school staff, etc.

The Massasoit Community College Dual Enrollment Program (MDEP)

The Massasoit Dual Enrollment Program (MDEP) offers a reduced tuition rate of $50.00 per credit hour to any Massachusetts high school student who meets the prerequisite for the selected course. The college course may be used for credit at the high school ONLY with the approval from the respective high school. College credit will ONLY be granted if the course is a transferable college level course, approved by the receiving college or institution.

MDEP allows students to enroll in courses with a minimum of eight students already enrolled with the following conditions: Fall and spring semester courses must be scheduled after 4:00 p.m., Monday through Friday, online or anytime on the weekend. Summer semester courses may be scheduled anytime during the day, evening, online, or weekends. Note: Courses with enrollments under 12 may be cancelled.

The cost for a three-credit course is $150.00; the cost for a four-credit course is $200.00. Students are required to pay for lab or special course fees, books and supplies. Students are limited to two reduced tuition courses per semester. Students must submit paperwork to the Dual Enrollment Coordinator in order to be approved for the reduced tuition.

Admissions Criteria for MDEP

1. Student must be currently enrolled in Massachusetts public or non-public schools, including home schools, and be a Massachusetts resident.*
2. Student must be recommended by high school guidance counselor or other school official.
3. Student must have a minimum of a 3.0 G.P.A. and be in good academic standing.**
4. Student must have written approval by parent or guardian.
5. High school credit for courses may be granted only if approved by the receiving high school. College credit may be granted only if the course is transferable and approved by the receiving college/institution.
6. Student must take Massasoit's college placement examinations in reading, writing, and mathematics and meet all course prerequisites.
   To schedule a testing appointment, contact the Student Assessment Office at 508-588-9100, x 1991, or online at **www.massasoit.edu/testing**.

*Students under the age of 16 are required to meet criteria for Youth Learner Policy.

**Students who do not possess the minimum cumulative GPA may be considered eligible based upon demonstration of their potential for academic success through review by the Dual Enrollment Coordinator. Factors to be considered are steadily improving high school grades, a high class rank, special talent, strong grades in the field of the course, strong recommendations by high school staff, etc.

International Student Admission

The following are the requirements for enrollment as an International Student at Massasoit Community College. The Admissions Office must receive ALL of the following documents by the stated fall or spring deadlines in order for an application to be considered complete. The term "International Student" refers to any student who is not a citizen or permanent resident of the United States. International applicants must be at least 18 years of age. A thorough review of applicant admissions materials will be conducted before any decision on acceptance is made. All application deadlines are final.

Admissions Deadlines

FALL SEMESTER: July 15 for students outside the U.S., August 15 for students within U.S.
S**PRING SEMESTER:** November 30 for students outside the U.S., January 2 for students within U.S.

Admissions Process

1. Submit an Application for Admission
Read the information on each page of the application carefully and fill out the application completely.

2. Provide High School and College/University Transcripts

a. Submit an official evaluation of secondary school (high school) transcript and/or diploma. All academic documents must be evaluated by a certified evaluation company. Commonly used services for educational evaluations are:

CED (Center for Educational Documentation): www.cedevaluations.com

IERF International Education Research Foundation Inc. Credential Evaluation Services: www.ierf.org

NAEG (North American Educational Group): www.naeg.org

World Education Service: www.wes.org

American Association of Collegiate Registrars & Admissions Officers: http://ies.aacrao.org/evaluations/

b. Submit an official copy of post-secondary school (college/university) transcript(s) with diploma, if applicable. College transfer credit will be potentially awarded only with an official college transcript and an evaluated document.

3. Provide Proof of Financial Support
Students/sponsors must show that there is financial funding available to support the student while in the United States by:

a. Completing the Massasoit Certificate of Financial Support, which must be signed by the sponsor and notarized.

b. Submitting a notarized bank letter with letterhead and signature from bank showing a minimum amount of $24,000 U.S. dollars in the sponsor's account.

Note: Both of the financial support documents described above must be dated within the last six months.

4. Provide Proof of English Proficiency

Students must show evidence of English proficiency in **one** of the following ways:

- Submit a score from the Test of English as a Foreign Language (TOEFL). A minimum score of 477 on the paper-based test (PBT), 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.
- Submit an Official Transcript indicating successful completion of an academic program of study conducted entirely in the English language.
- An acceptable score on an English Proficiency Test administered by Massasoit's English as a Second Language Department. This test is available only if the student is presently in the United States. Call 508-588-9100, x1790 to schedule an appointment.

5. Complete International Information Form

Additional Admissions Requirements for B1/B2 (Visitors Visa), J-1 (Exchange Visa), and Transfer Students

Students in the United States at the time of submitting admission applications must submit a valid Passport, Visa and I-94 card.

B1/B2 Visa: If the applicant is on a B2 (Visitors) Visa and plans to stay in the United States, he/she must request a change of status to a F-1 student visa upon fulfilling and receiving acceptance to Massasoit Community College. B Visitor Visa holders are not allowed to start classes or be in an Associate Degree program until notification of his/her change of status decision has been received.

Applicants must be in valid B Visa status in order to apply to Massasoit Community College. If the B Visa is out of status, the College will not process the application. If the I-94 Card has expired or will expire before the semester the applicant wishes to attend, students are encouraged to either file an extension of the B Visa or return home to apply for the F-1 Visa.

The process of applying for a change of status takes a long time. Change of Status cases are adjudicated by the Office of United States Immigration and Customs Enforcement (USCIS) and require specific government paperwork to be completed by the applicant. In some cases, it is strongly recommended that the student returns to his/her home country of origin to apply for an F-1 Visa without doing a change of status in the United States.

If the applicant is denied change of status from B Visa to F Visa, he/she must follow all USCIS instructions given on the I-797 (Notice of Action) and will also not be able to be enrolled in an Associate Degree program at Massasoit Community College based on USCIS regulations on B Visas and pursuing a Degree Program. The Massasoit Admissions Office DOES NOT process visas or change of status requests, although information and forms may be obtained from the Admissions Office. Massasoit is not responsible for any change of status decisions.

The Final Admissions Deadlines for B1/B2 Visa holders:

FALL SEMESTER: May 15
SPRING SEMESTER: October 15

J-1 Visa: If on a J-1 (exchange) Visa, applicants must apply for a change of status to a student visa (F-1) before the J-1 visa expires. If the applicant's J-1 Visa has expired, he/she has a 30-day period to change status before being considered out of status. J-1 Visa holders should follow the regular fall and spring International student admissions deadlines.

Transfer Students: If the applicant is an International Student attending a United States College or University, they must submit, along with all other application requirements, a copy of their current SEVIS I-20 Form from the school they currently attend. Before being accepted to Massasoit Community College, the applicant and their current College or University must complete the Massasoit Transfer Form in order to ensure SEVIS transfer compliance.

The Final Admissions Deadline for Transfer Students:

FALL SEMESTER: August 15
SPRING SEMESTER: January 2

If an applicant falls under a different visa category than listed above, contact the Admissions Office for further information and details.

Note: A valid I-94 Card is essential for admission and must be presented if the applicant is applying within the United States and/or on a current Visa. If the I-94 length of stay has expired, Massasoit cannot admit the student unless extension of stay has been granted through the U.S Government.

Massasoit Community College is authorized under the United States Federal Law Immigration and Naturalization Act to enroll non-immigrant alien students. Therefore, the College will accept applications for admission from non-immigrant aliens. College admission requirements and the College academic calendar are available from the Admissions Office, which also provides application, credential deadlines, and enrollment dates for International Students.

Testing and Assessment

The Testing and Assessment Office facilitates the scheduling and administration of a selection of tests that satisfy requirements for students, academic programs, the college, and the Massachusetts Board of Higher Education, at no cost to students. The testing office provides placement testing in writing, English, and Math to determine levels of proficiency and satisfy course prerequisites requirements and offers additional testing for students. Students who have completed courses at another college should contact the Testing and Assessment Office to address the need for placement testing.

The Testing and Assessment Office facilitates the following tests:

- Computerized ACCUPLACER Placement Testing
- Biology Challenge Exam
- English as a Second Language Testing ESL/ESOL
- High School Equivalency Test, GED or HiSET
- TEAS Nursing Exam-requirement for application to the Nursing Program
- Proctoring Services
- Exams through PearsonVue

Contact Information

Testing and Assessment Office

Brockton Campus
Student Center Building
Room SC 140
Telephone: 508-588-9100 x1991, x1992, or x1994
www.massasoit.edu/testing
Monday-Friday 8:30 a.m. to 5:00 p.m.

ACCUPLACER Placement Testing

The Massachusetts Board of Higher Education focuses on the quality and rigor of the college-level programs and courses offered by public colleges and universities in Massachusetts. The Board is enthusiastic about students succeeding in their college-level work. As a result, the Board requires all students attending public colleges in Massachusetts to take a series of placement tests that assess skills in writing, reading, and mathematics. The ACCUPLACER placement test is comprised of a reading and math test , assessing skill levels in those areas. The writing placement, devised and scored by faculty from the Humanities Division at the college, assesses writing skills.

Test scores determine whether students proceed directly into college-level courses or are placed in skill-building courses to prepare for college-level work. Skill-building courses such as Introductory Writing, Preparing for College Reading I and II, Fundamentals of Mathematics, Introductory Algebra, and Intermediate Algebra are designed to help students succeed in their college courses. Although the credits earned through these courses do not count toward graduation, they do count for financial aid eligibility and factor into the students GPA. Students have an option to schedule an appointment for ACCUPLACER testing or access testing through the walk-in schedule.

Writing Sample

Students have 70 minutes to read and respond to a given essay prompt. Once completed, the essay is read, evaluated, and scored by faculty members from the Humanities Division. The score assigned determines placement into a writing course.

ACCUPLACER Reading Comprehension Test

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. Once the test is completed, the student receives a scored report that designates course placement.

ACCUPLACER Arithmetic through College Level Math

The Arithmetic test, comprised of 17 questions, measures students' ability to perform basic arithmetic operations and to solve problems that involve fundamental arithmetic concepts. There are three types of Arithmetic questions:

- Operations with whole numbers and fractions: topics included in this category are addition, subtraction, multiplication, division, recognizing equivalent fractions and mixed numbers, and estimating.
- Operations with decimals and percents: topics include addition, subtraction, multiplication, and division with decimals. Percent problems, recognition of decimals, fraction and percent equivalencies, and problems involving estimation are also given.
- Applications and problem solving: topics include rate, percent, and measurement problems, simple geometry problems, and distribution of a quantity into its fractional parts.

The Elementary Algebra test, comprised of 12 questions, measures students' ability to perform basic algebraic operations and to solve problems involving elementary algebraic concepts. There are three types of Elementary Algebra questions:

- Operations with integers and rational numbers: topics include computation with integers and negative rationales, the use of absolute values, and ordering.
- Operations with algebraic expressions: topics include the evaluation of simple formulas and expressions, adding and subtracting monomials and polynomials, multiplying and dividing monomials and polynomials, the evaluation of positive rational roots and exponents, simplifying algebraic fractions, and factoring.
- Solution of equations, inequalities, word problems: topics include solving linear equations and inequalities, solving quadratic equations by factoring, solving verbal problems presented in an algebraic context, including geometric reasoning and graphing, and the translation of written phrases into algebraic expressions.

The College-Level Math test, comprised of 20 questions, measures the student's ability to solve problems that involve college-level mathematics concepts. There are five types of College-Level Math questions:

- Algebraic operations: topics include simplifying rational algebraic expressions, factoring, expanding polynomials, and manipulating roots and exponents.
- Solutions of equations and inequalities: topics include the solution of linear and quadratic equations and inequalities, equation systems and other algebraic equations.
- Coordinate geometry: topics include plane geometry, the coordinate plane, straight lines, conics, sets of points in the plane, and graphs of algebraic functions.
- Applications and other algebra topics: topics include complex numbers, series and sequences, determinants, permutations and combinations, fractions, and word problems.
- Functions and trigonometry: topics include polynomials, algebraic, exponential, and logarithmic and trigonometric functions.

Biology Challenge Exam

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 Exam.

The Biology Principles Challenge Exam is not a standardized test. The exam typically takes about 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 2 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 on reserve in the Massasoit library for study and review. Study aids are available through the link to the Biology home page on the Massasoit website.

ESL/ESOL Testing

Students whose first language is not English are assessed for English proficiency in speaking, listening, reading, and writing. The tests are approximately 30 minutes in duration and administered by the ESL faculty at Massasoit. Except for Transitional ESL, these courses carry three credits and can be used for a general, liberal arts, or humanities elective. The test results are provided to the student immediately upon completion of the test.

Massasoit's ESOL courses are advanced college-level courses. Potential students whose first language is not English must be assessed for English as a Second Language rather than for Introductory Writing, English Composition, or Preparing for College Reading. Students must register for an ESOL evaluation. Students will be placed in college ESOL courses, if appropriate. Students not ready for Massasoit's college-level ESOL classes will be directed to alternative programs for further development of English skills.

High School Equivalency Tests

Massasoit Community College offers two high school equivalency exams – GED and HiSET. Both tests are administered via a computer and appointments to take the tests are made online. Both provide sample tests, sample questions and test review materials. For information GED please visit **www.ged.com,** for information on HiSET please visit **www.hiset.ets.org.** For information on Massachusetts eligibility guidelines for testing, please visit **www.doe.mass.edu/hse/req.html.**

Students who need to obtain an original high school credential and official transcripts for either the GED or HiSET must go to the Diplomasender website, **www.diplomasender.com** to make a request.

TEAS Nursing Exams

Students applying to the Nursing Program at Massasoit Community College are required to take a pre-entrance examination in order to be considered for selection into the program. The ATI TEAS test, administered by the Testing and Assessment Office, is a timed, computerized test consisting of four sections: Reading, Math, Science and English & Language Use. Students register for a test date by logging onto www.atitesting.com and follow links to Massasoit Community College. Students are charged a $95, non-refundable fee to take the exam which is payable to Assessment Technologies Institute, ATI. Students must submit payments to ATI via a credit card, debit card or check card at the time of registration. Once registered, students will receive an email confirmation form ATI of their reservation. Rescheduling a test results in an additional fee paid to ATI. Students are required to arrive 15 minutes prior to testing start time and have a photo ID with them for entry to the exam.

COST OF ATTENDANCE
2017–2018

Tuition
Massachusetts State Resident*: $24 per credit
Non-Resident: $230 per credit

Fees
General College Fee: $163 per credit
Technology Fee: $8 per credit
TOTAL COST PER CREDIT: $195 for Massachusetts residents, $401 for non-resident students

Additional Fees
Return Check Fee: $10
Transcript: $3 *(non-enrolled students only)*
Lab Science Course Fee: $30 per course
Allied Health Course Fee: $20 per credit
Online Course Fee: $10 per credit
Paramedic Certificate Course Fee: additional $130 per credit
Self-Supporting Allied Health Programs: additional $123 per credit
Veterinary Technology Program: additional $1000 program-specific fee, annually

Student Billing Cycle
If student accounts are not paid in full by the bill due date, the student will lose all classes. Attempts at rescheduling may not allow the student to reinstate a lost schedule. We urge all students to pay their bills within stated time frames to avoid this situation.

Student Health Insurance
Student Health Insurance: $1,712/year
An annual fee of $1,712 is required of all students taking 9 credits or more per semester. This fee may be waived if students are covered by a comparable plan. Waivers may be submitted through Banner Self-Service in the MyMassasoit portal. Health insurance coverage, which is offered through Arthur Gallagher Company, runs from September 1, 2017 through August 31, 2018. For more information visit **www.commonwealthstudent.com.**

Student Payment Plan
A payment plan is available to all registered students through Nelnet Business Solutions. This is an online payment plan where students make monthly payments via their credit card or automatic bank payment (ACH). There is a fee of $35 per semester to join the payment plan. Contact the Student Accounts Office at x1507 for more information.

Tuition and fees for each semester must be paid in full at the time of registration for each semester. They are subject to increase without notice.

To calculate the cost for credit courses:
Massachusetts resident: $195 x number of credits + course fees = total course cost
Non-resident: $401 x number of credits + course fees = total course cost

For example:

Fundamentals of Math: 3 credits
Massachusetts resident: $195 x 3 = $585
Non-resident: $401 x 3 = $1,203

Biological Principles I: 4 credits + lab science fee
Massachusetts resident: $195 x 4 = $780 + $30 = $810
Non-resident: $401 x 4 = $1,604 + $30 = $1,634

** A person is considered a resident if they have lived in Massachusetts for at least six continuous months and plan to remain in-state. Please contact the Registrar's Office at registrar@massasoit.mass.edu for more information.*

FINANCIAL AID

The Financial Aid Office is dedicated to helping students obtain the necessary financial aid resources to achieve their academic and professional goals. In pursuing our mission, we strive to uphold the highest degree of professionalism, confidentiality, integrity and commitment to quality customer service. The Financial Aid Office administers federal, state and institutional funds in compliance with regulatory requirements while recognizing and respecting the needs and values of our diverse student body.

Massasoit Community College participates in a number of federal and state financial aid programs to assist students in financing the costs of their education. Financial aid awards (scholarships, grants, loans, and employment awards) are made when personal and family resources are not sufficient to pay educational expenses.

The difference between the total cost of education (tuition, fees, books, transportation, and living expenses) and the total family contribution based on the FAFSA (Free Application for Federal Student Aid) is called financial need. In general, higher family income requires a greater expected contribution to educational costs. Particular family circumstances and student earnings also have a bearing on financial need.

The Financial Aid Office follows the regulations in the Family Educational Rights and Privacy Act (FERPA). All information provided to the Financial Aid Office is regarded as confidential and cannot be released without the written consent of the student applicant and/or parent. A Release of Information Form may be completed by the student, for student information, or by the parent, for parental information, and submitted to the Financial Aid Office for processing. A Permission to Discuss Form may be completed by the student to allow his or her financial aid and related information to be discussed with another party, such as a parent.

Massasoit Community College attempts to provide financial assistance to all students with demonstrated need. Massasoit Community College does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin in its educational programs.

Application Procedures and Eligibility Criteria

Students who wish to be considered for all forms of federal, state and institutional financial aid must complete the Free Application for Federal Student Aid (FAFSA) annually. The FAFSA application is available online at **www.fafsa.gov**, and should be submitted by the April 15th priority deadline for students that will begin attending in the fall semester, and by the November 15th priority deadline for students that will begin attending in the spring semester. Applicants who submit the FAFSA by the priority deadline will receive priority consideration for limited financial aid resources, and should receive their financial aid award decisions prior to the semester billing deadline.

Eligibility

To be eligible for financial assistance, students must meet all of the following requirements:

- Complete a Free Application for Federal Student Aid (FAFSA) at **www.fafsa.gov** and include Massasoit Community College in the School Selection section;
- Be admitted into an eligible degree or certificate program;
- Be a U.S. citizen or national, or a U.S. permanent resident or other eligible noncitizen;
- Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma), the recognized equivalent of a high school diploma, such as a GED or HiSET certificate, or have completed an approved homeschooling program;
- Register or be registered with the Selective Service, if applicable;
- Not owe a refund on a federal grant nor be in default on a federal education loan; and
- Be making satisfactory academic progress.

Financial Aid Sources

Students that complete the Free Application for Federal Student Aid (FAFSA) and enroll in an eligible degree or certificate program are considered for many forms of financial aid.

Federal and State Grant Programs (money that does not have to be repaid):

Federal Pell Grant: The Federal Pell Grant Program provides need-based grants to low-income undergraduate students who have not earned a bachelor's or a professional degree. Amounts can change yearly, and are based on a student's cost of attendance, enrollment status, and expected family contribution (EFC) from the FAFSA.

For the 2017-2018 award year (July 1, 2017 to June 30, 2018), the maximum annual Pell award is $5,920.

Effective on July 1, 2012, student may receive the Federal Pell Grant for no more than 12 full-time semesters of enrollment. Students may not receive Pell Grants from two schools for the same payment period.

Federal Supplemental Educational Opportunity Grant (FSEOG): The FSEOG program is a campus-based program that provides awards for students with exceptional financial need. Priority consideration will be given to students that meet published application deadlines and have an expected contribution of $0.

Federal Loan and Programs (money that does have to be repaid):

Direct Stafford Loans are loans made available to student borrowers through the federal government. Students who are

enrolled at least half-time may borrow a Stafford Loan to pay for their education expenses. Before a student can borrow a loan, the student must apply for financial aid by completing a FAFSA application.

Federal Direct Subsidized Loans: The subsidized Federal Direct Stafford Loan is a federal student loan available to students with financial need. Subsidized loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis, during the six month grace period prior to repayment, and during other periods of authorized deferment.

- Fixed Interest rate of 4.45% for the 2017-2018 academic year
- Eligibility is based on financial need, as determined by the FAFSA
- Cumulative lifetime undergraduate loan limit of $23,000
- No payments required while enrolled in school
- Loan origination fee of 1.066% for loans disbursed after October 1, 2017

Federal Direct Unsubsidized Loans: The unsubsidized Federal Stafford Loan is a federal student loan that is not based on financial need. Interest accrues on unsubsidized loans from the time the loan is disbursed by the school. If the borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). The interest is not paid by the federal government. This is the key difference between subsidized and unsubsidized student loans.

- Fixed Interest rate of 4.45% for the 2017-2018 academic year
- Borrow up to $10,500 per year, depending on grade level and dependency status
- Cumulative loan limit of up to $31,000 for dependent undergraduate students, and up to $57,500 for independent undergraduate students
- No payments required while enrolled in school
- Loan origination fee of 1.066% for loans disbursed after October 1, 2017

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program.

For example, if you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years). If you are enrolled in a one-year certificate program, the maximum period for which you can receive Direct Subsidized Loans is 1.5 years (150 percent of 1 years = 1.5 years).

Because your maximum eligibility period is based on the length of your current program of study, your maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward your new maximum eligibility period.

Federal Direct Parent Plus Loans: Federal Direct PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program. To apply for a PLUS loan, the student must complete a FAFSA application, and the parent borrower must submit a PLUS loan application and credit check release, both of which are available in the "Forms" section of the Financial Aid website, or which can be requested from the Financial Aid Office.

- Fixed Interest rate of 7% for the 2017-2018 academic year
- Interest is charged from the time the loan is disbursed
- The maximum loan amount is the student's cost of attendance minus any other financial aid received
- Must be used for educational expenses only
- Loan origination fee of 4.264% for loans disbursed after October 1, 2017
- Borrower must be the student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application. Parent PLUS Loan borrowers cannot have an adverse credit history (a credit check will be done). In addition, parents and their dependent child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs.

For additional information about federal loans, visit **studentaid.ed.gov/sa/types/loans**.

Federal Work Study Program (money that has to be earned through work):

Federal Work Study: Federal Work Study (FWS) is a federally funded student employment program that provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. Positions are available on both the Canton and Brockton campuses as well as at non-profit agencies in the local community. The current rate of pay is $11/hr. on campus and $12/hr. off-campus. To apply for a Federal College Work Student position please complete the application and return to the Financial Aid Office on the Brockton Campus or to the Enrollment Center on the Canton Campus.

Primary State Grant and Tuition Waiver Programs (Money that does not have to be repaid):

Massachusetts State Grant: The MASSGrant program provides need-based financial assistance to undergraduate students who reside in Massachusetts and are pursuing a degree in an eligible degree or certificate program. Award amounts range from $600 - $1,100 annually ($300-550/semester), and are subject to change each academic year. To be eligible for a MASSGrant a student must:

- Be a permanent legal resident of Massachusetts for at least one full year prior to the opening of the academic year.
- Be a U.S. Citizen or non-citizen eligible under Title IV regulations.
- Have applied for financial aid, using the standard Free Application for Federal Student Aid (FAFSA).
- Be in compliance with Selective Service Registration.
- Not be in default of any federal or state Student Loans for attendance at any institution or owe a refund for any previous financial aid received.
- Be enrolled full time (at least 12 credits or its equivalent) in a certificate, associates or bachelor's degree program at an eligible institution.
- Not have received a prior bachelor's degree or its equivalent.
- Be maintaining satisfactory academic progress in accordance with institutional and federal standards.
- Demonstrate financial aid need as determined by the federal methodology need analysis criteria.
- Have an Expected Family Contribution (EFC) between $0 and $5328.

Massachusetts Part-Time Grant: The Mass Part-Time Grant program provides assistance to needy Massachusetts residents who are enrolled in 6-11 credits per semester. The minimum award is $200 and the maximum award is $550 annually.

Student applicants must meet the following criteria to be considered for an award under this program:

- Be a Massachusetts resident domiciled in Massachusetts for at least one year prior to the opening of the academic year; be a U. S. citizen or an eligible non-citizen under Federal Title IV regulations.
- Be in compliance with state law regarding Military Selective Service Act (M.G.L. C.15A, S.16).
- Eligible for Title IV and not be in default on a federal or state education loan or owe a refund on any previously received financial aid.
- Must demonstrate need as determined by the institution and be eligible under the Federal methodology need analysis criteria.
- Be maintaining satisfactory academic progress according to institutional and Federal standards.
- Be enrolled for at least six (or the equivalent) but fewer than twelve undergraduate credits per academic term in an eligible undergraduate degree program or eligible certificate program.
- Has not earned a baccalaureate or professional degree, or the equivalent.

Massachusetts Cash Grant/Access Grant: This state funded program provides need-based grants not to exceed the combined institutional tuition and fees charged for the payment period. Priority consideration is giving to students that meet the published priority deadlines.

State grant funded program available for needy students on a first come/first serve basis. Award amounts vary, but cannot exceed the total of tuition and fees.

Need-based Tuition Waivers: Students with demonstrated need may be awarded a tuition waiver after the drop/add period for state-supported classes. Waivers cover the tuition cost only, and not course fees, are typically not available for courses taught by adjunct professors, or that are held in the evening and/or weekends. An individual student tuition waiver for an award period may not exceed the actual campus tuition charge or, in combination with other resources in the student's financial aid package, exceed the student's demonstrated financial need.

Categorical Tuition Waivers: Several kinds of tuition waivers are available to certain categories of Massasoit Community College students. These categories include, but are not limited to:

- Veteran: As provided in M.G.L. Chapter 4, Section 7(43) including: Spanish War, World War I, World War II, Korean, Vietnam, Lebanese peace keeping force, Grenada rescue mission, the Panamanian intervention force, or the Persian Gulf.

  **For purposes of tuition waivers, the term "veteran" shall also include any individual who served in the army, navy, marine corps, coast guard or air force of the United States for not less than ninety days at least one of which was served in the theatre of operation for the Somalian mission known as "Operation Restore Hope" and whose last discharge or release was under honorable conditions.*

- Native American: As certified by the Bureau of Indian Affairs.
- Senior Citizen: Persons over the age of 60.
- Armed Forces: An active member of the Armed Forces (Army, Navy, Marine, Air Force or Coast Guard) stationed and residing in Massachusetts.
- Clients of the Massachusetts Rehabilitation Commission or Commission for the Blind: As certified by the respective commission.

Waiver documentation must be submitted prior to the end of the semester for which the waiver applies, and while the student is still enrolled. Waivers will not be applied retroactively to semester that has already ended, and will not be processed after a student is no longer actively enrolled.

Students will need to present documentation of eligibility and may need to certify they meet all waiver eligibility requirements prior to having their waiver accepted. Students eligible for waivers should obtain clarification from the Financial Aid Office before making course selections. Students eligible for the Senior Citizen Waiver need to certify US citizenship and MA residency and present proof of age 60 years or greater. Senior Citizen Waivers will not be accepted until one week before the start of the class, and enrollment of at least 15 students in the class is confirmed.

Please see the Financial Aid Office for application and certification information.

Institutional Financial Aid

Massasoit Community College Fee Grant (MCCFee): This fund was designed to supplement other forms of federal and state gift aid to assist students with demonstrated need to cover the full cost of tuition, fees and books. This fund may be used interchangeably with FSEOG and Massachusetts Access as part of the Massasoit packaging policy, and is usually reserved for those students that apply by the published deadlines. Funds permitting, MCCFee may also be used to assist needy student with summer tuition and fee costs. Student must file a FAFSA to be considered for this fund.

United Student Fund (USF): Funded primarily by donations and institutional fund raising efforts, the USF is used to assist needy students cover the cost of health insurance and books, as well as provide support for students with financial emergencies. Students seeking assistance with the cost of books and mandatory health insurance may complete a USF application at the Financial Aid Office. Students seeking assistance for financial emergencies may complete an application at the Dean of Students' Office.

Second Chance Scholarship: The purpose of this scholarship is to assist students with demonstrated financial need that do not qualify for federal or state financial aid due to unsatisfactory academic progress. This scholarship will assist students who have overcome adversity or hardship in their lives to persist and graduate from Massasoit Community College. Students must complete a Satisfactory Academic Progress Appeal Form.

Priority will be given to students that are close to meeting federal SAP requirements, are close to graduation and that have compelling personal and financial circumstances.

Massasoit Scholarships: A variety of institutional scholarships are available to assist students with educational costs. Information and application requirements are available at **www.massasoit.edu/scholarships**.

Veterans' Educational Benefits

The VA Certifying Official is responsible for certifying VA educational benefits for veterans and their dependents. Please visit the Office of Veterans Services in the Student Center, Room SC118 on the Brockton Campus. They may also be reached at 508-588-9100, x1477. Information may also be obtained online by visiting **www.massasoit.edu/veterans**.

Attendance and Withdrawal Information

Students are expected to attend and actively participate in all regularly scheduled classes and laboratory sessions. Not only must a student be registered for a class, students must be actively participating to count as "enrolled" for financial aid eligibility purposes.

Students must have their class participation verified by their professors prior to financial aid being disbursed. Participation in academically related activities includes, but is not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation or
- participating in academic counseling or advisement.

Participation in academic counseling and advising are no longer considered to be academic attendance or attendance at an academically related activity.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

During the fifth week of the Fall and Spring semesters, faculty report to the Registrar's Office students who have not been participating in/attending their courses. Students identified as "not participating" will be notified by the Registrar that they are being withdrawn from the class. If a student believes this report was an error, the student must meet with the instructor to correct the error, and process a reinstatement with the Registrar. All errors must be addressed within one week (the

specific deadline will be identified in the letter received by the student). Administrative withdrawals for participation will only be processed in response to the fifth week report. After this point, official course withdrawals must be initiated by the students. It is important to note that instructors may submit last dates of participation through the end of the semester, including at the end of the term with the final grade roster.

If a student never begins participation in a course, or stops participating in a course prior to the semester census date, which is the last day that a student can add a course each semester, that course is not financial aid eligible, and it may result in a decrease or full cancellation of a student's financial aid award. Please see Census Date Policy below.

Course participation for the summer sessions is confirmed directly with professors by the Financial Aid Office, primarily via e-mail, at the beginning of each session.

Census Date Policy

Eligibility for all state and federal financial aid programs, as well as some institutional financial aid programs, is based on the number of credits that a student is enrolled in as of the financial aid census date, which is the day after the last day that a class can added for the semester.

Students that are enrolled as of this date, but are not enrolled in at least twelve eligible credits, will have their tentative financial aid awards revised to reflect their actual Title IV enrollment status and the institutional packaging policy.

Students that are enrolled as of the census date will not be eligible for financial aid for any classes that are dropped or abandoned prior to the census date. Students that are actively enrolled in less than six eligible credits as of the census date will typically not be eligible for federal student loans for that term.

Students that begin attendance during a term and fully withdraw from college prior to the census date may be eligible for limited post-withdrawal disbursements in accordance with federal and state regulations.

Classes added after the census date may be included in a student's Title IV enrollment on a case-by-case basis if there are extenuating circumstances that caused a delay in a student's registration. Examples include, but are not limited to: Registration for a directed study class, retroactive registration authorized by a Dean or other campus official, class section changes, and registration extensions due to weather/school closure.

Late registration for modular classes after the census date will never be considered a valid extenuating circumstance. Students that register for late starting modular classes after the census date will not be eligible for additional Federal and/or State grant funds, but may be eligible for federal student loans upon request.

Students that would like to take a course at another institution and receive Federal and/or State grant funds from Massasoit must submit a completed Consortium Agreement to the Massasoit Financial Aid Office prior to the census date.

Students that apply for financial aid after the census date will have their Pell Grant eligibility based on their enrollment as of the date that Massasoit receives their Free Application for Federal Student Aid (FAFSA). Eligibility for other funding will be based on the student's enrollment status at the time of the award, and on available funding.

Students may be eligible to receive financial aid retroactively for any completed payment periods within the award year if otherwise eligible. However, students may only receive Pell Grants retroactively for the eligible credits completed for the term. This includes earned F's and incompletes that not converted to "F" grades because the student failed to complete the course work.

What happens to my financial aid if I drop some, but not all, of my courses before the drop/add deadline (census date)?

Your financial aid eligibility for all programs is based on the number of credits you are enrolled in as on the financial aid census date, which is typically the day after the last day that a class can added for the semester. If you are enrolled on this date, but are not enrolled as a full-time student (12+ credits), your financial aid award will be adjusted to reflect your actual enrollment and eligibility. You will not be eligible for financial aid for any class that you drop prior to the census date.

If you drop a course in which you had been participating after the drop/add deadline (census date), you may still receive aid for the class, and, in most cases, your financial aid for the current semester will not be impacted. However, if you drop to less than six credits, and you have a student loan that has not yet disbursed, some or all of your loan may be cancelled.

What happens to my financial aid eligibility if I withdraw from all of my courses, stop attending before completing the semester, or do not complete all modules for which I registered?

Federal and state regulations require financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which assistance was awarded. If you withdraw, or are withdrawn, from all of your courses for any reason (including academic dismissal, suspension or expulsion) prior to completing at least 60% of the term, you may no longer be eligible for the full amount of federal and state funds that you were originally awarded.

Massasoit is required to recalculate your financial aid eligibility based on the percentage of the period that you completed and applicable federal and state regulations. A pro-rated schedule is used to determine the amount of federal funds that you have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her federal financial aid than a student who withdraws in the fifth week. Once more than 60% of the semester is completed, a student is considered to have earned all of his/her financial aid, and his/her financial aid will not be prorated.

If you officially withdraw* from Massasoit, the withdrawal date used to determine your financial aid eligibility will be:

1. The date the Registrar Office received your withdrawal request, or

2. The date that you expressed an intent to withdraw to a Massasoit staff member acting in an official capacity, or

3. The date that you last attended a course, as reported by your professor(s), or

4. The date that you last participated in an academically related activity.

Withdrawal instructions are available at **www.massasoit.edu/registrar.*

If you unofficially withdraw from Massasoit by abandoning all of your classes, the withdrawal date used to determine your financial aid eligibility will be:

1. The date that you last attended a course, as reported by your professor(s),or

2. The midpoint of the period for which aid was awarded.

What if I don't earn any passing grades for a term in which I received financial aid?

If you do not officially withdraw and you fail to earn a passing or incomplete grade in at least one course offered over the entire term, and none of your professors confirm your attendance beyond the 60% point of the term on their final grading rosters, Massasoit must assume, for Title IV purposes, that you have unofficially withdrawn. Your financial aid eligibility will be recalculated as described above.

Financial Aid Satisfactory Academic Progress Policy

Federal and state regulations require that students receiving financial aid make satisfactory academic progress (SAP) in their degree or certificate program. There are three components, or standards of progress: grade point average (GPA), completion rate or progress towards a degree, and maximum time frame. A student must be maintaining all three standards to continue receiving financial assistance. These requirements are considered separate from the academic requirements a student must maintain to remain as a degree student at Massasoit.

1. Completion Rate/Pace

A student's pace of progression towards a degree or certificate is measured by comparing the number of earned credits with the number of attempted credits. To be eligible for financial aid, a student must successfully complete at least 67% of cumulative attempted credit hours.

Credits attempted include all courses taken by a student whether paid for with financial aid funds or taken within a degree program except as noted below. Credits earned are credits associated with classes successfully completed (received a grade of A, B, C, D, or P).

Credits earned ÷ credits attempted = completion rate percentage. For example, if a student enrolls in or "attempts" twelve credits in the semester and successfully completes, or earns, nine of those credits, the student's completion rate is 9 ÷ 12 = 75%.

When evaluating a student's pace of progression:

- Withdrawals, incompletes, and failures are considered attempted but not earned hours. Students with Incomplete classes may be able to continue on probation for 1 semester while completing the course requirements.
- Passing credits received for pass/fail courses are considered attempted and earned credits. Failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned hours. A student is allowed to repeat a course according to federal course repeat policy. (*See the Course Repeat Policy.*)
- Audited courses are not considered credits attempted or earned.
- English as a Second Language (ESL) courses are included in the calculation of both attempted and earned hours.
- Transfer credits, including those received during consortium study, do not count in the calculation of the cumulative GPA, but are included in the calculation of completion rate and maximum time frame to complete a degree (see item 3 below).
- Gateway to College and Dual Enrollment courses are included in the calculation of both attempted and earned hours.

2. Cumulative Grade Point Average (GPA)

A student must earn a minimum cumulative GPA based on the total number of credit hours attempted at Massasoit.

- 1.0 for 1 -15 credit hours attempted
- 1.6 for 16-30 credit hours attempted
- 1.75 for 31-45 credit hours attempted
- 2.0 for 46+ credit hours attempted

3. Maximum Time Frame

A student must complete his or her educational program within a time frame no longer than 150% of the published length of the educational program. At Massasoit Community College we count this time frame in credits rather than in time increments. All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed. Remedial courses may be excluded from the number of maximum time frame credits once a student appears to be exceeding their maximum time frame. A student will not be eligible to receive financial aid once he/she has attempted 150% of the credits required for his/her degree or certificate program, or if it appears he/she cannot attain a degree or certificate within this time frame.

For example, a student in a program requiring 60 credit hours for graduation will be eligible for financial aid only during the first 90 attempted credit hours (60cr. x 150% = 90cr.). For students in programs with different credit hour requirements, the maximum time frame will be adjusted accordingly.

Students must be taking courses that count toward their degree program to be eligible for financial assistance. Care should be taken to register only for courses listed on the appropriate degree requirements sheet for the student's current degree or certificate program.

SAP Review

Satisfactory Academic Progress for financial aid will be reviewed after the Spring semester each year for students in degree programs, and after every period of enrollment for students in certificate programs. Students not meeting the requirements stated above will be placed on Financial Aid Suspension and will be ineligible to receive financial assistance, including federal loans.

A student may regain eligibility by taking and paying for his/her classes, and raising his/her cumulative GPA and completion rate to meet the above standards.

Students that are placed on Financial Aid Suspension have the right to appeal this decision if significant extenuating circumstances (serious personal health issues, death in immediate family, etc.) contributed to their inability to meet SAP standards. Students may also appeal if they have exceeded the maximum time frame due to a change in program, or if they are returning for a second certificate or degree.

To file an appeal, students must submit a completed Satisfactory Academic Progress Appeal Form, documentation supporting the circumstances cited in the appeal, and a Degree Works Summary signed by an academic advisor. Incomplete appeals and appeals without appropriate documentation (i.e. – letter from doctor, hospital records, police records, unemployment statements, obituaries, etc.) will not be considered.

If a student bases an appeal on a change of program, only the hours from the previous program(s) that count toward the student's new program requirements, plus any prior attempts of those courses, are included in the calculation of maximum time frame. Two program changes will be considered valid for financial aid SAP purposes. All courses from the third different program on will be counted toward a student's maximum time frame.

Students pursuing a second associate degree, or transferring credits into Massasoit will have a maximum of fifteen courses (or up to 75% of the new program) from their prior degree and/or institution used to satisfy their second degree requirements. This is the same as Massasoit's academic policy for all students pursuing a second associate degree or transferring credits.

The deadline to submit SAP appeals for the Fall semester is November 1. Appeals received after this date will be considered for the Spring semester only.

The deadline to submit SAP appeals for the Spring semester is March 15. Appeals received after this date will be considered for the following Fall semester only.

There is no SAP appeal process for the Summer sessions. Exceptions may be made on a case-by-case basis, but will typically only be made for students appealing to receive aid for a second degree or who have exceeded their maximum time frame.

If a student's SAP Appeal is granted, one of two things will occur:

1. The student will be placed on Financial Aid Probation after Appeal and be given the opportunity to raise their cumulative gpa and/or completion rate to Good SAP Standing standards. This opportunity will only be given to students who can, through hard work, return to Good SAP Progress within one semester, OR

2. The student will be placed on Financial Aid Probation After Appeal and will be required to follow an "Academic Plan" designed to return them to Good SAP Progress standing within an appropriate time period.

   While on Financial Aid Probation After Appeal, a student may continue to receive financial aid. At the end of each probationary semester the student will be:

   - Removed from Financial Aid Probation After Appeal if the student is meeting minimum SAP requirements, OR
   - Continued on Financial Aid Probation After Appeal if the student is not meeting minimum SAP requirements but met all requirements of their academic plan, OR
   - Placed on Financial Aid Suspension if the student is not meeting minimum SAP requirements and did not meet all requirements of their academic plan

Reinstatement

A student may be able to raise his/her cumulative gpa and/or satisfy credit deficiencies by taking additional coursework at Massasoit Community College while not receiving financial aid, or by transferring in credits from other institutions.

The Financial Aid Course Repeat Policy

The Financial Aid Course Repeat Policy is not the same as the College policy, as it is based on federal course repeat regulations.

College policy: A course in which a student received a "C-" or below may be repeated without prior approval. A course in which a student received a grade of "C" or higher may be repeated only with prior approval. Waiver to Repeat a Course forms are available in the Registrar's Office.

Financial Aid Course Repeat Policy: A student may receive financial aid to repeat without limit, any failed or withdrawn course until a passing grade is received, provided the student is otherwise eligible and is making satisfactory academic progress.

Once a passing grade is received in a course, financial aid can be used to repeat that same course one time only. However, if a student withdraws from a repeated course that was previously passed, that attempt does not count as his or her one allowed retake of that course.

Example 1: A student takes MATH 101 and receives an "F", retakes it and receives a "D-". The student may receive financial aid to take the course again. If the student receives a grade of "A", "B", "C", "D", or "F" in the second course, he or she is not eligible to receive financial aid to repeat the course.

Example 2: A student takes BIOL 201 and receives a "D". The student may receive financial aid to take the course again. The second time the student takes this course, he or she receives a grade of "A", "B", "C", "D", or "F". Financial aid may not be used to repeat this course again.

Example 3: A student takes ENGL 101 and receives a "C-", retakes it and withdraws ("W"). The student may receive financial aid to repeat this course.

Students may not receive financial aid to repeat a course with a grade of "I" (incomplete). Students may also not receive financial aid for classes that have been accepted for transfer credit from another institution.

A student's financial aid may be adjusted at any time it is determined that a course is ineligible for financial aid.

Course Eligibility

The Financial Aid office would like to help ensure your academic success by reminding you that federal and state financial aid is only available for:

- Classes that fulfill unmet degree requirements of your current Massasoit degree or certificate program.
- Remedial classes that are prerequisites for courses that you need to take to fulfill unmet degree requirements of your current Massasoit degree or certificate program.
- English as a Second Language (ESL) courses that are taken while you are matriculated in an eligible degree or certificate program.
- Required courses that you are repeating because you previously failed or withdrew from the course, and have never received a passing grade.
- Required courses that you previously passed if you have not repeated them more than once.

If you register for courses that do not meet the above requirements, your financial aid may be revised or cancelled after the add/drop period and you will be responsible for any resulting outstanding balance. Courses "recommended" by your instructor, advisor, or transfer college that are not listed on your current program requirement sheet are not eligible for financial assistance. It is your responsibility to enroll in the correct classes, and you are strongly encouraged to review your course selection with an academic advisor to ensure that you do not jeopardize your financial aid eligibility by registering for the incorrect courses.

OFFICE LOCATION & CONTACT INFORMATION

On the Brockton Campus, the Financial Aid Office is located on the ground floor of the Administration Building and may be reached:

By phone: 508-588-9100, x1479
By fax: 508-427-1232

On the Canton Campus, the Financial Aid Office is located in the Enrollment Center and may be reached:

By phone: 508-588-9100, x2008

The Financial Aid Office may be reached by email at FAO@massasoit.mass.edu.

COLLEGE SERVICES

Campus Police

Massasoit employs its own College Police Department, which is available at all times.

Campus Police are located in the Student Center on the Brockton Campus in room SC158C and on the Canton Campus in room C202. The General Business number is 508-588-9100, x1041, the Emergency number is 911 from any College phone, and they may be reached 24 hours a day, 7 days a week at 508-427-1296.

All members of the Massasoit Community College community are required to report all criminal actions to the College Police Department immediately. The Massasoit Community College Police Department protects and serves the College community. 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 and 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 log in page for registration is found at **www.getrave.com/login/massasoit** or on the Massasoit website under Campus Police.

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, 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.**

If you have any questions regarding access to sex offender information, contact the College's Chief of Police or their designee.

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. For more information regarding the College's CORI/SORI check process, please contact the Dean of Nursing and Allied Health.

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 $10.00.

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.

Facilities

In Brockton, Student Center Room 151 will serve as a designated area for sick students, faculty, and/or staff to wait and rest while awaiting ambulance transport or family pick-up. It will also provide a space for students, faculty, and staff to rest

during short-term illness. This treatment and rest area will be separated from the remainder of the room, providing privacy for those individuals utilizing it.

In Canton, Room C136 will serve the same purposes and be set up similarly as SC151 in Brockton to afford privacy when needed. The offices will not be staffed; the College Police station should be the primary site for assessment/care/treatment.

In addition to health emergencies, the rooms will also provide privacy and a space away from the police environment for response and assessment by counseling staff to mental-health-related incidents', investigation of physical and/or sexual assault/crisis, domestic violence, dating violence, and stalking; and other investigations of sensitive natures requiring assessment and privacy. If multiple uses were needed simultaneously, the situations would be prioritized.

The rooms will also provide a dedicated space for the College Police to conduct CPR/AED/Narcan/First Aid training for the College community.

Local Emergency Facilities

Signature Health Care Brockton Hospital: 110 Liberty Street, Brockton, MA 02302 MA Phone: 508-583-4546

Good Samaritan Medical Center: 235 North Pearl Street, Brockton, MA 02301 Phone: 508-427-3000

South Shore Hospital: 55 Fogg Road at Route 18, South Weymouth, MA 02190 Phone: 781-624-8000

Morton Hospital: 88 Washington Street, Taunton MA 02780 Phone: 508-828-7000

Library

The Massasoit Community College Library reflects the mission of the College by providing its diverse population with the information resources that support a wide range of transfer and career programs; by teaching the information-seeking skills needed for success in college and for lifelong learning; by preserving and making accessible the College's historical materials; and by allowing the use of its facilities and collections to play a role in the intellectual and cultural life of the College community.

Collections and Services

The Library collection includes:

- 30,000+ circulating books
- 160,000+ ebooks
- Access to millions of articles through its 90+ electronic resources

Some materials are for in-library use only; most circulating books may be borrowed for 28 days.

Additionally, the OCLN consortium provides access to the resources of 29 local libraries with delivery to Brockton, Canton, and Middleborough. Materials held outside of the consortium can be ordered through our interlibrary loan service through the MyMassasoit portal.

Many courses require a research project and/or emphasize the college's Information Literacy Core Competency. To assist with this learning goal, librarians provide one-on-one research consultations, online chat reference during open hours, email/phone reference and research guides customized by class and academic discipline. More information on these services and the guides can be found at library.massasoit.edu

Off Campus Access, Library Cards and Borrowing

The Library provides a variety of information resources including books, articles, and streaming video, all searchable through our library website. Off-Campus access requires an active MyMassasoit username and password. Librarians are available for research help in person, over the phone, or through the library's instant message service.

Students must activate their student ID in order to check out library materials. This can be done in person at the circulation desks and online through the library website.

Other Library Resources and Services

- Private study carrels and movable, collaborative tables
- 49 computer stations with networked printing, software and internet access
- Photocopy machines
- Scanner stations (Brockton)
- Reserve material collection, including many textbooks

The Library also holds monthly book discussions through its Massasoit Reads program (See website for details). All community members are welcome. Additionally, the Library collaborates with local agencies to feature art and photography exhibits. Many exhibits are tied to the One Book, One College, One Community program.

Fines

Massasoit does not charge fines for overdue materials; however, borrowers are financially responsible for materials not returned. Borrowing and college privileges (grades, registration, and/or transcripts) will be affected if bills are not paid.

Hours

Brockton Campus, SC201, 508-588-9100, x1941

Fall and spring semesters:

Monday – Thursday, 8:00 a.m. to 9:00 p.m.
Friday, 8:00 a.m. to 7:00 p.m.
Saturday, 10:00 a.m. to 2:00 p.m.
Closed Sunday

Canton Campus, C302, third floor, 508-588-9100, x2942
Monday – Thursday, 8:00 a.m. to 8:00 p.m.
Friday, 8:00 a.m. to 4:00 p.m.
Closed Saturday & Sunday

When classes are not in session, please call the Brockton Library at x1941 for hours.

Contact us:

508-588-9100, x1941
AskALibrarian@massasoit.mass.edu

Information Technology

Information Technology (IT) provides support for technologies to enhance learning and increase the efficiency of academic and administrative processes. In partnership with academic and administrative departments, IT 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.

IT 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 7:00 a.m and 9:00 a.m. Any disruption in service affecting classes will be posted in advance.

IT Policies and Procedures

Hardware and Software Support

Support is provided from:

Monday – Thursday, 8:00 a.m. to 7:00 p.m.

Friday, 8:00 a.m. to 5:00 p.m.

Saturday, 8:30 a.m. to 5:00 p.m. during the regular academic semester.

All problem reports and requests for computing service assistance must be made through the Help Desk. Users should leave a detailed message with their name, room number, extension, and an explanation, via email, or by calling the Help Desk at x1139, or by visiting in person Room T544 of the Technology Building.

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. Full details can be found in the Service Level Agreement.
- The appropriate IT 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.

Standard Support Policy

All new hardware and software purchasing must be planned and coordinated with IT. Faculty and staff should anticipate needs and request equipment from their department heads and division deans. Color cartridges are not supplied by IT for printers even if purchased with College funds. Personal or home equipment is not supported even if the owner is a full-time employee of the College. Laptops purchased by the College for home or out-of-office use are an exception. Technical staff supports approved desktops, laptops, and licensed software. Specifics can be found in the Service Level Agreement. Support for other College services and equipment is provided as follows:

- **Audio/visual equipment, including data projectors:** This is handled by the Media department and requests should be routed through the IT Help Desk at 508-588-9100, x1139 or via email at helpdesk@massasoit.mass.edu.
- **Installation of data lines for internet connectivity or other network services:** IT coordinates the installation work which is done by a third party vendor and thus must be scheduled.
- **Telephone services:** For all problems and requests related to your telephone services, contact the operator.

Upgrades or Updates

Users must be present when a technician performs this work. A time when the user and the technician are available will be scheduled through the Help Desk. This is to ensure that the system or software is properly tested by the user and that the system is fully functioning at the completion of the work. If the user is not available at the scheduled time, he or she will be asked to reschedule another time through the Help Desk. Users should notify the Help Desk as soon as possible if they are not able to keep this scheduled appointment.

Internet Use and Virus and Pop-up Protection

If a machine is infested with Internet pop-ups or viruses that render the equipment unusable, IT staff will take the following steps:

- On the first visit to correct the problem, a technician will verify that appropriate user privileges are set and install software to detect and remove data mining, aggressive advertising, browser hijackers, and other troublesome software.
- If the problem reoccurs with the same system, a technician will the take necessary action to make it impossible to accidentally disable a machine with a download or unsupervised installation of software.

Network Accounts

Accounts on the campus network are provided for all current faculty and staff. Student accounts are provided for all current students. Students should be aware that it is their responsibility to back up their files onto portable media or their Google account because storage is not provided by the College.

Email Accounts

Massasoit email accounts are provided for all faculty, staff, and students. Adjunct faculty should request an email account through the dean and access email with the Outlook browser interface (OWA). Full-time staff and faculty members will have one profile for email. If they need to access their email from a second machine, this will be done via the Internet. Student email is provided through the MyMassasoit web portal within Google Apps. Faculty should note that they will also have a second Google Apps account.

Shared Network Folders

Shared folders on the network are available to College employees by departmental request. Users must specify the folder name, any subfolders that will be needed, and who will need authoring access to the folder by contacting the Help Desk via email or by calling x1139. The email administrator will retain ownership of all shared network folders. Folders will be reviewed periodically by the administrator for currency, and those that are not maintained may be removed after notification of the folder author(s).

Printing and Copying

Printing

Brockton Campus

All students have a Pharos Printing account of $15.00 ($5.00 for summer sessions), which they can access by logging on to a Library computer, ARC computer, or the open lab in SC121. 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 the Pharos account. Students may add money to their account by paying at the Student Accounts Office (A203) and then updating their account at the Help Desk (T544). If the Student Accounts Office 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 help desk.

Canton Campus

All students have a Pharos Printing account of $15.00, 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 Pharos account. When the Student Accounts Office 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 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 15¢ per copy. Copy service is not connected to the printing account. Middleborough students can make copies in the Main Office.

Transportation

Canton Campus Free Bus Service

Bus service is available during the day from local MBTA Commuter Rail stations and several other locations within the community for transportation to the Canton Campus during the fall and spring semesters. Pick-up and drop-off times may vary due to unexpected traffic or weather conditions.

Visit **www.massasoit.edu/shuttle** for bus schedule. Please contact Leah Zielinski at 580-588-9100, x2504 with questions about the bus service.

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 **www.massasoit.edu/shuttle** for more information.

Public Transportation

Public transportation is available at the Brockton Campus via the Brockton Area Transit (BAT). Information regarding service schedule is available at the Student Life office in the Student Center.

STUDENT LIFE

The mission of Student Life is to create an inclusive campus environment by assisting our students in discovering and utilizing their talents while acknowledging and respecting the talents of others. By offering comprehensive programming, college sponsored organizations, and service opportunities, Student Life promotes a global community and the intellectual, social, and emotional growth of our diverse student body. Student Life understands the necessity of individual expression in successfully representing the Massasoit community.

Student Services is committed to the College's mission of creating a supportive and safe environment for all our 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. Contributions from all individuals are welcomed and never underestimated. The Student Life Office understands the necessity of individual expression in successfully meeting the needs of Massasoit's diverse student population.

Most events are held during the activity hour, which is on Monday, Wednesday, and Friday from 12:00 - 1:00 p.m., and most events are free of charge to students with a valid Massasoit ID.

On the Brockton Campus, Student Life is located in the Student Center, SC220, 508-588-9100, x1481. On the Canton Campus, Student Life is located in C137, 508-588-9100, x2118. In Middleborough, visit the Main Office, 508-588-9100, x4002.

CAMPUS CLUBS

Brockton Clubs

Business & Investment Club

This club is designed to augment the business curriculum though personal and professional development opportunities. Membership is open to all Massasoit students from all majors.

Advisors: Chip Bradford, x1686 and Paul O'Donnell, podonnell@massasoit.edu

Cape Verdean Student Association

Dedicated to the preservation of Cape Verdean culture and history, this club supports the recruitment effort of Cape Verdeans to Massasoit. The club promotes cultural, political, and historical programs that maintain a sense of cultural identity throughout Massasoit Community College.

Advisor: Paula Fontes, x1998 or cvsa@massasoit.edu

Chess Club

This club is open to all students who are interested in the game of chess. It offers amateurs the opportunity to help others who are willing to learn. The Chess club conducts tournaments, arranges matches, and provides entertainment and a social life for the members of the club.

Advisor: Larry Dean, ldean2@massasoit.mass.edu

Creative Writing

The Creative Writing club offers a space for students to develop, share and discuss their poetry, short fiction, memoirs, and more. Students bring their writing into a public forum, and read and critique each other's work honestly and fairly. The club also works to promote writing on campus and plan both spoken word open mics and student writing publications.

Advisors: Erin Harte, x1975 and Laurel Santini, x1820 creativewritingclub@massasoit.edu

Culinary/Hospitality Club

This club is made up of Culinary Arts majors, Hospitality Management majors and students from the general population interested in food, hospitality, and other interrelated topics. This includes developmental food presentations, food and bake sales, food and hospitality related tours, field trips, and providing community services.

Advisors: Paul Weeden, x1697

Debate Club

The purpose of this club is to foster an environment of intelligent argument and debate that inspires progress. The club will offer a way for students to hone their skills, learn techniques and stay informed on current events. All Massasoit students are eligible to participate.

Advisor: Kathleen Pahl, x1850

Environmental League of Massasoit

The purpose of this club is to promote sustainability with Massasoit Community College, the local, regional and global community. In addition, the club aims to support activities that enhance the enjoyment of the environment.

Advisors: Hollyce States, x1377

Gay Straight Alliance (GSA)
An organization dedicated to spreading awareness, information, and positive self-image across the campus. Our focus is the pursuit of equality for all people who do not identify with heteronormative sexualities and gender presentations. Open dialog within the group about issues affecting our lives is welcomed and encouraged. All students, including but not limited to lesbian, gay, bisexual, transgender, queer, intersex, asexual, gender-fluid, pansexual, questioning, undefined, and heterosexual, are welcome to meetings and official positions. Meetings provide a safe place for people of all sexual orientations and gender identities to express themselves openly, without fear of judgment or harassment.

Advisors: Christina Bermingham, Robin Peery
gsa@massasoit.edu

Honors Association
This is an honorary club that promotes and furthers the mission of the Honors Program and provides services and support to its students. The Association shall provide its input to the Honors Program Council.

Advisor: Michael Mezzano x1915 or
honorsassociation@massasoit.mass.edu

International Touch Club
Open to all students. The purpose of the club is to represent and further the interest of the diverse student body, promoting multicultural understanding, encouraging self-development, and pursuing global responsibility and cooperation of the entire college community.

Advisors: Ida Cerezo-O'Donnell, x1465 and Sara Goke, x1785

Mary E. Baker Unity Club
This organization was formed for the purpose of providing services to Massasoit Community College's minority students. In celebration of diversity, ALL students, including those attending day programs, night programs, and Canton campus programs are welcome to join with this group.

Advisor: Jeff Joseph, x1081

Media Club
Students involved in the television side of the media club can expect to get immediate, quality, hands-on training in television production. Such training includes audio engineering, non-linear editing, in-studio and field camera work, pre-production coordinating, technical directing, directing, producing, graphics, computer animation, and audio editing. Along with fundraisers and field trips to other production facilities, the media club provides a stepping-stone to those who are considering a career in any aspect of media communications.

Advisor: Patrick Lys, x1983 or plys@massasoit.mass.edu

Moment of Truth Prayer Club
The goal of this organization is to provide prayer, bible study, group discussions, and workshops all based on biblical principles. Students and staff are invited to become active members of the club.

Advisors: Glen Prospere, gprospere@massasoit.mass.edu

Newspaper/*Massasoit Tribune*

To provide a means of informing students/faculty/staff of news items of interest about Massasoit Community College and the surrounding community.

Advisor: Jared Gilpatrick, x1565
www.masstrib.com

Nurses Club
Open to all nursing majors. The purpose is to encourage peer support, plan class projects, and act as liaison between students and faculty.

Advisors: First Year – Tricia Willis, x1466
Second Year – Rosemary Colletti, x1739

Performix
Open to all students interested in the performing arts, including theatre, dance, music, step, rap, slam, and artistic sign language.

Advisors: Lisa Thibodeau, performix@massasoit.mass.edu

Phi Theta Kappa
Officially known as the International Honor Society of the two-year college. Students must have at least a 3.50 cumulative grade point average and have completed at least 12 credits in a degree program.

Advisors: George Scala & Sawsan Zahara,
ptk@massasoit.mass.edu

Radio Club
This is the student-run organization supporting the Radio Massasoit internet radio station. Its purpose is to provide broadcasting opportunities to students and train them in the operation of a radio station.

Advisors: Lisa Zinsius-Supka, x1745 and Robert Bowers, x1906

Radiologic Technology
Designed for students enrolled in the Radiologic Technology Program.

Advisors: First Year – Anthony Kapadoukakis, x1784
Second Year – Cheryl Burke, x1764

Respiratory Care Club
For those students already enrolled in the Respiratory Therapy Program.

Advisor: First Year & Second Year – Martha DeSilva, x1787

Social Action Club
Open to all students, as well as faculty and staff, this club participates in and organizes volunteer activities related to a broad range of social issues. Volunteer opportunities are available on the Massasoit campus as well as in the surrounding Brockton and Southeastern Massachusetts communities.

Advisors: Jennifer Dzubia-Leatherman, x1563 or
socialaction@massasoit.edu

Student Government Association
The campus governance body which oversees the Student Activities Program is the Student Government Association. Each student is a member and may vote and hold office in the association. Students interested in holding a position as a Student Senator may run for election each fall. The offices of the Student Senate are President, Vice President (two, one for each campus), Secretary (two, one for each campus), and Treasurer.

Advisors: Annie Collins, x1480, Alvin Riley, x1415, or sga@massasoit.edu

Veterans and Servicemembers Club
The purpose of the Veterans Club is to provide Massasoit Veterans with the opportunity to network among themselves and to promote good citizenship and patriotism on and off our college campus. The objectives of this organization are to create a network of citizen soldiers that provide support and opportunities for personal growth that extends beyond the classrooms and college setting. The organization will host patriotic events that support national and state remembrances such as Veterans Day, Flag Day, and Memorial Day.

Advisors: Brian Smith, x1063 and Sarah Comeau, x1477

Canton Clubs

Architectural Club
The Architectural Club promotes excellence in architectural education by providing camaraderie, networking, and interchange of expression pertaining to architecture, techniques, and technology. The Club coordinates fundraising, meetings, field trips to architectural exhibits, and lectures. Membership is open to all students with an interest in Architecture or Engineering.

Advisors: Irving Weiner, x2626 and Robyn Parker, x2528

Artists Union
Open to all students currently enrolled in the college who share an interest in art & design. Activities include field trips, visiting artist lectures and demonstrations, and informal social meetings.

Advisor: Scott Ketcham, x2906

ASHRAE
The Massasoit ASHRAE Club promotes membership in the Massasoit Student Chapter of the American Society of Heating, Refrigeration and Air Conditioning Engineers and provides liaisons to the Boston and National Chapters of ASHRAE. The club serves as a vehicle by which students may network with professionals in the heating and air conditioning industry. All HVAC students are encouraged to join the club, but any student with an interest in the heating and air conditioning industry is welcome to join us.

Advisor: John Fitzgerald, x2161

Dental Assistant Club
Participation in the Dental Assistant Club is limited to those currently enrolled in the Dental Assisting Program. The purpose of this club is to promote and sponsor activities and events that encourage a career in this field. Membership will encourage and provide a liaison with professional associations; attendance at dental meetings, the Yankee Dental Congress; field trips; and lastly, community service projects for dental health education.

Advisor: Judy Shannon, x2754

Gay Straight Alliance
This organization is dedicated to increasing awareness, tolerance, and acceptance of people of different sexual orientation. The purpose of the club is to help make Massasoit a place that is accepting of all people. Meetings are open to all gays, lesbians, bi-sexuals, and their family and friends.

Advisor: Witt Taylor, wtaylor7@massasoit.edu and Maddie Rose mrose@massasoit.mass.edu

Phi Theta Kappa
Officially known as the International Honor Society of the two-year college. Students must have at least a 3.50 cumulative grade point average and have completed a minimum 12 credits in a degree program at Massasoit.

Advisors: George Scala & Sawsan Zahara, ptk@massasoit.mass.edu

Student Government Association
The campus governance body which oversees the student activities program is the Student Government Association. Each student is a member and may vote and hold office in the association. Students interested in holding a position as a Student Senator may run for election each fall. The offices of the Student Senate are President, Vice President (two, one for each campus), Secretary (two, one for each campus), and Treasurer.

Advisor: Annie Collins, x1480, Alvin Riley, x1415 or sga@massasoit.edu

Middleborough Clubs

Creative Arts Club
The purpose of this organization is to foster meaningful connections for students through the open-minded and respectful appreciation of creative arts. Meetings are open to all students of Massasoit Community College.

Advisor: John Swanson, jswanson5@massasoit.mass.edu

WARRIOR ATHLETICS

www.massasoitccwarriors.com

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.

MEN'S SOCCER

The men's soccer program captured its 27th New England Championship in 2017 en route to qualifying for the NJCAA Northeast District Tournament for 11th time in the last 12 seasons. 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 made 15 appearances at the National Tournament, most recently in 2015.

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 12 seasons. In three of the last five years, Massasoit has advanced to the tournament championship. The Warriors represented Massasoit at the 1989 NJCAA National Tournament.

MEN'S BASKETBALL

The men's basketball program has captured the MCCAC State Championship on four occasions and a regional title during the 2010-11 season. Massasoit qualified for both the regional and state tournaments in 2016-17 and has reached the 20-win plateau on 10 occasions.

WOMEN'S BASKETBALL

The women's basketball program made history in 2013-14, winning the school's first-ever New England Championship. The victory advanced the Warriors to the NJCAA National Tournament for the first time in program lore. Overall, the women's basketball program has won seven MCCAC State Championships and qualified for both the state and regional tournaments last season.

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. In 2015, head coach Tom Frizzell earned his 700th career victory with the Warriors as Massasoit has advanced to the Region 21 Tournament each of the last 28 seasons.

GOLF

The golf program continues to grow in its second year after a 10-year hiatus. In 2015, Massasoit finished third at the NJCAA Region XXI Tournament and has sent one student-athlete to the NJCAA National Tournament in two of the last three seasons.

CROSS COUNTRY

In 2015, the first season of cross country at Massasoit, the Warriors sent two individuals to the NJCAA Nationals held at Westfield State University.

SOFTBALL

The softball program competed in the 1990 and 1991 NJCAA National Tournaments and has captured four New England Championships, the most recently in 2013.

TRACK & FIELD

The Massasoit track & Field program has really taken off over the past four years. During that span, 19 student-athletes have advanced to NJCAA Nationals accounting for nine USTFCCCA All-American awards.

Asiaf Field House Information

Field House Hours:

Monday – Thursday, 8:00 a.m. to 6:30 p.m.
Friday, 8:00 a.m. to 5:00 p.m.

Field House Summer Hours:

Monday – Friday, 8:00 a.m. to 5:00 p.m.

Pool Hours:

Monday – Friday ,12:00 p.m. to 2:00 p.m.

Open Gym:

Monday, Wednesday & Friday,11:00 a.m. to 1:00 p.m. during the school year.

Multipurpose Room:

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

STUDENT AFFAIRS

Academic Resource Center (ARC)

The Academic Resource Center offers a range of tutoring and academic support services. Individual and small-group tutoring is available in many subject areas such as mathematics, sciences, allied health, accounting, computer technology, study skills, reading, writing, and language acquisition, as well as technology courses at the Canton campus. In addition to tutoring, computers are available for writing, research, and course study. Finally, workshops on discipline-specific topics and study skills are offered each semester.

In the ARC, trained tutors help students become more effective, independent learners. Students may access ARC tutors by making an appointment or utilizing walk-in services. Appointments are strongly recommended in order to assure prompt services as well as individual attention upon arrival. Brockton ARC has Group Rooms which groups of 3-6 students may reserve for studying.

The Brockton ARC is located in the Student Center, lower level. For discipline-specific tutoring schedules or to make an appointment, please contact the front desk at 508-588-9100, x1801. The Canton ARC is located in room 126 and can be contacted at 508-588-9100, x2516.

Advisement & Counseling Center

The Advisement & Counseling Center offers comprehensive support services whose main objectives are to help students attain their educational goals and to help facilitate student growth and development. Counselors 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 Information/Counseling
- Personal Counseling
- 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 Advisement and Counseling 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.

Students interested in changing their program of study initiate the process in the Advisement and Counseling Center. Required paperwork is filled out during an interview with a counselor and career counseling is provided if necessary. All completed requests for change of program are filed with the Registrar's Office except for selective admission programs. Applications to these programs are submitted to the Admissions Office and may have a deadline.

Career Information & Counseling

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 Advisement and Counseling Center is an invaluable resource for any student needing career information and exploration. Counselors 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 counselors may employ when working with students regarding career and may include:

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

Personal Counseling

College can be an exciting time that offers students tremendous opportunities for individual and intellectual growth. However, there may be occasions where students experience some difficulties during their college career that can interfere with meeting their educational goals. The Advisement and Counseling Center is a valuable resource that can assist students with issues that impact their personal well-being.

Some of these issues may include anxiety, attention/concentration deficits, depression, relationship problems, and substance abuse.

Counselors can help students explore how to best address these and other personal concerns which may include a referral to professionals in the community for more extensive services. Information shared by students in their appointments with counselors is considered confidential and will not be disclosed to others except in very specific circumstances (which can be discussed between counselors and students).

The Advisement and Counseling Center can also provide crisis intervention services and consultations to college faculty and staff. Students who are experiencing a crisis on campus should meet with a counselor for assistance.

Transfer Information

Transfer services are part of Massasoit Community College's dynamic Advisement & Counseling Center. The Coordinator of Transfer Affairs & Articulation and Academic Counselors 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 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.

To schedule an appointment regarding transfer services, contact the Advisement & Counseling Center Office at 508-588-9100, x1461 during the day and x1311 during the evening. Visit **www.massasoit.edu/transfer** for immediate transfer information.

For information on adding and withdrawing from classes, see Course Deadline/Refund Policy and Withdrawal Policy.

Career Services

The Career Services Office assists students and alumni 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, SC1884. Hours are 8:00 a.m. - 5:00 p.m.; Canton and Middleborough are by appointment. Call 508-588-9100, x1406 or visit **www.massasoit.edu/careerservices**.

CHOICES

The mission of the CHOICES Program is to provide support services to Department of Transitional Assistance (DTA) recipients and other qualified low-income individuals, including those receiving MassHealth or SNAP benefits. The program offers opportunities for low-income individuals to pursue higher education and obtain skills to be successful at Massasoit and beyond. CHOICES promotes realistic self-appraisal, career exploration, and intellectual growth. Services include personal and career counseling, academic advising, and a specific cohort of academic courses designed to assist each individual in achieving their personal and educational goals.

Through a group experience, career planning is designed to foster each person's self and occupational awareness and assist each participant in recognizing and understanding vocational strengths and limitations. As a result, participants are better prepared to begin the process of choosing, finding, and keeping employment. The following are covered:

- Individual biographical data
- Personal and career decision-making
- Harrington-O'Shea Career Decision-Making System
- ACCUPLACER Assessment

The CHOICES program offers credit academic and vocational college-level courses that can be applied to in-house certificates and degree programs. In addition, the CHOICES program provides group and individual support, personal skill development, and assessment and career counseling.

In order to ensure a holistic approach to education, students are encouraged to participate in tutoring, workshops, extra-curricular college activities, and college clubs/organizations.

The average CHOICES student participates in the program for one or two semesters before matriculating into the general College population. For eligible recipients, day care fee assistance and transportation reimbursement may be available through the Department of Transitional Assistance.

CHOICES is located on the Brockton Campus in the lower lever of the Student Center, SC128, 508-588-9100, x1316.

Dean of Students

The Dean of Students is responsible for services and programs designed to foster students' academic, social and personal development and to facilitate student success. As a student advocate, the Dean provides support for student concerns such as emergencies, illness, death in the family, problem solving, and conflict resolution. The Dean of Students educates students on college policies and procedures in order to promote a safe learning environment.

Departments under the direction of the Dean of Students are: Athletics; Career Placement; CHOICES; Health Services; Multicultural Center; and Student Life. The Dean of Students office is located on the Brockton Campus, Student Center, SC208, 508-588-9100, x1415.

Disability Services

The goal of the disability service providers at Massasoit Community College is to facilitate equal access to Postsecondary education for students with disabilities and promote the standards set forth by the Association on Higher Education and Disabilities.

Massasoit offers a range of support services to students with disabilities as defined by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which include academic, personal, transfer, and career advising, modified testing accommodation, individual/small group tutoring, access to textbooks on tape, specialized support service programs, access to adaptive technology, referral to support service agencies and groups, prearranged interpreter services, and accessible parking.

Upon acceptance to the College, students with documented disabilities who require support services and/or accommodations are given the opportunity to identify a disability.

Students with disabilities enrolling at the College who require support services and/or accommodations are encouraged to schedule an appointment with a disability counselor as soon as possible to discuss the need for specific services and accommodations.

Disability Services is located on the Brockton Campus in the lower level of the Student Center, 508-588-9100, x1805, x1424, and x1425, and on the Canton Campus in C129, x2132.

Latch Academic Support Program

The Marilyn Maxwell Latch Academic Support Program is a one- to two-semester support and learning community that serves a diverse population of about 150 students per semester who are looking for help transitioning into college and developing their reading, writing, mathematics, and study skills. For more than 40 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 tutoring, academic counseling, peer mentoring, and courses that together create a tight-knit learning community in which students learn together and from one another. Moreover, professors of Latch courses maintain regular contact with 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.

The Latch program enrolls a variety of students, including, but not exclusively:

- Students who have placed into developmental courses;
- Students with academic potential who are looking for added support transitioning into college;
- Students who have not maintained good academic standing and wish to develop their academic skills; and
- Students who are returning to school after a long absence.

To learn more about the Latch program or to apply for enrollment, please contact the program's staff by email at latch@massasoit.mass.edu, by phone at 508-588-9100, x1070 for Brockton and x2000 for Canton, or visit office T330 in the Technology Building on the Brockton Campus or Room C109 in the Canton Enrollment Center.

Multicultural Center

The mission of the Multicultural Center is to promote respect, understanding, and equality among the diverse world cultures existing in the student body, the faculty, staff, and the community at large. Our goal is to learn about others by sharing cultural experiences that contribute to global responsibility.

The Multicultural Center advises students of other cultures on academic, vocational and personal issues through educational resources and quality cultural programs to assure their retention and graduation, and to encourage them to further their education to reach higher goals.

On the Brockton Campus, the Multicultural Center is located in the lower level of the Student Center, SC123. 508-588-9100, x1465.

MyMassasoit Web Portal

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 accounts are accessed from any internet-capable computer by clicking on the "MyMassasoit" link on the Massasoit home page, **www.massasoit.edu**. Students sign in using their Massasoit username and a password. Assistance is available from the Help Desk in T544 on the Brockton campus, by emailing helpdesk@massasoit.mass.edu, or calling x1139.

Office of Student Rights and Responsibilities

The Office of Student Rights and Responsibilities is responsible for the adjudication of potential violations of the Student Code of Conduct and the development of systems and procedures in the adjudication process; serves as Chief Student Grievance Officer for the college and is responsible for the administration of the Student Grievance policy; serves as the co-chairperson for the Care and Concern Team (CCT), assists students in understanding their rights and responsibilities as members of the College community and serves as a liaison to faculty, staff, and community members in response to conduct matters; and responds to campus emergencies.

TRIO Student Support Services 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; and/or
- Demonstrate academic need

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.

Contact Information and office hours:

508-588-9100, x1061
The main office is located on the lower level of the Student Center in SC130.
Monday – Friday, 8:30 a.m. to 5:00 p.m.

Ubuntu Scholars

Ubuntu Scholars is a mentoring program designed to equip, engage, and empower underrepresented male students at Massasoit, primarily males of color, in an effort to ensure a healthy transition to college, facilitate academic and personal success and a culturally-inclusive learning community.

Grouped into academies, students engage in a year-long, interactive curriculum encouraging utilization of the various support services, and learning opportunities offered at Massasoit, coupled with the support of direct peers, and community volunteers as mentors.

For more information, contact Jeff Joseph, Director of Minority Mentorship Programs and First-Year Experience, Brockton Campus, Student Center, SC1886, jjoseph40@massasoit.mass.edu, 508-588-9100, x1416.

Veterans Services

Veterans Center

The Massasoit Community College Veterans' Center 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.

For more information or with any questions/issues, please visit the Veterans Services Office in the Student Center on the Brockton Campus, SC118 or call 508-588-9100, x1063 or x1477.

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 the Registrar's Office, 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.

GATEWAY to COLLEGE at Massasoit

Gateway to College is a comprehensive early college high school program that enables qualified, motivated students to earn a high school diploma while accruing college credits. Although all activities take place on the college campus, students are enrolled in both the school district and the college, and receive a high school diploma from the district in which they live.

Gateway to College students are a diverse group of young people between the ages of 15 and 21 ready and willing to work hard to be successful in the program. Some of our students believe that a traditional high school setting is not the right fit, left high school before graduating, were on the verge of leaving, or were behind in credits to graduate with their designated class; others are academic achievers getting a head start on a college education.

The Gateway to College program is committed to helping all students achieve their goals by transforming them into lifelong learners. Under the guidance of resource specialists, as well as a caring team of instructors, students learn the skills they need to succeed – in college, career, and life – all while earning a high school diploma and significant college credits. Because the program is located on a college campus, students respond well to the academic and behavior expectations of the college environment. Gateway to College courses are offered in the morning and the afternoon. We also offer accelerated courses to significantly reduce the amount of time required to complete the program.

Our current school district partners include Brockton, Braintree, Dedham, Easton, Everett, Hanover, Holbrook, Holliston, Middleborough, Norton, Randolph, Whitman-Hanson, and Weymouth. Contact us at 508-588-9100, x1691 or visit the website at **www.massasoit.edu/gateway**.

OFFICE OF DIVERSITY AND INCLUSION

The Office of Diversity and Inclusion serves as the campus leader in building diversity and we share with you our motivation, our drive and our passion to reach new heights in diversity and inclusive excellence at Massasoit Community College.

As Massasoit Community College's population continues to grow more diverse, creating a campus climate of respect to the richness of diversity and inclusiveness for all is more important than ever. In August 2017, the Massachusetts community college presidents shared a letter titled "Massachusetts Community Colleges Unite Against Hatred," where they stated

> "The Presidents of the 15 Community Colleges of Massachusetts unite to voice our opposition to the violence, bigotry, racism and hate we witnessed in Charlottesville, Virginia." We will continue to embrace and uphold our shared values within our diverse campuses and promote a climate that values diversity and is free of bias, prejudice and harassment. Most importantly, Massasoit Community College encourages all students, faculty and staff to voice their concerns, collaborate, and celebrate differences."

Throughout the year, the Office of Diversity and Inclusion provides educational and culturally enriching events which are designed to cultivate a climate in which all students, staff and faculty are treated fairly and able to thrive and succeed; everyone including alumni, supporters and community members is welcomed. We will continue to strive as a great institution that serves as a gateway to resources and prepares our students to become global diversity leaders.

Yolanda Dennis, Chief Diversity Officer
Meredith Whitmore, Diversity and Inclusion Specialist

The Office of Diversity and Inclusion is located in the Administration Building, Room 229. For more information, please visit www.massasoit.edu/diversity or call 508-588-9100 x1304.

Women's Resource Center (WRC)

The Women's Resource Center is dedicated to the support, education, and personal growth of our female students, staff, and faculty, and the women in our local community. The WRC assists women in facing new challenges, opportunities, and demands that are encountered in today's ever-changing society. The WRC invites everyone to participate in our many events that are offered throughout the year, including programming about women's history, women's health, women's safety, and workshops that address issues women everywhere face. For more information, please call Donna LeClair, Coordinator, at 508-588-9100, x1484.

OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS

Massasoit Community College Foundation, Inc.

The Massasoit Community College Foundation, Inc. is a non-profit organization incorporated pursuant to Massachusetts General Laws Chapter 180, Section 4(a) as amended. The primary purpose of the Foundation is to foster and promote the growth, progress, and general welfare of the College by raising funds to assist students in need of financial aid for tuition, books, supplies, equipment, and materials. Additional goals of the Foundation are to enhance the educational purposes of the College in teaching, research, and service; distribute gifts and donations to the College for the construction of buildings and other permanent improvements; and to establish, implement, and to promote a long range program in finance to assist in the expansion, growth and improvement of the College.

The Foundation consists of not less than (15) and not more than (21) unpaid members of the communities served by the College. The Development Department of the Development and Alumni Relations Office assists the Foundation in all fundraising activities, sponsored by the Foundation, to enrich the facilities and services of the college and promote the education of the college's many students.

For further information regarding the foundation, email mccfoundation@massasoit.mass.edu.

Massasoit Community College Foundation Board of Directors

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Alumni Association

Massasoit Community College has more than 30,000 alumni. Students who have completed 24 credit hours are invited to join the Alumni Association. The purpose of the Association is to invoke alumni in promoting the goals of the College, fostering friendship among alumni, assisting recent graduates of the College and, whenever needed, providing assistance to the College and its alumni. Each year the Association awards a scholarship to a Massasoit undergraduate. The Alumni Association meets on the second Thursday of every month, except July and August, in the Student Conference Room on the lower level of the Student Center on the Brockton Campus.

For more information about the Alumni Association, email alumni@massasoit.mass.edu.

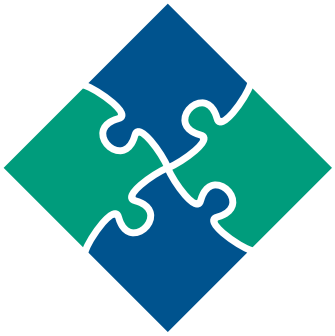
Alumni Relations

The Office of Alumni Relations encourages recent College graduates, and all Massasoit alumni, to adopt active roles in the College community. The Director of Alumni Relations maintains contact through College publications, the Massasoit website, and by encouraging participation in special events throughout the school year.

For more information about the Office of Alumni Relations, call the director at 508-588-9100, x1860.

Development

The mission of the Development Department is to encourage and engage the Massasoit Community College Foundation, friends of the College, local community civic leaders, business and industry, alumni, and the Alumni Association in efforts to promote an outstanding and affordable education to students of all ages who pursue a community college education.



CORPORATE &
COMMUNITY EDUCATION
at Massasoit Community College

CORPORATE AND COMMUNITY EDUCATION

The mission of the non-credit Corporate and Community Education Division is to establish and maintain strong community partnerships by creating programs that meet the professional and personal enrichment needs of businesses and citizens in our service area. Our work is organized around the departments of Community Education, Corporate Education, and Adult Basic Education. We are always open to new ideas for innovative courses and training, and we welcome dynamic instructors with a specialized area of expertise.

For more information, contact Dean Rose Paquette at 508-588-9100, x1307.

Adult Basic Education Programs

Two of Massasoit's key Adult Basic Education (ABE) offerings are the Stoughton ABE/ESOL (English for Speakers of Other Languages) Program and the Transition to Community College Program.

Established in 2000 with support from the Massachusetts Department of Elementary and Secondary Education (DESE), the ABE/ESOL Program provides free-of-charge ESOL classes to residents from Stoughton and surrounding towns. The Stoughton ABE/ESOL Program strives to enhance the quality of life in the community of Stoughton and its surrounding areas by providing residents with free access to three levels of English language acquisition classes and other educational resources. Classes are held on Tuesday and Thursday evenings at Stoughton High School. Intake sessions for new students are held on the first Tuesday of every month.

Funded by DESE, the Transition to Community College Program began at Massasoit in 2005. It offers qualifying ABE students from the surrounding towns and Adult Learning Centers the opportunity to access free postsecondary education. Developmental coursework in English and mathematics, computer classes, the College Experience course, plus counseling and advising are all part of this free, semester-long education program. Students are provided with the academic tools and support needed to assimilate and succeed in the College environment, and complete the program with six transferable college credits. Approximately 70% of our Transition students continue on at Massasoit.

For information on Adult Basic Education programs, please contact Director Linda Aspinwall, 508-588-9100, x1301 or visit **www.massasoit.edu/adultbasiced**.

Center for Lifelong Learning

The Center for Lifelong Learning at Massasoit Community College provides senior citizens ageless learning opportunities through engaging and meaningful activities. The Center provides a friendly, inviting atmosphere for seniors to meet and talk with each other, share ideas, and foster new friendships.

For more information on the Center for Lifelong Learning, contact Coordinator Sherry Hayes, 508-588-9100, x1064.

Community Education

Community Education creates and provides non-credit certificate courses and programs that meet the needs of the business community as well as the interests of individuals. This dynamic process allows for the development of new courses and programs as the needs of the community change. Course topics bridge areas of arts and music, business, computers, education, finance, health and fitness, personal interests, sports and recreation, and technical training. Individuals update their skills and advance their careers by completing one of our certificate programs in Human Resources, Event Planning, EMT, Electrician/D License, Veterinary Assistant, Marine Technician, Pharmacy Technician, or Ophthalmic Assistant. Other individual courses help employees maintain their employment licenses through continuing education credits in CPR, Home Inspection, and Real Estate Sales. For personal enrichment, area residents enjoy our quilting, water aerobics, and photography classes. Our courses are offered at our locations in Brockton, Canton, Middleborough, and Plymouth.

For the latest offerings, contact Director Kelley Tilden, 508-588-9100, x1310 or visit **www.massasoit.edu/communityed**.

Corporate Education

Corporate Education is offered directly to area businesses, industry, and organizations, with a focus on individualized training that provides skill enhancement for employees at all levels–entry level to mid and upper management. Trainings are custom-designed, high quality, up-to-date, affordable, and convenient. Our workshops, seminars, and management training programs are customized to assess and meet the individual needs of each organization. Because the training is designed to enhance employee skills and improve productivity, special attention is given to developing training schedules that minimize employee downtime. The department is flexible in creating unique programs that fulfill a company's ideal training package in terms of quality content, time, and location.

Although most companies desire training at their sites, we also offer on-campus training that is open to all companies at our locations in Brockton, Canton, Middleborough, and Plymouth. Training topics include safety training, supervisory management, business skills, customer service, computer training, ESOL, human resources, and health training. To meet employee training needs, we have worked closely with hospitals and long-term care facilities, as well as manufacturers, biotechnology firms, food production companies, and small businesses.

To learn more about training for your employees, contact Associate Dean Maryellen Brett, 508-588-9100, x1302 or visit **www.massasoit.edu/corporateed.**

POLICIES

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.

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 provides an opportunity for students who have demonstrated academic success in at least 12 credits during one semester or more to have grades lower than a C- removed from their Grade Point Average (GPA) while retaining credit for grades of C- or higher. A student may be granted Academic Forgiveness once. In order to be eligible for Academic Forgiveness, the student must be matriculated into a program, have completed at least one semester and earned at least 12 credits with a GPA of 2.5 or higher in the returning semester(s) (12 credits in one semester or six credits over two semesters), and must be seeking their first degree or certificate from Massasoit Community College. Credits used to confer a degree are not eligible for forgiveness. Students should first meet with an academic counselor. Forms are available in the Registrar's Office.

Academic Honesty

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 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 occurs, 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 Academic Affairs 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 Students. The Student Grievance Procedure is contained in the Student Handbook which is available in the Student Life Office and the Office of the Dean of Students. The procedure outlines the necessary steps a student must follow to file a grievance.

Affirmative Action

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Chief Diversity Officer, Executive Director of Affirmative Action and Title IX Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or the Director of Human Resources, Deputy Title IX Coordinator, Donna R. Boissel, 508-588-9100, x1505, Brockton Campus, Administration Building, Room 233, dboissel@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights. The Policy on Affirmative Action, Equal Opportunity & Diversity can found at www.massasoit.edu/EEO.

Complaint Process

Informal Complaint

When employees or students believe their equal opportunity rights have been breached, the complaint process is a mechanism for resolution. Prior to the filing of a formal written complaint under this plan, the parties to a dispute are strongly encouraged to attempt to reach an informal resolution of the dispute. It is recommended that the Affirmative Action Officer be consulted with and participate in any efforts by the parties to informally resolve a complaint. An informal resolution is achieved through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues.

Formal Complaint

The following rules apply throughout all phases of the formal complaint process: (1) all parties to a complaint may have a personal advisor (for union employees this may be a union representative and in cases involving allegations of sexual violence the personal advisor may be an attorney); (2) the role of a personal advisor is limited to providing discrete advice and counsel to the party; (3) the filing of a complaint under this Policy shall not preclude a Complainant from pursuing a complaint in a separate legal forum; (4) a grade dispute based on alleged Prohibited Conduct shall proceed under this Policy and not the Grade Appeal Process contained in the Student Grievance Procedure; and (5) all findings reached under Complaint Procedure must be based on a "preponderance of evidence" (i.e.; more likely than not) standard.

At any point during the Affirmative Action complaint procedure, either party may request mediation by contacting the Affirmative Action Officer, Donna R. Boissel, Human Resources, 508-588-9100, x1505, Administration Building, Room 233, or email dboissel@massasoit.mass.edu.

Mediation shall be mutually agreed upon, and not reasonably refused by either party. The Affirmative Action Officer, or the President's designee, shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for mediation process, and inform the parties of the timetable in writing.

Interim Protective Measures

Title IX requires the College to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from Prohibited Conduct, including taking interim protective measures before the outcome of an investigation. The College shall take these steps promptly once it has notice of an allegation of Prohibited Conduct, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

- access to counseling services and assistance in scheduling an appointment, on or off campus;
- imposition of an interim suspension or on- campus "no-contact" order;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including withdrawing from a course without penalty;
- limiting access to certain College facilities or activities pending resolution of the matter;
- voluntary leave of absence;
- providing an escort to ensure safe movement between classes and activities; and/or
- providing academic support services, such as tutoring.

The specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case.

When a Complainant believes that he/she has been subjected to Prohibited Conduct, the Complainant may file a formal written complaint with the Affirmative Action Officer, or in the case of an alleged Title IX Offense, the Title IX Coordinator, Yolanda Dennis, Office of Diversity & Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu.

The College's Affirmative Action Complaint Procedure is contained in the College's Policy on Affirmative Action, Equal Opportunity & Diversity at **www.massasoit.edu/affirmativeaction**.

For student Complainants, a formal complaint may be filed within thirty (30) days following the end of the instructional period when the Complainant knew or should have known of the grievable act. The complaint shall contain a statement of all known facts pertaining to the alleged violation and shall be filed preferably on the Affirmative Action Discrimination Complaint Form available from the Affirmative Action Officer. If a student is involved, the Affirmative Action Officer shall notify the Vice President or Dean of Student Services.

Upon receiving a written complaint, the Affirmative Action Officer will notify the Responding Party in writing, of the complaint and provide the Responding Party with a copy thereof. The timeliness of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Responding Party shall have ten (10) days from receipt of notice to submit to the Affirmative Action Officer a written response to the complaint.

Confidentiality of Process

The complaint procedure will be conducted as confidentially as reasonably possible to protect the privacy rights of all individuals involved. The College may share information concerning the complaint with parties, witnesses and/or others during any phase of the procedure on a need-to-know basis and shall share information with union representatives as provided for in G.L. c.150E. All individuals with whom information is shared shall be advised of the confidential nature of the information and directed not to discuss the matter with anyone other than a personal advisor, if applicable.

Investigation

Where practicable, within thirty (30) days from the date the Respondent's written response is received, or the date it was due if none was submitted, the Affirmative Action Officer shall conduct an investigation and prepare and issue a Report of Preliminary Findings to the parties. The investigation shall include, but is not limited to, an analysis of the allegations and defenses presented, consideration of all relevant documents, including materials presented by the parties, interviews of the parties and other individuals and/or witnesses, and/or reviewing certain documents or materials in the possession of either party that the Affirmative Action Officer has deemed relevant to the complaint. The Affirmative Action Officer's report shall specify the investigation undertaken and summarize his/her preliminary findings. The report shall be delivered to the parties in hand or by certified mail. If the investigation is not completed within thirty (30) days, status updates shall be provided to the parties every thirty (30) days until it is completed. Any request by a party to extend a deadline established under this procedure shall be presented in writing to the Affirmative Action Officer.

Thereafter, the parties will have ten (10) days from the date of their receipt of the Report of Preliminary Findings to submit Rebuttal Statements to the Affirmative Action Officer. The parties may present no new allegations at that time. Where practicable, within seven (7) days of receiving the parties' Rebuttal Statements, the Affirmative Action Officer shall review the Rebuttal Statements and prepare and submit a Report of Final Findings and Recommendations to the President's Designee for consideration.

Review and Decision by the President's Designee

Where practicable, within ten (10) days of receipt of the Affirmative Action Officer's Report of Final Findings and Recommendations, the President's Designee shall issue a written decision to the parties. The written decision shall accept, reject or modify the Affirmative Action Officer's Final Findings and Recommendations. The Designee's written decision shall be delivered in hand or by certified mail and shall include the Report of Final Findings and Recommendations.

Appeal to President

A party who is not satisfied with the Designee's written decision may file an appeal with the President within five (5) days of receiving the Designee's decision. Where practicable, within five (5) days of receiving the appeal, the President shall issue a written decision accepting, rejecting or modifying the Designee's decision. The President's decision is final provided that any corrective action and/or discipline imposed are subject to applicable collective bargaining agreements.

Alcohol and Drug Use

No alcoholic beverages may be consumed, served, sold or stored by students, guests, invitees, educators, administrators or executives of the College at the Brockton, Canton or Middleborough 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 be 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, Canton or Middleborough 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 the 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 Advisement and Counseling.

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. See *Disclosure of Student Disciplinary Records Policy* for further information.

Animals on Campus

Animals are permitted on campus only for the specific purpose of services pursuant to state and federal disability laws. Please see *Service Animal Policy* for further information.

Attendance and Discipline

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.

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.

Children on Campus

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 **www.massasoit.edu/massasoit-police**.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. 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.

2. 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.

3. 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.

4. 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, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

5. The College identifies the following student information as directory information: student name, town of residence, college email address, level of education (first year or second year), enrollment status (full- or part-time), program of study, dates of attendance, degrees, and 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.

Notwithstanding 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 an 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 nonconsensual 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.

Please see *Disclosure of Student Disciplinary Records* for further information.

CORI/SORI (Criminal/Sex Offender Registy 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. For more information regarding the College's CORI/SORI check process, please contact the Dean of Nursing and Allied Health. (Updated 8/22/12).

Disclosure of Student Disciplinary Records

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 Dean of Students 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 Dean of Students, 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 Dean of Students is responsible for the release of this information.

Fundraising

Recognized student groups may conduct fundraising activities after receiving written approval from the Director of Student Life. 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 the Director of Student Life for further information.

Hazing

Hazing, any conduct or method of initiation into any student organization on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person, is strictly prohibited. The crime of hazing is punishable by a fine and/or imprisonment. Anyone knowing that a person was the victim of hazing must report such crime to an appropriate law enforcement official as soon as possible. Failure to report a hazing crime will result in a fine.

All advisors/coaches to clubs, organizations, and teams will distribute a copy of this policy to their members.

An Act Prohibiting the Practice of Hazing was enacted by the Massachusetts General Court in 1985. Chapter 269 of the General Laws was amended by adding in the following three sections:

Section 17. Whoever is a principal 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 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. 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. 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.

The following Disciplinary Policy shall be applied to any organizer (individual or organization) and/or participants (individual or organization) with any affiliation to Massasoit Community College.

Any individual or organization associated with Massasoit Community College for whom there is reason to believe may have been involved as an organizer or participant in the practice of hazing shall be subject to any or all of the following procedures:

1. A review by the Massasoit Community College Student-Faculty Judiciary Council.

2. A review by the Massasoit Community College administrative staff and/or Campus Police, as deemed appropriate, subject to established College and statewide grievance procedures.

3. Criminal prosecution by appropriate law enforcement and judicial agencies.

Should there be any questions concerning the College's Hazing Policy, please contact the Dean of Students.

Identification

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 and the Middleborough Main Office issue photo IDs to all students during regular office hours. The ID is required for use as a library card, admittance to athletic facilities, to sell used books to the College bookstore 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

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.

IT Acceptable Use

I. 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, including students.

II. 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.

III. 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; and
3. current students of the College.

IV. 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 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.

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. No person authorized to utilize the College's computer network and all related services may disclose his/her User ID to any other person.

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

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

Each Massasoit Community College faculty, staff and student receives a college e-mail account which is used for all email communications at the College. Such accounts should be checked as often as may be necessary to ensure that any information is timely received.

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.

Acceptable Uses of the Internet
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. 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 chatrooms 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.

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 forms 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 website.

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, 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. Responding to Security and Abuse Incidents

All users have the responsibility to report any discovered unauthorized access attempts or other proper 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.

m. Security

Users are solely responsible for all materials viewed, stored, or transmitted by way of the College's computer system. The College expects, however, that users will comply with all College rules and state and federal laws related to Internet use. Failure to do so may result in the suspension or revocation of a user's access privileges. Further, users should have no expectation of privacy over e-mail transmissions, and the College reserves the right to access e-mail accounts for routine system maintenance, technical problems or criminal investigations.

n. 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.

V. Additional Information and Questions

If you have any questions or need help from the IT organization, please call the helpdesk at 508-588-9100, x1139.

Specific Laboratory Use

The General Use Policies are designed for all faculty, staff, administrators, and students in most working or learning areas. However, specific laboratories, the library, and work areas will need to develop policies specific to their unique environment.

Library Internet

Massasoit Librarians and Staff support student access to the internet by the adoption of the American Library Association Standards and Codes listed below:

- The EDUCOM "Bill of Rights and Responsibilities for Electronic Learners;"
- ALA "Library Bill of Rights;"
- ALA "Freedom to Read;"
- ALA "Code of Ethics;"
- ALA "Freedom to View;"
- ALA "Access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights;" and
- ALA "Access to Library Resources and Services Regardless of Gender or Sexual Orientation: An Interpretation of the Library Bill of Rights."

Copies of these standards are available online. If you have any questions about this policy, or any of the library's policies, please speak to a librarian.

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 thehuman 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.

Pluralism

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.

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 Disability Services Officer.

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.
- 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.
- 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.
- 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 Disability Services 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, an Acknowledgement of Responsibility, and a 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 Disability Services in advance when practicable. Specific questions related to the use of service animals on College property can be directed to Marie McDonnell via email at mmcdonnell@massasoit.mass.edu or by phone at 508-588-9100, x1082.

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?
- 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.
- 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.

Sexual Harassment

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 occurring in the classroom or the workplace 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. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Massasoit Community College takes allegations of sexual harassment seriously. We will respond promptly to complaints of sexual harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective measures, including disciplinary action where appropriate.

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or educational environment that is hostile, offensive, intimidating, or humiliating to another may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and/or its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not.
- Repeated, unsolicited propositions for dates and/or sexual intercourse.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Verbal harassment or abuse on the basis of sex.
- Inquiries into another person's sexual activities, practices or experiences.
- Discussion of one's own sexual activities, practices or experiences.

Complaints of Sexual Harassment

If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee has the right to file an Affirmative Action Discrimination Complaint Form, within the Policy of Affirmative Action, Equal Opportunity & Diversity, at **www.massasoit.edu/EEO**, or contact Yolanda Dennis, Chief Diversity Officer, 508-588-9100 x1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or the College's Affirmative Action Officer, Donna R. Boissel, Human Resources, 508-588-9100, x1505, Brockton Campus, Administration Building, Room 233, dboissel@massasoit.mass.edu.

Sexual Harassment Investigation

When we receive a grievance alleging sexual harassment, the matter is handled pursuant to the Policy on Affirmative Action, Equal Opportunity & Diversity Complaint Procedure. A complaint of sexual harassment will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will be conducted in accordance with this Policy's Complaint Procedure and will include a private interview with the person filing the complaint and with witnesses.

The person alleged to have committed sexual harassment will also be interviewed. Once the investigation is completed, the College will, to the extent appropriate, inform the parties of the results of that investigation.

If it is determined that a violation of this policy has occurred, the College will act promptly to eliminate the offending conduct, and where it is appropriate also impose disciplinary action.

State and Federal Agencies

In addition, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC & MCAD: 300 days).

United States Equal Employment Opportunity Commission ("EEOC")
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800-669-4000
www.eeoc.gov

The Office For Civil Rights ("OCR")
U.S. Department of Education
John W. McCormack Post Office and Courthouse, Room 222
Boston, MA 02109
617-223-9662
www.hhs.gov/ocr

Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:
One Ashburton Place
Rm. 601
Boston, MA 02108
617-994-6000

Worcester Office:
Worcester City Hall
484 Main St., Rm. 320
Worcester, MA 01608
508-799-8010

Springfield Office:
436 Dwight St.
Rm. 220
Springfield, MA 01103
413-739-2145

New Bedford Office:
800 Purchase St.
Rm. 501
New Bedford, MA 02740
508-990-2390

www.mass.gov/mcad

Sexual Violence Policy & Procedure

Massasoit Community College is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, disorderly, discriminatory or criminal. Sexual misconduct (including various categories of sexual assault), domestic violence, dating violence, and stalking violate Federal Civil Rights law and may be subject to College disciplinary sanctions and/ or criminal prosecution. Massasoit is committed to fostering a community that promotes prompt reporting of sexual misconduct, domestic violence, dating violence, and stalking in any form and the timely and fair resolution of complaints.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual violence can be perpetrated by employees, students, or third parties. All such acts of sexual violence are forms of sex discrimination and are prohibited by Title IX (outlined in the Policy on Affirmative Action, Equal Opportunity & Diversity, at **www.massasoit.edu**). Sexual violence includes, but is not limited to rape, sexual assault, sexual exploitation, dating or domestic violence, or stalking.

A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College, within the Policy on Affirmative Action, Equal Opportunity & Diversity, at **http://www.massasoit.edu/EEO**. For more information or assistance with the process or filing a complaint, please contact the College's Title IX Coordinator.

A victim may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Police can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Campus Police does not obligate the victim to file criminal charges. Massasoit Police is located in the Student Center, SC158C. They may be reached by dialing 911 from a college phone or by calling 508-427-1296 24 hours a day, 7 days a week. All members of the community are required to report all criminal actions to the Campus Police immediately.

All reported or suspected cases of sexual violence shall be reported to Yolanda Dennis, Chief Diversity Officer, Administration Building, Brockton Campus, Room 229, 508-588-9100 x1309, ydennis@massasoit.mass.edu, or the College's Affirmative Action Officer & Title IX Deputy Coordinator, Donna R. Boissel, Human Resources, 508-588-9100, x1505, Brockton campus, Administration Building, Room 233, dboissel@massasoit.mass.edu.

Please refer to the Policy on Affirmative Action, Equal Opportunity & Diversity, Section D, IV, Policy Against Sexual Violence and online at **www.massasoit.edu/EEO.**

The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint.

Prevention

Massasoit Community College has adopted a pro-action plan with education and awareness programs to prevent incidences of sexual violence on campus.

The prevention of sexual violence depends in part on the awareness of an individual's responsibility for crime prevention and personal safety.

Information is provided through policies, programs and education which include:

- Policy on Affirmative Action, Equal Opportunity & Diversity, **www.massasoit.edu/EEO**
- Sexual Violence Victim's Rights and Information Advisory
- Online training programs, workshops, seminars and posters addressing specific issues.
- Seminars, workshops, pamphlets and posters addressing specific issues, such as, sexual violence, dating violence, stalking and bystander awareness.

Sexual assault is a serious offense and Massasoit is committed to protecting students against such behavior and to reduce the incidence of such conduct.

Protections for Victims of Sexual Violence

A person subjected to sexual violence shall:

- Be provided with a copy of the College's Sexual Violence – Victim's Rights and Information Advisory, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;
- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a personal advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

Recommended Procedures for a Victim of Sexual Violence

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence are advised as follows:

Protect Yourself and Get Medical Attention – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence.

Submitting to a physical exam does not mean a victim is required to press charges. This action merely preserves the option to do so.

Designated College personnel can assist in providing transportation to the hospital.

Preserve Evidence - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag.

Health and Support Services - Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such services, including counseling, please contact the Affirmative Action and/or Title IX Coordinator.

Rape Crisis Center Contact Information

Current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth's Executive Office of Health and Human Services' website under Consumer Information: **www.mass.gov/dph/sexualassaultservices**.

Massasoit On Campus Resources

If you experience sexual harassment, gender discrimination, or sexual violence, we encourage you to reach out right away – we are here to help.

Brockton Police Department
508-941-0200 or 911

Signature Healthcare Brockton Hospital
508-947-7000

Massasoit Police Department
508-427-1296 or 911 from any College phone

Massasoit Advisement & Counseling Center
508-588-9100, x1462

Massasoit Disability Services
Academic Resource Center, x1801
Coordinator of Disability Services, x1425

Massasoit Women's Resource Center
508-588-9100, x1484

Office of Diversity and Inclusion, Affirmative Action, and Title IX
508-588-9100, x1309

Bystander Intervention - Be Proactive!

We all have an important role in preventing sexual violence when we are confronted with problematic situations. Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence. Being an active bystander can include:

- Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable.
- Naming, identifying and stopping situations that could lead to a sexual assault.
- Talk openly with friends about the issues and how to confront them.
- Encourage your friends to trust their instincts in order to stay safe.
- Don't laugh at sexist jokes or comments.
- Educate yourself and your friends.
- Use campus resources.

If you SEE something, SAY Something! Be a Member of the Massasoit Community!

As a bystander who positively intervenes in instances of sexual harassment or sexual violence, you can:

- Step in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help so others can step in. Get campus police or other authorities involved!
- Ask the person who is the in potentially dangerous situation if he/she is okay and/or wants to leave.
- Intervene if you hear or see someone "targeting" another person.

For more information about Title IX, please visit www.massasoit.edu/title-ix.

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 Executive Director of College Communications Laurie Maker at lmaker@massasoit.mass.edu or at x1848. 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

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.

Tobacco and Electronic Cigarette Use

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.

Web Privacy

This privacy statement discloses the privacy practices for Massasoit Community College's website and all websites that end with massasoit.edu or massasoit.mass.edu.

Information Collection and Use

Massasoit Community 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.

Massasoit Community 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 from what is disclosed in this statement. All information electronically sent is collected under secure means (SSL) to ensure your privacy.

Log Files

Our website server 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 Massasoit Community 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.

ACADEMICS

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.), Associate in Science (A.S.), or 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. The College also offers college-approved certificates of fewer than 30 credits, as well as a wide variety of non-credit certificate programs.

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 provides an opportunity for students who have demonstrated academic success in at least 12 credits during one semester or more to have grades lower than a C- removed from their grade point average (GPA) while retaining credit for grades of C- or higher. A student may be granted academic forgiveness once. In order to be eligible for academic forgiveness, the student must be matriculated into a program, have completed at least one semester and earned at least 12 credits with a GPA of 2.5 or higher in the returning semester(s) (12 credits in one semester or six credits each over two semesters), and must be seeking his/her first degree or certificate from Massasoit Community College. Credits used to confer a degree are not eligible for forgiveness.

Students should first speak with an academic counselor. Forms are available in the Registrar's Office.

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 3.2 or better, or who receives permission from one of the Coordinators, may be admitted. 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 $250 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 Commonwealth Honors Program is coordinated by Professor Panteha Sanati on the Brockton Campus at 508-588-9100, x1852, FA340, and by Professor David LaFontaine on the Canton Campus at 508-588-9100, x2838, C311B.

Access to the Honors Center

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

- Annual recognition awards
- Student presentations by members of the Honors Speakers Bureau
- Extracurricular activities for cultural enrichment
- Statewide undergraduate conference
- Student presentation of original work in oral and visual form before peers, faculty, and the public.

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.

Green Key

Green Key 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.

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 Standing and Progress Toward a Degree

A student's academic standing is determined by the student's grade point average (GPA). The cumulative GPA is the total of all grade/quality points acquired, divided by the total number of credits attempted.

Good Standing

Students will be 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 refer to the Satisfactory Academic Progress policy in the Financial Aid section.*

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 of 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; or

6. Career reassessment program.

After one semester of Academic Probation, the student will:

1. Be removed from academic probation if the cumulative GPA is raised to or above that required for good standing;

2. Continue on academic probation if the probationary semester's GPA is 2.25 or above, but the cumulative grade point average stays below that required for good standing; or

3. 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 Deficiency

The student has a number of alternatives when his/her 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 Vice President of Academic Affairs.

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 Vice President of Academic Affairs.

4. If no action is taken within the identified time-frame, 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 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.

Adding and Dropping Courses

For traditional full-semester courses, students have a period of one week from the first scheduled class meeting to add or drop a course. Students who drop all courses during the first two weeks of classes may be assessed additional fees. Summer, intersession, and courses running less than 15 weeks, please refer to the deadline refund schedule at www.massasoit.edu/refund for specific dates.

For courses dropped after classes begin, students should contact the Registrar's Office for clarification and to determine the impact on their student record. Financial Aid recipients should contact the Financial Aid Office to determine if a change in enrollment will affect the financial aid award. Contact the Registrar's Office for the add/drop period for courses meeting less than 15 weeks.

Cancellation of Classes

To view school cancellations, visit the Massasoit website at **www.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 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 view the digital monitors located around various academic buildings, or log in to the MyMassasoit web portal; class cancellations will be posted on the right side of the home page.

Center for Experiential Learning

The center for Experiential Learning at Massasoit is a resource for students, faculty, employers, and community partners who wish to receive and/or provide experiential learning opportunities that enhance student learning, integrate theory and practice, and promote active citizenship. Center initiatives include civic engagement, internships, and credit for prior learning.

Change of Program

Students interested in changing their program of study initiate the process in the Advisement and Counseling Center. Required paperwork is filled out during an interview with a counselor and career counseling is provided if necessary. All completed requests for change of program are filed with the Registrar's Office except for selective admission programs. Applications to these programs are submitted to the Admissions Office and may have a deadline.

Concurrent Curricula

The College allows students to be enrolled simultaneously (concurrent curricula) in both a certificate and a 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. Students should complete a program modification form with an Academic Counselor in the Advisement & Counseling Center to be submitted to the Registrar's Office.

Core Curriculum

The Core is the center of our curriculum. It is a group of required courses that will help students 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 ensure that students develop the prerequisite and co-requisite skills needed to succeed in a 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 or she already possesses these skills, he or 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 or she needs.

Preparing for College Reading I and II, Fundamentals of Math, Introductory Algebra, Intermediate Algebra, and Introductory Writing do not fulfill Core requirements and are not credited toward the completion of an associate degree. They are required for students who demonstrate insufficient skill on the mathematics, reading, and writing assessment tests. If students believe the scores on the assessment tests are not an accurate indicator of their skills, they may request retesting twice during the initial semester. Placement test scores are valid for a period of one year. Students who take and who score over 500 on the SAT Critical Reading exam are exempt from the reading tests. Students who take the Writing exam and receive of a score of 10 or higher are exempt from both the reading and writing tests and are placed into ENGL 101 English Composition I. All students must take the mathematics placement test. It is strongly recommended that students who place into Introductory Writing, Preparing for College Reading I or II, Introductory Algebra, Intermediate Algebra, and/or Fundamentals of Mathematics take these courses immediately upon entrance to the College.

Finally, 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 students, too, will share our belief when they have engaged in it. Students should carefully note developmental prerequisites for individual courses.

There are three Cores: one for Associate in Applied Science (A.A.S.) degrees; one for Associate in Science (A.S.) degrees; and one for Associate in Arts (A.A.) degrees. The minimum Core components for each are listed below.

Minimum Core Requirements

Associate in Applied Science (A.A.S.):

6 communications credits
3 quantitative credits
3 or 4 science credits
3 social science/humanities credits
6 liberal arts credits

Associate in Science (A.S.):

6 communications credits
3 quantitative credits
3 or 4 science credits
3 social science/humanities credits
6 liberal arts credits

Associate in Arts (A.A.):

6 communications credits
3 oral communication credits
3 quantitative credits
7 science credits
9 social science credits
6 humanities credits

Additional information concerning the Core Curriculum may be obtained by contacting the office of the Vice President of Academic Affairs.

Course Deadline/Refund Policy

For Credit Courses

Withdrawal before classes begin: Withdrawals before the start of the first scheduled class are granted a full 100% refund of tuition and fees.

Withdrawal after classes begin: Refund is based on the meeting time and length of class. Please refer to the Deadline/Refund Schedule at **www.massasoit.edu/refund** for semester-specific refund schedules.

Students who are reported as Not Participating or Stopped Participating by their professor may be withdrawn from their course; however, they will be financially responsible for payment of tuition and fees.

Please note: the College has no obligation to return funds after the first week of classes.

For Non-Credit Courses

Withdrawals before the start of the first class are granted a full 100% refund. Withdrawals after the first class are refunded 0-50% depending on the length of the course.

Course Participation Reporting

During the fifth week of the fall and spring semesters, faculty report to the Registrar's Office students who have not been participating in/attending their courses.* Students identified as Not Participating will be notified by the registrar that they are being withdrawn from the class. If a student believes this report was an error, the student must meet with the instructor to correct the error, and process a reinstatement with the registrar. All errors must be addressed within one week (the specific deadline will be identified in the letter received by the students). Administrative withdrawals will only be processed in response to the fifth week report. After this point, official course withdrawals must be initiated by the student. It is important to note that instructors may submit last dates of participation through the end of the semester; students should be aware that financial aid decisions could be made based on this information.

**Students may demonstrate participation by a number of academically related activities such as physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Students are expected to determine from their syllabi and from communication with their instructors how participation/ attendance is determined for each class.*

Prior Learning Assessment (PLA) and Credit for Prior Learning (CPL)

Prior Leaming 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 Leaming (CPL) may be awarded for college-level learning for which documentation exists to verify a student's mastery of course outcomes.

Credit for Prior Leaming assessments cannot be used to improve an existing grade or replace a grade of Withdrawal or Incomplete. Credit for Prior Leaming assessments are not covered by financial aid and do not generally transfer to other colleges. A nonrefundable fee of $50 per credit is required to schedule a departmental exam and to initiate a portfolio assessment. No fee is required for a credential review. Call 508-588-9100, x1091 for more information.

The Board of Higher Education has guidelines for Criminal Justice programs stating that Criminal Justice students are not eligible for Credit for Prior Learning.

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.

Credit Hour

In accordance with federal guidelines, Massasoit has defined the credit hour as 50 minutes of direct faculty instructional time with the expectation of at least two hours of additional work or the equivalent for each hour in class. A class that awards three credit hours represents 150 minutes of instructional time per week for 15 weeks. Laboratory courses may carry additional credit hours, usually at the rate of one credit hour per two-hour lab. 60 or more credit hours (but no more than 70) are required for graduation from degree programs, depending on the curriculum in which a student is enrolled. Certificate programs require fewer semester hours.

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 Newspaper Journalism.

Grading

Grade Point Average

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).

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

The following grades are not included in calculation of the GPA:

AU (Audit): Indicates permission to sit in a course and is granted at the time of registration on a space-available basis. After a course has begun, an audit may not be changed to full registration, nor may full registration be changed to an audit.

I (Incomplete): May be given by the instructor if at least a majority of the coursework has been completed. In this event, the student is required to contact the instructor as soon as possible, certainly no later than 30 days after the semester, to determine how the work will be made up. The grade of I will remain open through the following semester (summer session excluded) at which time, if not changed by the instructor, the grade of I becomes an F.

NG (No Grade): Indicates that the faculty member did not submit a grade.

P (Pass): Given to successful completion of certain internships and practicums. This grade has no impact on GPA or in determination of status of progress toward a degree.

W (Withdrawn): Indicates withdrawal from a course. *See Withdrawal Policy more information.*

Students questioning a grade or other academic policy shall discuss their concerns with their instructor, then with the Department Chair, Division Dean, and Vice President of Academic Affairs.

Repeating a Course

A course in which a student received a C- or below may be repeated without prior approval. A course in which a student received a grade of C or higher may be repeated but only with prior approval. Waiver to repeat a course forms are available in the Registrar's Office. Students receiving financial aid have additional restrictions on repeating courses. *Please refer to the Financial Aid Course Repeat Policy at* ***www.massasoit.edu/finaid*** *for more information.*

Graduation

Students expecting to graduate must submit an Intent to Graduate form to the Registrar's Office. The forms are available in Advisement & Counseling, the Registrar's Office, and online at **www.massasoit.edu/forms**.

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 spirng 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 and outside the Dean of Students Office. Graduation packets will be available with the purchase of the cap and gown at both the Brockton and Canton Bookstores.

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.

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 fifteen 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

Internships

Students may complete internships for experience or for credit either on or off campus. The goals of an internship should be to:

- Explore a career field and gain relevant work experience
- Apply academic learning to real world situations
- Build critical thinking, problem solving, communication, and professional skills and
- Network for future job opportunities

A Massasoit recognized internship for experience consists of a minimum of 64 hours of on-site work that is determined by the internship site and approved by the Center for Experiential Learning, as well as a weekly online reflection activity. Massasoit Recognized Internships completed for experience will appear on students' transcripts as non-credit experiences.

A three-credit Massasoit internship requires 135 hours of on-site work and 15 hours of class time over the course of the semester. In a 15-week semester, this averages to nine hours of work time and one hour of class time per week.

If you are interested in completing a Massasoit recognized non-credit or credit bearing internship, or if you would like to find out if your current job may qualify as an internship, contact Internship Coordinator Tuuli McElroy at 508-588-9100, x1020 or at tmcelroy@massasoit.mass.edu. Students must secure approval and complete the necessary registration processes before beginning any internship. Massasoit recognition or credit cannot be awarded retroactively.

Online Learning

Massasoit offers two types of online learning courses: fully online courses (90% or more online) and hybrid courses (approximately 50% online). These options allow students to customize their learning experience to match educational goals, learning styles, and scheduling constraints. To learn more, visit **www.massasoit.edu/online-learning** or email onlinelearning@massasoit.mass.edu. A variety of online and hybrid courses run each semester. Orientation sessions are offered both online and through face-to-face orientations sessions on campus.

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.

Special 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 wishing to take special studies must fill out the appropriate form with a faculty member who is willing to guide their studies. Limited to two courses per student, not including Latch semester. Students must have approval of both the Department and Assistant/Associate Dean.

Student 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.

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.

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. There is generally a one-week waiting period for transcripts.

E-transcripts

Current or recent students who have an active MyMassasoit portal account can log into their account, click on the student tab, then click "order official transcript" on the right-hand side under Registration.

Former students with no active MyMassasoit account can create an account to order transcripts.

Transcript requests forms are available in the Registrar's Office (Administration Building A240 in Brockton, 1st Floor in Canton, Dean's Office in Middleborough) and may be completed in person during business hours.

Transcript request forms may be returned in the following ways:

By mail to:

Registrar's Office
Massasoit Community College
One Massasoit Blvd.
Brockton, MA 02302
Fax to: 781-401-9804

Scan and email to: registrar@massasoit.mass.edu

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 www.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.

Transfer

Transfer Information

Transfer services are part of Massasoit Community College's dynamic Advisement & Counseling Center. The Coordinator of Transfer Affairs & Articulation and Academic Counselors 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 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.

To schedule an appointment regarding transfer services, contact the Advisement & Counseling Center at 508-588-9100, x1461 during the day and x1311 during the evening. Visit **www.massasoit.edu/transfer** for immediate transfer information.

Transfer Credit

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 x1949. For questions about the VALOR Act, contact a Veterans Service Representative at x1063 or x1477.

MassTransfer **Program**

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. For in-depth information on MassTransfer, visit **www.mass.edu/masstransfer.**

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 (with the receiving institution able to add no more than six additional credits or two courses). Complete 34 credits before transferring and save an average of 11% on your bachelor's degree; transfer with GPA of 2.0+ and have guaranteed transfer of credits.

A2B Degree (Associate to Bachelor's)

Mapped & Linked Programs

MassTransfer seeks to reward community college students who complete associate degrees at Massachusetts community colleges before they enroll in linked bachelor's programs at Massachusetts state universities or University of Massachusetts campuses. MassTransfer guarantees full transfer of a minimum of 60 credits; depending on students' 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.

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

University of Massachusetts, Amherst

University of Massachusetts, Boston

University of Massachusetts, Dartmouth

University of Massachusetts, Lowell

Bridgewater State University

Fitchburg State University

Framingham State University

Massachusetts College of Liberal Arts

Massachusetts Maritime Academy

Massachusetts College of Art & Design

Salem State University

Westfield State University

Worcester State University

Withdrawal Policy

Withdrawal from a course of the College

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 go to the Registrar's Office and complete the appropriate form or send an email to registrar@massasoit.mass.edu from their Massasoit email account requesting 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.

Division of Academic Affairs

Dr. Barbara McCarthy, Vice President of Academic Affairs, x1900

Buckley Performing Arts Center
Mark Rocheteau, x1982

Business & Technology
Donna Wright, Interim Division Dean, x1677

Business Administration
Rob Peterson, x1613

Computer Technology & Information Management
Peter Meggison, x1701

Culinary Arts
Paul Weeden, x1697

Online Learning
Jesse Schreier, x1614

Center for Experiential Learning
Patricia Lynch, x1018

Corporate & Community Education
Rose Paquette, Division Dean, x1307

Adult Basic Education
Linda Aspinwall, x1301

Community Education Center for Lifelong Learning
Kelley Tilden, x1310

Corporate Education
Maryellen Brett, x1302

Emergent Technologies
Carine Sauvignon, Division Dean, x2107

Architectural Technology
Robyn Parker, x2528

Diesel Technology
Thomas Kearns, x2125

Electronic Technology Engineering Technology
Lawrence Wasko, x2639

Heating, Ventilation, & Air Conditioning
John Fitzgerald, x2161

Telecommunications Technology
Jean-Marie Trocher, x2628

Visual Arts
Linda Dunn, x2905

Gateway to College
Christina Alves, x1687

Humanities/Fine Arts
Deanna L. Yameen, Division Dean, x1810

Communicative Arts – Speech, Media, and Fine Arts: Theater, Music, Dance
Robert Bowers, x1906

Developmental English
Leah Bennett, x1910

English & Philosophy
Rebecca Coco, x1775

English as a Second Language
Sawsan Zahara, x1831

Latch
Joe Harris, x1891

Modern Languages
Susan Hall, x1827

TRIO
x1183

TV/Radio
Ed Krasnow, x1981

Institutional Research
Mary Goodhue Lynch, Associate Dean, x1760

Library
Patricia Naughton, x1944

Middleborough Center
Douglas J.D. Walo, Dean, x4001

Nursing/Allied Health
Anne Scalzo-McNeil, Division Dean, x1750

Dental Assistant
Judith Shannon, x2754

Medical Assistant
Linda Dente, x2601

Nursing Education
Maureen McDonald, x1773

Radiologic Technology
Anthony Kapadoukakis, x1784

Respiratory Care
Martha DeSilva, x1787

Phlebotomy
Jetta Schifone, x2638

Planning & Institutional Effectiveness
Ingrid Vargas, Dean, x2303

Public Service/Social Science
Karyn Boutin, Division Dean, x1903

Child Care Education & Administration
Karyn Boutin, Division Dean, x1903

Criminal Justice
Henry DiCarlo, x1917

Elementary Education

Fire Science Technology
Antonio Gomes, x1911 & x1928

History/Government
Paul Chiano, x1919

Human Services
Glen Prospere, x1760

Paramedic Program
Scott Meagher, x1702

Social Science
Christopher Galante, x1920

Science & Mathematics
Douglas Brown, Division Dean, x1608

Biology
William Hanna, x1626

Mathematics
Alex Cotter, x1654

Physical Science
Kendra Twomey, x1655

Veterinary Technology
Silvia Coviello, x2380

PROGRAMS OF STUDY

COURSE ELECTIVE GUIDE

Liberal Arts (LA)	**Humanities (HU)**	**Social Science (SS)**	**Fine Arts (FA)**
Anthropology Art Biology 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	Art Dance English ESL Film Journalism Modern Language Media Music Philosophy Speech Theater	Anthropology Economics Geography Government History Psychology Religion Sociology	Art Dance Media Music Speech Theater
Modern Languages (ML)	**Science (SC)**	**Lab Science (LS)**	
American Sign Language Arabic Cape Verdean French Portuguese Spanish	*3-credit requirement* Biology Chemistry Earth Science Physics	*4-credit requirement* Biology Chemistry Earth Science Physics	

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
Accounting
Architecture
Business
Child Care Education
CTIM
Criminal Justice
Culinary Arts
Diesel
Education
Engineering
Fire Science
Human Services
HVAC
Physical Education
Security
Telecommunications

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

Architectural Technology
Associate in Applied Science Degree

Architectural Technology is defined as the study of design, systems, and construction pertaining to the science of building. The Architectural 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 continue their education at several of the fine architectural schools in Massachusetts and out of state.

Year 1: Semester 1

Course	Course Title	Credits
ARCH 107	Methods & Materials of Construction	3
ARCH 121	Working Drawings I	3
ARCH 123	Graphic Communication	1
ENGT 107	Computer-Aided Drafting	3
ENGL 101	English Composition I	3
	Physics I elective	3
		16

Year 1: Semester 2

ARCH 122	Working Drawings II with CAD	3
ARCH 230	Construction Planning	3
ENGL 102	English Composition II	3
	Math I elective	3
	Physics II elective	3
		15

Year 2: Semester 1

ARCH 115	Site Development	3
ARCH 204	Plumbing & Heating Systems	4
ARCH 207	Building Codes & Construction Management	4
ARCH 251	Architectural Detail Drawings	3
	Math II elective	3
		17

Year 2: Semester 2

ARCH 214	Lighting and Acoustics	4
ARCH 217	Applied Structural Design	4
ARCH 252	Estimating	3
ARCH 226 or 401	Architecture Design or Internship	3
HU or SS	Humanities or Social Science elective	3
		17

Program Notes

Math I Elective
MATH 141 Technical Math I or higher

Math II Elective
MATH 142 Technical Math II or higher

Physics I Elective
PHYS 132 Concept of Tech Physics I, PHYS 141 Technical Physics I, PHYS 151 College Physics I, or PHYS 161 General Physics I

Physics II Elective
Must be the next sequential course of the Physics I Elective: PHYS 133 Concept of Tech Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II

Other Electives
Students choosing a humanities or social science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 65 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Business Administration Careers – Accounting

Associate in Science Degree

The Business Administration Careers 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.

Year 1: Semester 1

Course	Course Title	Credits
ACCT 105	Principles of Financial Accounting I	4
BUSN 201	Business Law I	3
BUSN 301	Organizational Behavior	3
ENGL 101	English Composition I	3
	Math elective	3
		16

Year 1: Semester 2

ACCT 106	Principles of Financial Accounting II	4
ACCT 107	Managerial Accounting	4
ACCT 302	Computerized Business Applications	3
BUSN 120	Principles of Marketing	3
ENGL 102	English Composition II	3
		17

Year 2: Semester 1

ACCT 201	Intermediate Accounting I	3
ACCT 211	Taxation	3
ECON 201	Principles of Economics I	3
LA	Liberal Arts elective	3
SC	Science elective	3
		15

Year 2: Semester 2

ACCT 112 or 303	Payroll Applications/QuickBooks or Peachtree Accounting	3
ACCT 221	Cost Accounting	3
BUSN 113	Managerial Communications	3
LA	Liberal Arts elective	3
	General elective	3
		15

Program Notes

Math Elective
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a liberal arts, science, or general elective can select from the **Course Elective Guide.**

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 63 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Business Administration Careers – General Business

Associate in Science Degree

The Business Administration Careers 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 **General Business Option** is designed for students who are uncertain of which specific career path they wish to follow but wish to pursue a career in business.

Year 1: Semester 1

Course	Course Title	Credits
ACCT 105	Principles of Financial Accounting I	4
BUSN 110	Introduction to Business	3
BUSN 201	Business Law I	3
ENGL 101	English Composition I	3
	Math elective	3
		16

Year 1: Semester 2

ACCT 106 or 107	Principles of Financial Accounting II or Managerial Accounting	4
ACCT 302	Computerized Business Applications	3
BUSN 120	Principles of Marketing	3
BUSN 301	Organizational Behavior	3
ENGL 102	English Composition II	3
		16

Year 2: Semester 1

BUSN 113	Managerial Communications	3
ECON 201	Principles of Economics I	3
BU	Business elective	3
LA	Liberal Arts elective	3
SC	Science elective	3
		15

Year 2: Semester 2

BU	Business elective	3
BU	Business elective	3
LA	Liberal Arts elective	3
	General elective	3
	General elective	3
		15

Program Notes

Math Elective
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a business, liberal arts, science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Business Administration Careers – Hospitality Management
Associate in Science Degree

The Business Administration Careers 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 **Hospitality Management Option** is designed for students who wish to pursue careers in areas such as hotel management, event planning, or tourism.

Year 1: Semester 1

Course	Course Title	Credits
ACCT 105	Principles of Financial Accounting I	4
BUSN 103	Introduction to Hospitality Management	3
BUSN 133	Introduction to Tourism	3
ENGL 101	English Composition I	3
	Math elective	3
		16

Year 1: Semester 2

ACCT 106 or 107	Principles of Financial Accounting II or Managerial Accounting	4
ACCT 302	Computerized Business Applications	3
BUSN 106	Conference and Event Planning	3
BUSN 134	Hospitality Marketing	3
ENGL 102	English Composition II	3
		16

Year 2: Semester 1

BUSN 101	Food/Beverage Service Management	3
BUSN 107	Hospitality Law	3
ECON 201, 202, or SS	Principles of Economics I, II, or Social Science elective	3
TRGE 101, 102, or LA	Destination Geography I, II, or Liberal Arts elective	3
SC	Science elective	3
		15

Year 2: Semester 2

BUSN 113	Managerial Communications	3
BUSN 131	Hotel Operations	3
BUSN 135	Hospitality Human Resources	3
BUSN 136	ServSafe Certification	1
TRGE 101, 102, or LA	Destination Geography I, II, or Liberal Arts elective	3
	Accounting, Business, or Culinary elective	3
		16

Program Notes

Math Elective
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a liberal arts or science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 63 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Business Administration Careers – Marketing

Associate in Science Degree

The Business Administration Careers 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.

Year 1: Semester 1

Course	Course Title	Credits
ACCT 105	Principles of Financial Accounting I	4
BUSN 110	Introduction to Business	3
BUSN 201	Business Law I	3
ENGL 101	English Composition I	3
	Math elective	3
		16

Year 1: Semester 2

ACCT 106 or 107	Principles of Financial Accounting II or Managerial Accounting	4
ACCT 302	Computerized Business Applications	3
BUSN 120	Principles of Marketing	3
ENGL 102	English Composition II	3
LA	Liberal Arts elective	3
		16

Year 2: Semester 1

BUSN 123	Advertising	3
ECON 201	Principles of Economics I	3
BU	Business elective	3
LA	Liberal Arts elective	3
SC	Science elective	3
		15

Year 2: Semester 2

BUSN 113	Managerial Communications	3
BUSN 122	Sales	3
BUSN 124	Retailing	3
BUSN 301	Organizational Behavior	3
	General elective	3
		15

Program Notes

Math Elective
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a business, liberal arts, science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Business Administration Careers – Supervisory Management
Associate in Science Degree

The Business Administration Careers 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 **Supervisory 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.

Year 1: Semester 1

Course	Course Title	Credits
ACCT 105	Principles of Financial Accounting I	4
BUSN 110	Introduction to Business	3
BUSN 201	Business Law I	3
ENGL 101	English Composition I	3
	Math elective	3
		16

Year 1: Semester 2

ACCT 106 or 107	Principles of Financial Accounting II or Managerial Accounting	4
ACCT 302	Computerized Business Applications	3
BUSN 112	Principles of Management	3
BUSN 120	Principles of Marketing	3
ENGL 102	English Composition II	3
		16

Year 2: Semester 1

BUSN 125	Small Business Management	3
ECON 201	Principles of Economics I	3
BU	Business elective	3
LA	Liberal Arts elective	3
SC	Science elective	3
		15

Year 2: Semester 2

BUSN 113	Managerial Communications	3
BUSN 127	Human Resource Management	3
BUSN 301	Organizational Behavior	3
LA	Liberal Arts elective	3
	General elective	3
		15

Program Notes

Math Elective
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a business, liberal arts, science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Business Administration Transfer

Associate in Science Degree

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.

Year 1: Semester 1

Course	Course Title	Credits
ACCT 105	Principles of Financial Accounting I	4
BUSN 112	Principles of Management	3
ENGL 101	English Composition I	3
	Math elective	3
HU	Humanities elective	3
		16

Year 1: Semester 2

ACCT 106	Principles of Financial Accounting II	4
ACCT 302	Computerized Business Applications	3
BUSN 201	Business Law I	3
ENGL 102	English Composition II	3
LS	Lab Science elective	4
		17

Year 2: Semester 1

ACCT 107	Managerial Accounting	4
ECON 201	Principles of Economics I	3
HU	Humanities elective	3
SC	Science elective	3
SS	Social Science elective	3
		16

Year 2: Semester 2

BUSN 120	Principles of Marketing	3
ECON 202	Principles of Economics II	3
MATH 131	Introduction to Statistics	3
HU	Humanities elective	3
BU, HU, SS, or LA	Business, Humanities, Social Science, or Liberal Arts elective	3
		15

Program Notes

Math Elective
MATH 203 College Algebra or higher. *Note: Most four-year institutions require business administration graduates to have successfully completed precalculus. Students in the BAT program should select their math courses accordingly.*

Other Electives
Students choosing a business, humanities, lab science, liberal arts, science, social science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 64 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Child Care Education and Administration

Associate in Science Degree

The Child Care Education and Administration department offers a comprehensive career 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 child care setting. The curriculum is designed to meet the standards of the National Association for the Education of Young Children (NAEYC).

The Massasoit Children's Center is an integral part of the program, providing an opportunity to complete specific assignments in all courses. 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 Child Care 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.

Year 1: Semester 1

Course	Course Title	Credits
CCED 101	Positive Guidance	3
CCED 102	Development in Early Childhood	3
CCED 105	Intro to Early Childhood Education	3
ENGL 101	English Composition I	3
SPCH 105 or 107	Speech Communication or Oral Interpretation	3
		15

Year 1: Semester 2

CCED 111	Early Childhood Curriculum: Multi-Cultural Perspectives	3
CCED 112	Health, Nutrition, and Safety Needs of the Young Child	3
CCED 401	Practicum I in Child Care Education	3
CCED 407	Seminar I in Child Care Education	2
PSYC 101 or SOCI 104	General Psychology or Principles of Sociology	3
		14

Year 2: Semester 1

CCED 201	Administration, Supervision, & Management of Child Care Programs	3
CCED 217	The Young Child with Special Needs	3
CCED 231	Infant/Toddler Care	3
CCED 405	Practicum II in Child Care Management	3
CCED 408	Seminar II in Child Care Management	2
ENGL 102	English Composition II	3
		17

Year 2: Semester 2

CCED 221	Child Care Policies and Issues	3
SOCI 208	Family and Community	3
	Department-approved elective	3
	Math elective	3
SC	Science elective	3
		15

Program Notes

For students looking to work with young children ages birth to pre-k.

Department-Approved Elective
ENGL 121 Children's Literature, THET 221 Creative Drama, EDUC 105 ELL & Diversity in the Classroom, any CCED course, BUSN 125 Small Business Management, or any modern language course

Math Elective
MATH 116 Math Experiences for ECE, MATH 115 Contemporary Math, or higher, excluding MATH 141 and 142

Other Electives
Students choosing a science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 61 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Child Care Education and Administration – Transfer

Associate in Science Degree

The Child Care Education and Administration department offers a comprehensive career 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 child care setting. The curriculum is designed to meet the standards of the National Association for the Education of Young Children (NAEYC).

The Massasoit Children's Center is an integral part of the program, providing an opportunity to complete specific assignments in all courses. 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 Child Care 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 **Child Care 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.

Year 1: Semester 1

Course	Course Title	Credits
CCED 101	Positive Guidance	3
CCED 102	Development in Early Childhood	3
CCED 105	Intro to Early Childhood Education	3
ENGL 101	English Composition I	3
PSYC 101	General Psychology	3
		15

Year 1: Semester 2

CCED 111	Early Childhood Curriculum: Multi-Cultural Perspectives	3
CCED 401	Practicum in Early Childhood Education	3
CCED 407	Seminar I in Child Care Education	2
ENGL 102	English Composition II	3
SOCI 104	Principles of Sociology	3
SPCH 105 or 107	Speech Communication or Oral Interpretation	3
		17

Year 2: Semester 1

CCED 217	The Young Child with Special Needs	3
(BIOL 140 & 142) or BIOL 121	Intro Biology and Lab or Biological Principles	4
MATH 127	Math for Elementary Teachers I	3
	Literature elective	3
	Social Science requirement	3
		16

Year 2: Semester 2

ENGL 121	Children's Literature	3
MATH 128	Math for Elementary Teachers II	3
	Physical Science elective	3
LA	Liberal Arts elective	3
LA	Liberal Arts elective	3
		15

Program Notes

For students looking to pursue a teaching career in grades pre-K–2.

Literature Elective
Any literature course

Social Science Requirement
ECON 201 Principles of Economics I, GEOG 201 Human Geography, HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, PSYC 201 Abnormal Psychology, PSYC 202 Child Psychology, or SOCI 208 Family and Community

Physical Science Elective
CHEM 131 Survey of Chemistry, PHYS 131 Survey of Physics, ESCI 121 Geology I, ESCI 123 Meteorology, or ESCI 124 Physical Ocean Environment

Other Electives
Students choosing a liberal arts elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 63 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Computer Information Systems – Programming
Associate in Applied Science Degree

The Computer Technology and Information Management (CTIM) Department at Massasoit Community College offers a highly successful array of programs to prepare its graduates for career advancement opportunities in the computer and information technologies fields. The need for students with computing skills is well documented both locally and nationally. In Massachusetts, there are 21,486 open computing jobs, growing at 3.2 times the state average; yet, there were only 2,444 computer science graduates last year. (www.code.org) Nationally, by 2020 it is estimated that there will be more than 1.4 million computing jobs available yet only 400,000 computer science students; therefore, there will be 1,000,000 more computing jobs than students by 2020.

The **Programming Option** of the Computer Information Systems program will train students who wish to become computer programmers. Students will become proficient in at least two programming languages. Each of these languages will be a two-semester sequence. A third language may be taken as an elective. In addition, students will study in depth the development and design of software, systems design, operating systems, databases, and data communications. Computer science represents a top-paying college degree, and computer programming jobs are growing at two times the national average.

In addition to computer competencies, students will receive a firm grounding in soft skills, ethics, mathematics, science, and humanities/social science.

Year 1: Semester 1

Course	Course Title	Credits
CTIM 180	Computer and Information Security	3
CTIM 281	Software Design and Development	3
	Programming elective	3
ENGL 101	English Composition I	3
	Math elective	3
		15

Year 1: Semester 2

CTIM 171	Computer Configuration and Hardware	3
CTIM 271	Database Concepts and Practices	3
	Programming elective	3
ENGL 102	English Composition II	3
HU or SS	Humanities or Social Science elective	3
		15

Year 2: Semester 1

CTIM 221	Operating Systems Concepts	3
	Programming elective	3
	Programming elective	3
	Math elective	3
LA	Liberal Arts elective	3
		15

Year 2: Semester 2

CTIM 250	Current Issues in Computing	3
CTIM 278	Data Communications	3
CTIM	CTIM elective	3
	Programming elective	3
SC	Science elective	3
		15

Program Notes

Programming Elective
Two programming sets: CTIM 157/168 Intro/Advanced Java Programming and CTIM 371/372 Programming and Advanced Programming in C++; and a single course in CTIM 285 Python, CTIM 361 Visual Basic, or CTIM 373 Intro to Visual C++

CTIM Elective
May be one 3-credit course or three 1-credit courses.

Math Electives
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a humanities, science, or social science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 60 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Computer Information Systems – User Support
Associate in Applied Science Degree

The Computer Technology and Information Management (CTIM) Department at Massasoit Community College offers a highly successful array of programs to prepare its graduates for career advancement opportunities in the computer and information technologies fields. The need for students with computing skills is well documented both locally and nationally. In Massachusetts, there are 21,486 open computing jobs, growing at 3.2 times the state average; yet, there were only 2,444 computer science graduates last year. (www.code.org) Nationally, by 2020 it is estimated that there will be more than 1.4 million computing jobs available yet only 400,000 computer science students; therefore, there will be 1,000,000 more computing jobs than students by 2020.

The **User Support** option of the Computer Information Systems program will train students to solve the everyday computing problems of computer users in the workplace. Students will learn a wide variety of applications software as well as software design, systems design, operating systems, and data communications, but will apply this study to prepackaged software and computer systems rather than to writing original programs. Graduates should be able to support other computer users in business and industry by providing technical assistance, answering questions, or resolving problems for clients in person, via the telephone, or electronically. They may also provide assistance in the use of computer hardware and software including printing, configuration and installation, networking, and operating systems.

In addition to computer competencies, students will receive a firm grounding in soft skills, ethics, mathematics, science, and humanities/social science.

Recommended course sequence (based on full-time enrollment)

Year 1: Semester 1

Course	Course Title	Credits
CTIM 101 or CTIM 104	Beginning or Intermediate Windows	1
CTIM 102 or CTIM 105	Beginning or Intermediate Word	1
CTIM 103 or CTIM 106	Beginning or Intermediate Excel	1
CTIM 178	Help Desk Concepts	3
CTIM 281	Software Design & Development	3
ENGL 101	English Composition I	3
	Math elective	3
		15

Year 1: Semester 2

CTIM 122	Business Communication	3
CTIM 104 or CTIM 141	Intermediate Windows or Intro WE: Dreamweaver	1
CTIM 105 or CTIM 108	Intermediate Word or Advanced Word	1
CTIM 106 or CTIM 109	Intermediate Excel or Advanced Excel	1
CTIM 117 or 118	Beginning or Intermediate Access	1
ENGL 102	English Composition II	3
LA	Liberal Arts elective	3
LA	Liberal Arts elective	3
		16

Year 2: Semester 1

CTIM 114 or CTIM 115	Beginning or Intermediate PowerPoint	1
CTIM 147	Internet: Creating a Home Page	1
CTIM 171	Computer Configuration & Hardware	3
CTIM 180	Computer Information & Security	3
CTIM 197	Adobe Acrobat	1
CTIM 213	Administrative Management	3
HU/SS	Humanities or Social Science elective	3
		15

Year 2: Semester 2

CTIM 221	Operating Systems Concepts	3
CTIM 250	Current Issues in Computing	3
CTIM 278	Data Communications	3
	Programming elective	3
SC	Science elective	3
		15

Program Notes

Math Elective
MATH 121 Topics of Math or higher, excluding MATH 127, 128, 141, and 142

Programming Elective
CTIM 157 Intro to Java Programming, CTIM 285 Python, CTIM 361 Visual Basic, CTIM 371 Programming in C++, or CTIM 373 Intro to Visual C++

Other Electives
Students choosing a humanities, social science, or science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 61 credits and 26 courses is required for completion. The same course may not be used to satisfy two different course requirements.

By completing the requirements of this program, you may be eligible for the Microsoft Office Specialist certificate. See an academic advisor for information.

Criminal Justice – Career
Associate in Science Degree

The Criminal Justice 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 Quinn Bill-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.

Year 1: Semester 1

Course	Course Title	Credits
CJUS 101	Introduction to Criminal Justice	3
ENGL 101	English Composition I	3
GOVT 105 or 301	American National Government or State and Local Government	3
SOCI 104	Principles of Sociology	3
SPCH 105	Speech Communication	3
		15

Year 1: Semester 2

CJUS 302	Corrections	3
CJUS 305	Criminal Law	3
	Criminal Justice or Security elective	3
ENGL 102	English Composition II	3
PSYC 101	General Psychology	3
		15

Year 2: Semester 1

CJUS 306	Criminal Procedures	3
	Criminal Justice or Security elective	3
SOCI 203	Criminology	3
	Math elective	3
	Psychology elective	3
		15

Year 2: Semester 2

CJUS 234	Management of a Criminal Justice Organization	3
	Criminal Justice or Security elective	3
	Sociology elective	3
LA	Liberal Arts elective	3
SC	Science elective	3
		15

Program Notes

Math Elective
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a criminal justice, psychology, security, or sociology elective may choose any course within those subjects not already required by the program. Students choosing a liberal arts or science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 60 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

A maximum of 12 criminal justice credits may be accepted in transfer.

Criminal Justice – Transfer

Associate in Science Degree

The Criminal Justice 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 Quinn Bill-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.

Year 1: Semester 1

Course	Course Title	Credits
CJUS 101	Introduction to Criminal Justice	3
ENGL 101	English Composition I	3
GOVT 105 or 301	American National Government or State and Local Government	3
SOCI 104	Principles of Sociology	3
SPCH 105	Speech Communication	3
		15

Year 1: Semester 2

CJUS 302	Corrections	3
CJUS 305	Criminal Law	3
ENGL 102	English Composition II	3
PSYC 101	General Psychology	3
	Math elective	3
		15

Year 2: Semester 1

CJUS 306	Criminal Procedures	3
	Criminal Justice or Security elective	3
SOCI 203	Criminology	3
HU	Humanities elective	3
LS	Lab Science elective	4
		16

Year 2: Semester 2

CJUS 234	Management of a Criminal Justice Organization	3
CJUS 403	Criminal Justice Capstone	1
	Criminal Justice or Security elective	3
HU	Humanities elective	3
SC	Science elective	3
SS	Social Science elective	3
		16

Program Notes

Math Elective
MATH 131 Intro to Statistics or higher

Capstone
CJUS 403 Criminal Justice Capstone must be completed before graduation.

Other Electives
Students choosing a criminal justice or security elective may choose any course within those subjects not already required by the program. Students choosing a humanities, lab science, science, or social science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

A maximum of 12 criminal justice credits may be accepted in transfer.

Culinary Arts
Associate in Applied Science Degree

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.

Year 1: Semester 1

Course	Course Title	Credits
CULA 123	Table Service	3
CULA 139	Culinary Certification	3
CULA 140	Culinary Concepts	3
CULA 143	Foundations of Baking	3
ENGL 101	English Composition I	3
		15

Year 1: Semester 2

CULA 128	The Art of Bread	3
CULA 146	American Regional Cuisine	3
MATH	Math Elective	3
LA	Liberal arts elective	3
LA	Liberal arts elective	3
		15

Year 2: Semester 1

CULA 151 or 152	International Cuisine or Classical Cuisine	4
CULA 161 or 162	Advanced Pastries or Classical Desserts	4
CULA 407	Field Work Experience in Culinary Arts	4
ENGL 102	English Composition II	3
SPCH 105 or 107	Speech Communication or Oral Interpretation	3
		18

Year 2: Semester 2

CULA 135	Garde Manger	3
CULA 151 or 152	International Cuisine or Classical Cuisine	4
CULA 161 or 162	Advanced Pastries or Classical Desserts	4
CULA	Culinary Arts elective	3
SC	Science elective	3
		17

Program Notes

Math Elective
MATH 115 Contemporary Math or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a culinary arts elective may choose any course within that subject not already required by the program. Students choosing a liberal arts or science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 65 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Diesel Technology
Associate in Applied Science Degree

The Diesel program is designed to train diesel technicians who can maintain, repair, and overhaul diesel engines and support systems. Through lecture and lab instruction, this program provides students with a broad range of knowledge and skills necessary to work within the dynamic field of diesel technology.

The Associate Degree curriculum prepares students to enter the industry at the mechanic 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.

Year 1: Semester 1

Course	Course Title	Credits
DIES 108	Electrical Systems	3
DIES 123	Truck Components I	3
DIES 223	Compressed Natural Gas Engines	3
ENGL 101	English Composition I	3
	Math elective	3
		15

Year 1: Semester 2

DIES 107	Engine Principles I	3
DIES 118	Engine Machining	3
DIES 124	Truck Components II	3
DIES 141	Fundamentals of Standby Power	4
	Physics I elective	3
		16

Year 2: Semester 1

DIES 122	Fuel Systems	3
DIES 222	Electronic Engine Diagnostics	3
ENGL 102	English Composition II	3
	Physics II elective	3
LA	Liberal arts elective	3
		15

Year 2: Semester 2

DIES 133	Governing & Computer Control Systems	3
DIES 134	Multi-Cylinder Overhaul	4
DIES 241 or DIES ---	Environmental Health & Safety or Diesel elective	3
DIES 401	Diesel Internship	3
HIST 131 or 251	US since 1945 or American Labor History	3
		16

Program Notes

Math Elective
MATH 141 Technical Math I or higher

Physics I Elective
PHYS 132 Concepts of Tech Physics I, PHYS 141 Technical Physics I, PHYS 151 College Physics I, or PHYS 161 General Physics I

Physics II Elective
Must be the next sequential course of the Physics I Elective: PHYS 133 Concepts of Tech Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II

Other Electives
Students choosing a liberal arts elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Electronic Technology
Associate in Science Degree

Electronic Technology provides the student with the understanding and skills of electronics as it applies to analog, digital, and industrial circuits. Students in this program obtain solid fundamentals in electronic theory and then take courses to apply these fundamentals in various applications found in the electronics industry. These applications include integrated circuit technology, computer circuitry and basic architecture, and industrial process automation control.

Graduates of the Electronics Technology program can expect to enter the labor market as electrical technicians with strong backgrounds in basic electricity and electronics and be successful in a variety of employment areas including manufacturing, industrial electronics, communications, and engineering support.

Year 1: Semester 1

Course	Course Title	Credits
CTIM 361, 371, or (CTIM 101, 102, & 103)	Visual BASIC, Programming in C++, or Beginning Windows, Word, and Excel	3
ENGT 111	Electrical Circuits I	4
ENGT 227	Instrumentation and Measurements	3
ENGL 101	English Composition I	3
		13

Year 1: Semester 2

ENGT 112	Electrical Circuits II	4
ENGT 114	Digital Circuits	4
ENGL 102	English Composition II	3
	Math elective	3
	Physics I elective	4
		18

Year 2: Semester 1

ENGT 107 or 109	Computer-Aided Drafting or Intermediate Computer-Aided Drafting	3
ENGT 204	Microprocessors and Digital Systems	4
ENGT 209	Electronic Devices	4
	Physics II elective	4
HU or SS	Humanities or social science	3
		18

Year 2: Semester 2

ENGT 221	Electronic Circuit Applications	4
ENGT 228	Electronic Communication Technology	4
ENGT 341	Industrial Process Control	4
LA	Liberal Arts elective	3
	General elective	3
		18

Program Notes

Math Elective
MATH 142 Technical Math II or higher

Physics I Elective
PHYS 151 College Physics I or PHYS 161 General Physics I

Physics II Elective
Must be the next sequential course of the Physics I Elective: PHYS 152 College Physics II or PHYS 162 General Physics II

Other Electives
Students choosing a humanities, liberal arts, science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 67 credits and 19 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Engineering Transfer – Chemical
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.

Year 1: Semester 1

Course	Course Title	Credits
ENGT 140	Intro to Engineering	4
CHEM 151	General Chemistry I	4
ENGL 101	English Composition I	3
MATH 221	Calculus I	4
HU	Humanities elective	3
		18

Year 1: Semester 2

CHEM 152	General Chemistry II	4
ENGL 102	English Composition II	3
MATH 222	Calculus II	4
PHYS 161	General Physics I	4
SS	Social Science elective	3
		18

Year 2: Semester 1

CHEM 201	Organic Chemistry	5
MATH 223	Calculus III	4
PHYS 162	General Physics II	4
HU	Humanities elective	3
SS	Social Science elective	3
		19

Year 2: Semester 2

ENGT 272	Engineering Materials	4
CHEM 202	Organic Chemistry II	5
MATH 230	Differential Equations	4
HU	Humanities elective	3
SS	Social Science elective	3
		19

Program Notes

Other Electives
Students choosing a humanities or social science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 74 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Engineering Transfer – Civil
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 – Civil Option** prepares students to continue their studies for a baccalaureate degree in Civil Engineering.

Year 1: Semester 1

Course	Course Title	Credits
ENGT 140	Intro to Engineering	4
CHEM 151	General Chemistry I	4
ENGL 101	English Composition I	3
MATH 221	Calculus I	4
HU	Humanities elective	3
		18

Year 1: Semester 2

CHEM 152	General Chemistry II	4
ENGL 102	English Composition II	3
MATH 222	Calculus II	4
PHYS 161	General Physics I	4
SS	Social Science elective	3
		18

Year 2: Semester 1

ENGT 273	Statics	4
MATH 223	Calculus III	4
PHYS 162	General Physics II	4
HU	Humanities elective	3
SS	Social Science elective	3
		18

Year 2: Semester 2

ENGT 272	Engineering Materials	4
ENGT 275	Strength of Materials	4
MATH 230	Differential Equations	4
HU	Humanities elective	3
SS	Social Science elective	3
		18

Program Notes

Other Electives
Students choosing a humanities or social science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 72 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Engineering Transfer – Electrical
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 – Electrical Option** prepares students to continue their studies for a baccalaureate degree in Electrical Engineering.

Year 1: Semester 1

Course	Course Title	Credits
ENGT 140	Intro to Engineering	4
CHEM 151	General Chemistry I	4
ENGL 101	English Composition I	3
MATH 221	Calculus I	4
HU	Humanities elective	3
		18

Year 1: Semester 2

ENGT 270	Circuit Theory I	4
ENGL 102	English Composition II	3
MATH 222	Calculus II	4
PHYS 161	General Physics I	4
SS	Social Science elective	3
		18

Year 2: Semester 1

ENGT 114	Digital Circuits	4
ENGT 271	Circuit Theory II	4
MATH 223	Calculus III	4
PHYS 162	General Physics II	4
HU	Humanities elective	3
		19

Year 2: Semester 2

ENGT 204	Microprocessors and Digital Systems	4
MATH 230	Differential Equations	4
HU	Humanities elective	3
SS	Social Science elective	3
SS	Social Science elective	3
		17

Program Notes

Other Electives
Students choosing a humanities or social science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 72 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Engineering Transfer – Mechanical
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 – Mechanical Option** prepares students to continue their studies for a baccalaureate degree in Mechanical Engineering.

Year 1: Semester 1

Course	Course Title	Credits
ENGT 140	Intro to Engineering	4
CHEM 151	General Chemistry I	4
ENGL 101	English Composition I	3
MATH 221	Calculus I	4
HU	Humanities elective	3
		18

Year 1: Semester 2

ENGL 102	English Composition II	3
MATH 222	Calculus II	4
PHYS 161	General Physics I	4
HU	Humanities elective	3
SS	Social Science elective	3
		17

Year 2: Semester 1

ENGT 272	Engineering Materials	4
ENGT 273	Statics	4
MATH 223	Calculus III	4
PHYS 162	General Physics II	4
SS	Social Science elective	3
		19

Year 2: Semester 2

ENGT 274	Dynamics	4
ENGT 275	Strength of Materials	4
MATH 230	Differential Equations	4
HU	Humanities elective	3
SS	Social Science elective	3
		18

Program Notes

Other Electives
Students choosing a humanities or social science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 72 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Fire Science Technology
Associate in Science Degree

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.

Year 1: Semester 1

Course	Course Title	Credits
FIRE 101	Principles of Emergency Services	3
FIRE 103	Fundamentals of Fire Prevention	3
CHEM 131 or 151	Survey of Chemistry or General Chemistry I	3
ENGL 101	English Composition I	3
	Math elective	3
		15

Year 1: Semester 2

FIRE 107	Legal Aspects of Emergency Services	3
	Fire Science elective	3
ENGL 102	English Composition II	3
PHYS 120	Science of Fire and Combustion	3
PSYC 101	General Psychology	3
		15

Year 2: Semester 1

FIRE 211	Hazardous Material Incident Response	3
FIRE 213	Building Construction, Blueprint, and Plan Review	3
FIRE 301	Fire Company Officership – Tactics and Strategy	3
GOVT 105 or 301	American National Government or State and Local Government	3
SOCI 104	Principles of Sociology	3
		15

Year 2: Semester 2

FIRE 111	Fire Investigation I	3
FIRE 205	Fire Service Safety and Survival	3
FIRE 206	Fire Protection Systems and Equipment	3
FIRE 208	Fire Hydraulics and Water Distribution Systems	3
SPCH 105	Speech Communication	3
		15

Program Notes

Math Elective
MATH 131 Intro to Statistics or higher, excluding MATH 141 and 142

Other Electives
Students choosing a fire science elective may choose any course within that subject not already required by the program.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 60 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Heating, Ventilation, and Air Conditioning (HVAC) Technology
Associate in Applied Science Degree

Through lecture and lab procedures, the HVAC program provides students with the theoretical and practical knowledge necessary to enter this growing and vital field. The major courses combine the mechanical and electrical concepts with engineering design and apply these principles to residential, commercial, and industrial applications. Special emphasis is put on computer applications and the utilization of design and business software for the HVAC industry.

Students will get a diverse training with a broad base from which students can enter the industry in a variety of professional occupations, including designer, CAD operator, estimator, project manager, sales representative, and service and installation technician. Our graduates are sought by consulting engineers, mechanical contractors, utilities, building automation contractors, equipment manufacturers and representatives, and our own HVAC alumni.

The HVAC Technology program is affiliated with professional organizations including the American Society of Heating, Refrigerating, and Air Conditioning Engineers; the Air Conditioning Contractors of America; the Air Conditioning and Refrigeration Institute; the Refrigeration Service Engineers Society; and the North American Heating, Air Conditioning, Refrigeration, and Wholesalers Association.

Year 1: Semester 1

Course	Course Title	Credits
HVAC 111	Basic Electricity and Control Theory	4
HVAC 121	Drafting for HVAC Technicians	3
CTIM 103, 106, or 109	Beginning, Intermediate, or Advanced Excel	1
ENGL 101	English Composition I	3
SPCH 105	Speech Communication	3
MATH	Math elective	3
		17

Year 1: Semester 2

ENGT 107	Computer-Aided Drafting	3
HVAC 114	Heat Principles and Application	4
HVAC 116	Heating and Cooling Load Calculations	3
ENGL 102	English Composition II	3
	Physics I elective	3
		16

Year 2: Semester 1

ENGT 109	Intermediate Computer-Aided Drafting	3
HVAC 201	Refrigeration Principles and Application	4
HVAC 206	Hydronic and Piping Design	4
HVAC 213	HVAC Equipment Controls	4
	Physics II elective	3
		18

Year 2: Semester 2

ENGT 401 or HVAC 223	Co-op Work Experience or HVAC Service Procedures	3
HVAC 207	Psychrometrics and Duct System Design	4
HVAC 211	Cost Estimating	3
HVAC 224	HVAC Systems Control	4
HU or SS	Humanities or Social Science elective	3
		17

Program Notes

Math Elective
MATH 141 Technical Math I or higher

Physics I Elective
PHYS 132 Concepts of Tech Physics I, PHYS 141 Technical Physics I, PHYS 151 College Physics I, or PHYS 161 General Physics I

Physics II Elective
Must be the next sequential course of the Physics I Elective: PHYS 133 Concepts of Tech Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II

Other Electives
Students choosing a humanities or social science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 68 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Heating, Ventilation, and Air Conditioning (HVAC) Technology – Building Systems Energy Management

Associate in Applied Science Degree

Through lecture and lab procedures, the HVAC program provides students with the theoretical and practical knowledge necessary to enter this growing and vital field. The major courses combine the mechanical and electrical concepts with engineering design and apply these principles to residential, commercial, and industrial applications. Special emphasis is put on computer applications and the utilization of design and business software for the HVAC industry.

Students will get a diverse training with a broad base from which students can enter the industry in a variety of professional occupations, including designer, CAD operator, estimator, project manager, sales representative, and service and installation technician. Our graduates are sought by consulting engineers, mechanical contractors, utilities, building automation contractors, equipment manufacturers and representatives, and our own HVAC alumni.

The HVAC Technology program is affiliated with professional organizations including the American Society of Heating, Refrigerating, and Air Conditioning Engineers; the Air Conditioning Contractors of America; the Air Conditioning and Refrigeration Institute; the Refrigeration Service Engineers Society; and the North American Heating, Air Conditioning, Refrigeration, and Wholesalers Association.

The Building Systems Energy Management Option of the HVAC Program is an associate degree curriculum designed to provide graduates with skills and knowledge for employment in the Facilities Management field. The curriculum is a core of HVAC, Architectural, and Diesel technology courses designed to familiarize the graduate with the various energy consuming and emergency energy production systems in modern buildings as well as basic building design concepts. This core, coupled with a foundation in mathematics, physical science, written, computer, and verbal skills, provides a solid base for the graduate to develop the necessary technical and communicative abilities to enter the workforce in the Facilities Management field or to advance to a Baccalaureate program.

Year 1: Semester 1

Course	Course Title	Credits
ARCH 123	Graphic Communication	1
ENGT 107	Computer-Aided Drafting	3
HVAC 111	Basic Electricity and Control Theory	4
ENGT 109, HVAC 211 or HVAC 223	Intermediate CAD, Cost Estimating, or HVAC Service Procedures	3
ENGL 101	English Composition I	3
	Math elective	3
		17

Year 1: Semester 2

HVAC 114	Heat Principles and Application	4
HVAC 116	Heating and Cooling Load Calculations	3
SPCH 105	Speech Communication	3
ENGL 102	English Composition II	3
	Physics I elective	3
		16

Year 2: Semester 1

HVAC 201	Refrigeration Principles and Application	4
HVAC 206	Hydronic and Piping Design	4
HVAC 213	HVAC Equipment Controls	4
	Architecture, Diesel, or Electronic Tech elective	3
	Physics II elective	3
		18

Year 2: Semester 2

DIES 141	Fundamentals of Standby Power	3
HVAC 207	Psychrometrics and Duct System Design	4
HVAC 224	HVAC Systems Control	4
	Architecture, Diesel, or Electronic Tech elective	3
HU or SS	Humanities or Social Science elective	3
		17

Program Notes

Math Elective
MATH 141 Technical Math I or MATH 203 College Algebra or higher

Architecture, Diesel, or Electronic Tech elective
ARCH 107, ARCH 121, ARCH 122, ARCH 204, ARCH 214, ARCH 226, ARCH 230, ARCH 251, ARCH 252, DIES 107, DIES 108, DIES 122, ENGT 111, ENGT 114, ENGT 209, or ENGT 227

Physics I Elective
PHYS 132 Concepts of Tech Physics I, PHYS 141 Technical Physics I, PHYS 151 College Physics I, or PHYS 161 General Physics I

Physics II Elective
Must be the next sequential course of the Physics I Elective: PHYS 133 Concepts of Tech Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II.

Other Electives
Students choosing a humanities or social science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 68 credits and 21 courses is required for completion. The same course may not be used to satisfy

Human Services – Career
Associate in Science Degree

The Human Services Department attracts a diverse student population that shares a desire to work with and help other people. Students are often enrolled directly from high schools. Others are returning to change careers, while still others have raised families and are seeking career opportunities for the first time.

Most students attend the full-time day program; others earn their degrees on a part-time day or evening basis. Some of these students are currently employed in social service agencies and are pursuing a degree for purposes of advancement.

The **Human Services Career Option** maximizes students' opportunities for job placement directly after graduation by emphasizing skill-building course work and practicum experiences. Students in this option should take special care to choose their Human Service electives and other electives to build knowledge and skills that will help them reach their individual career objectives.

Year 1: Semester 1

Course	Course Title	Credits
HSRV 101	Intro to Social Welfare	3
HSRV 103	Group Dynamics	3
ENGL 101	English Composition I	3
	Math elective	3
SOCI 104	Principles of Sociology	3
		15

Year 1: Semester 2

HSRV 102	Interviewing Techniques	3
	Human Services elective	3
ENGL 102	English Composition II	3
PSYC 101	General Psychology	3
SPCH 105	Speech Communication	3
		15

Year 2: Semester 1

HSRV 105	Human Services Practice	3
HSRV 405	Field Experience & Seminar in Human Services I	4
	Human Services elective	3
GOVT 301	State & Local Government	3
	Psychology or Sociology elective	3
		16

Year 2: Semester 2

HSRV 107	Fostering Equality and Diversity	3
HSRV 406	Field Experience & Seminar in Human Services II	4
	Human Services elective	3
SC	Science elective	3
	General elective	3
		16

Program Notes

Math Elective
MATH 115 Contemporary Math or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a human services elective may choose any course within that subject not already required by the program. Students choosing a humanities, science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Human Services – Transfer

Associate in Science Degree

The Human Services Department attracts a diverse student population that shares a desire to work with and help other people. Students are often enrolled directly from high schools. Others are returning to change careers, while still others have raised families and are seeking career opportunities for the first time.

Most students attend the full-time day program; others earn their degrees on a part-time day or evening basis. Some of these students are currently employed in social service agencies and are pursuing a degree for purposes of advancement.

The **Human Services Transfer Option** allows graduates to transfer directly into their junior year at other Massachusetts state colleges and universities. Most students transfer into Human Services, Sociology, Psychology, Social Work, or Education programs.

Year 1: Semester 1

Course	Course Title	Credits
HSRV 101	Intro to Social Welfare	3
HSRV 103	Group Dynamics	3
ENGL 101	English Composition I	3
	Math elective	3
SOCI 104	Principles of Sociology	3
		15

Year 1: Semester 2

HSRV 102	Interviewing Techniques	3
	Human Services elective	3
ENGL 102	English Composition II	3
PSYC 101	General Psychology	3
SPCH 105	Speech Communication	3
		15

Year 2: Semester 1

HSRV 105	Human Services Practice	3
HSRV 405 or 406	Field Experience & Seminar in Human Services I or II	4
	Psychology or Sociology elective	3
HU	Humanities elective	3
LS	Lab Science elective	4
		17

Year 2: Semester 2

HSRV 107	Fostering Equality and Diversity	3
	Human Services elective	3
HU	Humanities elective	3
LS	Lab Science elective	4
	General elective	3
		16

Program Notes

Math Elective
MATH 121 Topics of Math I or higher, excluding MATH 141, and 142

Other Electives
Students choosing a human services elective may choose any course within that subject not already required by the program. Students choosing a humanities, lab science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 63 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Studies
Associate in Science Degree

The Liberal Arts Studies program includes a broad range of 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 is also offered for those students who do not intend to continue formal studies after the completion of the Associate Degree, but who desire the opportunity to explore occupational courses through electives in such areas as Business Administration or other career path.

Year 1: Semester 1

Course	Course Title	Credits
ENGL 101	English Composition I	3
PSYC 101	General Psychology	3
	History elective	3
	Math elective	3
SC	Science elective	3
		15

Year 1: Semester 2

ENGL 102	English Composition II	3
SOCI 104	Principles of Sociology	3
	History elective	3
	Math elective	3
LS	Lab Science elective	4
		16

Year 2: Semester 1

GOVT 105	American National Government	3
	Literature elective	3
	General elective	3
	General elective	3
	General elective	3
		15

Year 2: Semester 2

SPCH 105 or 107	Speech Communication or Oral Interpretation	3
	Literature elective	3
	General elective	3
	General elective	3
	General elective	3
		15

Program Notes

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Math Electives
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Literature Electives
ENGL 201 English Lit I, ENGL 202 English Lit II, ENGL 205 Irish American Lit I, ENGL 206 Irish American Lit II, ENGL 211 World Lit I, ENGL 212 World Lit II, ENGL 213 American Lit I, ENGL 214 American Lit II, ENGL 215 African-American Lit I, or ENGL 216 African-American Lit II

Other Electives
Students choosing a lab science, science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 61 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Studies – Media Communications

Associate in Science Degree

The Liberal Arts Studies program includes a broad range of 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 is also offered for those students who do not intend to continue formal studies after the completion of the Associate Degree, but who desire the opportunity to explore occupational courses through electives in such areas as Business Administration or other career path.

The **Media Communications Option** in Liberal Arts Studies is designed to prepare a student for careers in broadcasting, including television, radio production, performance, editing, and writing. The curriculum combines academic classwork, in-studio production, and on-air experiences including a complete working television studio and the Dale Dorman Radio Studio.

Students become proficient in broadcast vocal performance, television and radio production techniques, and computerized non-linear editing. This program also prepares the student for transfer to four-year colleges and universities, which offer programs in radio and television broadcasting, broadcast journalism, and mass communications.

Year 1: Semester 1

Course	Course Title	Credits
MDIA 111	Intro to Mass Communication	3
SPCH 105 or 107	Speech Communication or Oral Interpretation	3
ENGL 101	English Composition I	3
	History elective	3
	Math elective	3
		15

Year 1: Semester 2

MDIA 112	Television Studio Production	3
ENGL 102	English Composition II	3
GOVT 105	American National Government	3
	History elective	3
	Math elective	3
		15

Year 2: Semester 1

JOUR 120	Journalism Basics for the Digital Age	3
	Media elective	3
PSYC 101	General Psychology	3
	Literature elective	3
SC	Science elective	3
		15

Year 2: Semester 2

	Media elective	3
SOCI 104	Principles of Sociology	3
	Literature elective	3
LS	Lab Science elective	4
	General elective	3
		16

Program Notes

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Math Electives
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Media Electives
Any 3-credit MDIA course, any 3-credit FILM course, THET 102, or SPCH 107 if not used for the speech requirement.

Literature Electives
ENGL 201 English Lit I, ENGL 202 English Lit II, ENGL 205 Irish American Lit I, ENGL 206 Irish American Lit II, ENGL 211 World Lit I, ENGL 212 World Lit II, ENGL 213 American Lit I, ENGL 214 American Lit II, ENGL 215 African-American Lit I, or ENGL 216 African-American Lit II

Other Electives
Students choosing a lab science, science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 61 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Studies – Theater

Associate in Science Degree

The Liberal Arts Studies program includes a broad range of 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 is also offered for those students who do not intend to continue formal studies after the completion of the Associate Degree, but who desire the opportunity to explore occupational courses through electives in such areas as Business Administration or other career path.

The **Theater Option** in Liberal Arts Studies provides students a strong foundation in the performance and technical fields of the dramatic arts. The curriculum is a blend of theory and concept with practical, hands-on experience in a variety of professions in theater and performing arts. The program offers a wide range of study appropriate for non-majors pursuing a liberal arts education as well as majors preparing for a professional performing arts career.

Year 1: Semester 1

Course	Course Title	Credits
THET 101	Introduction to the Theatre	3
THET 204	Movement for Acting	3
ENGL 101	English Composition I	3
	History elective	3
	Math elective	3
		15

Year 1: Semester 2

THET 102	Voice Improvement	3
THET 201	Acting Techniques I	3
ENGL 102	English Composition II	3
	History elective	3
	Math elective	3
		15

Year 2: Semester 1

ENGL 119 or FA	Creative Writing or Fine Arts elective	3
ENGL 217	Dramatic Literature I	3
THET 431	Stagecraft I	3
PSYC 101 or SOCI 104	General Psychology or Principles of Sociology	3
SC	Science elective	3
		15

Year 2: Semester 2

ENGL 218	Dramatic Literature II	3
THET 402	Performance and Production	3
FA	Fine Arts elective	3
LS	Lab Science elective	4
	General elective	3
		16

Program Notes

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Math Electives
MATH 121 Topics of Math I or higher, excluding MATH 127, 128, 141, and 142

Other Electives
Students choosing a fine arts, lab science, science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 61 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Transfer
Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student's choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

Year 1: Semester 1

Course	Course Title	Credits
ENGL 101	English Composition I	3
PSYC 101	General Psychology	3
	History elective	3
	Math elective	3
ML	Modern Language elective	3
		15

Year 1: Semester 2

ENGL 102	English Composition II	3
SOCI 104	Principles of Sociology	3
	History elective	3
	Math elective	3
ML	Modern Language elective	3
		15

Year 2: Semester 1

SPCH 105 or 107	Speech Communication or Oral Interpretation	3
	Literature elective	3
HU	Humanities elective	3
LA or CTIM	Liberal Arts or Computer elective	3
LS	Lab Science elective	4
		16

Year 2: Semester 2

	Literature elective	3
	Humanities elective	3
LA	Liberal Arts elective	3
LA	Liberal Arts elective	3
LS	Lab Science elective	4
		16

Program Notes

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Math Electives
MATH 121 Topics of Math or higher, excluding MATH 127, 128, 141, and 142

Literature Electives
ENGL 201 English Lit I, ENGL 202 English Lit II, ENGL 205 Irish American Lit I, ENGL 206 Irish American Lit II, ENGL 211 World Lit I, ENGL 212 World Lit II, ENGL 213 American Lit I, ENGL 214 American Lit II, ENGL 215 African-American Lit I, or ENGL 216 African-American Lit II

Modern Language
Must be two semesters of the same language.

Computer Elective
Three credits of CTIM. Choose from any CTIM course except: CTIM 100, 121, 122, 203, or 262.

Other Electives
Students choosing a humanities, lab science, liberal arts, or modern language can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Transfer – Computer Science

Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student's choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The **Liberal Arts Transfer - Computer Science Option** prepares students to continue their studies for a baccalaureate degree in Computer Science.

Year 1: Semester 1

Course	Course Title	Credits
ENGL 101	English Composition I	3
CTIM 101 or 104	Beginning or Intermediate Windows	1
CTIM 102, 105, or 108	Beginning, Intermediate, or Advanced Word	1
CTIM 103, 106, or 109	Beginning, Intermediate, or Advanced Excel	1
	History elective	3
	Math elective	3
LS	Lab Science elective	4
		16

Year 1: Semester 2

ENGL 102	English Composition II	3
PSYC 101	General Psychology	3
	History elective	3
	Math elective	3
LS	Lab Science elective	4
		16

Year 2: Semester 1

CTIM 157 or 371	Intro to Java Programming or Programming in C++	3
SOCI 104	Principles of Sociology	3
	Literature elective	3
	Math elective	3
ML	Modern Language elective	3
		15

Year 2: Semester 2

CTIM 168 or 372	Advanced Java Programming or Advanced Programming in C++	3
CTIM 281 or HU	Intro Software Design & Development or Humanities elective	3
SPCH 105	Speech Communication	3
	Math elective	3
ML	Modern Language elective	3
		15

Program Notes

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Math Electives
MATH 203 College Algebra or higher

Literature Electives
ENGL 201 English Lit I, ENGL 202 English Lit II, ENGL 205 Irish American Lit I, ENGL 206 Irish American Lit II, ENGL 211 World Lit I, ENGL 212 World Lit II, ENGL 213 American Lit I, ENGL 214 American Lit II, ENGL 215 African-American Lit I, or ENGL 216 African-American Lit II

Modern Language
Must be two consecutive semesters of the same language.

CTIM 281 Intro Software Design & Dev
CTIM 281 is a co- and/or prerequisite for CTIM 157 and 371 and can be waived with departmental approval. If waived, a humanities elective is required (as shown)

Other Electives
Students choosing a humanities, lab science, or modern language can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 22 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Transfer – Elementary Education

Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student's choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The **Liberal Arts Transfer – Elementary Education Option** is a two-year degree program designed to prepare students to complete the initial two years of teacher training. Successful completion of the program will allow students to enter a state college or university as a junior having completed requirements of the Elementary Education Transfer Compact. In order to become an elementary school teacher, the student must complete the associate's degree program, transfer to a four-year degree-granting institution, and complete work to attain at least a bachelor's degree and a teaching certificate.

The Elementary Education program at Massasoit Community College has been designed to allow transition from the community college to Bridgewater State University, UMass Dartmouth, or any other state college or university cooperating in the transfer compact. The program may also be transferable to private colleges in the Massasoit Community College geographic area. Students should be aware that they must attain a minimum cumulative grade point average of 2.0 for successful transfer.

Upon successful completion of the LAT-Elementary Education Option, 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; and meet published requirements for entrance into state college or university elementary education programs at the junior level.

Year 1: Semester 1

Course	Course Title	Credits
(BIOL 140 & 142) or BIOL 121	Intro Biology and Lab or Biological Principles I	4
ENGL 101	English Composition I	3
HIST 103	US History I	3
MATH 127	Math for Elementary Teachers I	3
PSYC 101	General Psychology	3
		16

Year 1: Semester 2

ENGL 102	English Composition II	3
ENGL 121	Children's Literature	3
HIST 104	US History II	3
MATH 128	Math for Elementary Teachers II	3
	Physical Science elective	4
		16

Year 2: Semester 1

EDUC 111	Intro to Elementary Education *Offered fall semester only*	3
EDUC 201	MTEL Prep for CSLT	
ENGL 213	American Literature I	3
GOVT 105	American National Government	3
SOCI 104	Principles of Sociology	3
SPCH 105	Speech Communication	3
		16

Year 2: Semester 2

ECON 201	Principles of Economics I	3
EDUC 104	Classroom Technology in Education *Offered spring semester only*	3
ENGL 214	American Literature II	3
GEOG 201	Human Geography *Offered spring semester only*	3
PSYC 202	Child Psychology	3
		15

Program Notes

For students looking to pursue a teaching career in grades 1-6.

MTEL Test Prep
This 1-credit online course helps students prepare for the Communication and Literacy Skills Test (CLST). Successful completion for the CLST is a requirement for transfer to most state university education programs.

Physical Science Elective
CHEM 151 General Chemistry I, ESCI 121 Geology I, ESCI 123 Meteorology, ESCI 124 Physical Ocean Environment, PHYS 113 & 112 Science of Music and Lab, PHYS 151 College Physics I, or PHYS 161 General Physics I

MassTransfer
Students in this program are eligible for MassTransfer benefits with a minimum GPA of 2.7. Please see an advisor for more information on MassTransfer.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 63 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Transfer – Psychology

Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student's choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The **Liberal Arts Transfer - Psychology Option** prepares students to continue their studies for a baccalaureate degree in Psychology.

Year 1: Semester 1

Course	Course Title	Credits
PSYC 101	General Psychology	3
ENGL 101	English Composition I	3
SPCH 105, 107, or 121	Speech Communication, Oral Interpretation, or Argumentation & Debate	3
	History elective	3
ML	Modern Language elective	3
		15

Year 1: Semester 2

PSYC 202, 203, or 205	Child Psychology, Adolescence Psychology, or Human Growth and Development	3
BIOL 121	Biological Principles I	4
ENGL 102	English Composition II	3
	History elective	3
ML	Modern Language elective	3
		16

Year 2: Semester 1

PSYC 201 or 208	Abnormal Psychology or Psychology of Personality	3
BIOL 122 or (BIOL 136 & 137)	Biological Principles II or Human Genetics with lab	4
ECON 201, ANTH 101, or GEOG 201	Principles of Economics I, Intro to Anthropology, or Human Geography	3
MATH 131	Introduction to Statistics	3
SOCI 104	Principles of Sociology	3
		16

Year 2: Semester 2

PSYC 301 or PSYC 206	Social Psychology or Psychology of Learning	3
PSYC 220	Statistics for Psychology and Social Sciences	4
ENGL XXX	Ethics	3
	Literature elective	3
LA	Liberal Arts elective	3
		16

Program Notes

This option is for students who want to transfer into a 4-year major/minor in the social sciences: psychology.

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Literature Elective
ENGL 201 English Literature I or higher, excluding ENGL 251

Other Electives
Students choosing a humanities, lab science, modern language, social science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 63 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Transfer – Science
Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student's choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The **Liberal Arts Transfer –Science Option** is designed primarily for those students who plan to transfer to four-year Liberal Arts baccalaureate degree institutions and who wish to major in the sciences, pre-med, or other advanced medical fields. The associate degree is awarded to students who successfully complete this program. The Liberal Arts Transfer program for Science majors was created to assist those students wishing to parallel the course requirements at a four-year college to which they will eventually transfer.

Year 1: Semester 1

Course	Course Title	Credits
ENGL 101	English Composition I	3
	History elective	3
	Math elective	3
ENGT 140, LA or CTIM	Intro to Engineering, Liberal Arts, or Computer elective	3
LS	Lab Science elective	4
		16

Year 1: Semester 2

ENGL 102	English Composition II	3
	History elective	3
	Math elective	3
LA or CTIM	Liberal Arts or Computer elective	3
LS	Lab Science elective	4
		16

Year 2: Semester 1

PSYC 101	General Psychology	3
MATH or SC	Math or Science elective	3
	Literature elective	3
LA or ML	Liberal Arts or Modern Language elective	3
SC	Science elective	3
		15

Year 2: Semester 2

SOCI 104	Principles of Sociology	3
SPCH 105	Speech Communication	3
HU or ML	Humanities or Modern Language elective	3
LA	Liberal Arts elective	3
SC	Science elective	3
		15

Program Notes

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Math Electives
MATH 131 Intro to Statistics or MATH 203 College Algebra or higher

Computer Elective
CTIM 157, 168, 221, 271, 281, 361, 362, 371, 372, 373, or a maximum of three credits from CTIM 101-109

Literature Elective
ENGL 201 English Literature I or higher, excluding ENGL 251

Other Electives
Students choosing a humanities, lab science, liberal arts, modern language, or science elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Liberal Arts Transfer – Social Science
Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student's choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The **Liberal Arts Transfer – Social Science Option** prepares students to continue their studies for a baccalaureate degree in any of the social sciences.

Year 1: Semester 1

Course	Course Title	Credits
ENGL 101	English Composition I	3
SOCI 104	Principles of Sociology	3
SPCH 105, 107, or 121	Speech Communication, Oral Interpretation, or Argumentation & Debate	3
	History elective	3
	Math elective	3
		15

Year 1: Semester 2

ENGL 102	English Composition II	3
PSYC 101	General Psychology	3
	History elective	3
HU or ML	Humanities or Modern Language elective	3
SS	Social Science elective	3
		15

Year 2: Semester 1

ECON 201	Principles of Economics I (Macroeconomics)	3
PSYC 205 or 201	Human Growth & Development or Abnormal Psychology	3
SOCI 203 or 204	Criminology or Sociology of Deviance	3
HU or ML	Humanities or Modern Language elective	3
LS	Lab Science elective	4
		16

Year 2: Semester 2

SS or see list	Social Science or Course elective	3
SS or see list	Social Science or Course elective	3
	Literature elective	3
LS	Lab Science elective	4
	General elective	3
		16

Program Notes

This option is for students who want to transfer into a 4-year major/minor in the social sciences: anthropology, economics, geography, religion, psychology, sociology, and/or other related fields.

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Math Elective
MATH 121 Topics of Math or higher, excluding MATH 127, 128, 141, and 142

Literature Elective
ENGL 201 English Literature I or higher, excluding ENGL 251

Course Electives
CCED 102 Dev in Early Childhood, CCED 105 Intro to Early Childhood Ed, CJUS 101 Intro to Criminal Justice, HSRV 101 Intro to Social Welfare, or HSRV 107 Fostering Equality and Diversity. *Please note: if a 12-credit maximum within any one SS discipline has been met, elective must be from another discipline.*

Other Electives
Students choosing a humanities, lab science, modern language, social science, or general elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Nursing/Allied Health: Part Time and Full Time Options

The Nurse Education Program is 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.

Outcomes of the Nursing Program

Massasoit's Nursing Program is designed to prepare associate degree nurses who:

- Consistently and independently integrate the nursing process in coordinating a holistic care plan to meet the needs of individuals across the life span
- Incorporate teaching-learning concepts into nursing practice
- Perform technical skills and competencies necessary for entry of professional practice in accordance with scientific principles, policies and procedures
- Demonstrate professional values through collegial practice, lifelong learning, service to the community, and the commitment to improvement of the profession and the health care system
- Synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized, holistic, and caring nurse practices
- Consistently communicate effectively and therapeutically with patients, families, and health team members in the coordination and delivery of patient care
- Provide nursing care to and with culturally diverse populations in a variety of environments, bothindependently and in collaboration with other health care team members

Students are awarded an Associate in Science Degree upon completion of the program requirements. The nursing graduate is eligible to take the NCLEX-RN (National Council Licensure Exam for Registered Nurses) upon verification that the student has met the legal requirements of the Massachusetts Board of Registration in Nursing. Graduates wishing to continue their education and earn a Bachelor of Science degree in Nursing may enter a number of four-year colleges or universities.

The Massasoit Community College Nursing Program is accredited by:

The Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road, NE
Suite 850
Atlanta, GA 30326
404-975-5000

and approved by:

The Massachusetts Board of Registration in Nursing
239 Causeway Street
Boston, MA 02114
617-973-0800

Admission to the Nurse Education Program

Students seeking admission to Massasoit's Nursing Program are required to attend informational sessions. Brochures for the program's specific four options are available in the Admissions Office and discussed during the scheduled informational sessions. Along with meeting the general admission requirements of the college, students wishing to enter the program are required to take the TEAS V Nursing Test.

Admission to the nursing program is highly competitive and selective. Quaified applicants may be placed on the waiting list until the first week of classes and then withdrawn by the Admissions Office. Students must apply each year to be considered for admission.

Completion of all or some of the required non-nursing courses prior to entering the nursing program is strongly suggested. This allows the student to focus more effectively on the nursing curriculum. Priority is given to applicants who have demonstrated a high level of academic success and complete the required courses with a grade of B or better.

Nursing Program Specifications

Upon admission to the program, students are required to complete the Massasoit Nursing Health form. Students who do not submit the required health forms will have a hold on their records preventing admission into the nursing classes and clinical. All nursing students are required to have health insurance, undergo a physical examination, and complete the necessary immunizations. This includes, but is not limited to, three doses of Hepatitis B immunization series and proof of immunity against measles, mumps, rubella, and chicken pox. Annual proof of freedom from tuberculosis is also required. Other immunizations required by the clinical agencies may be necessary.

Drug screening may be required by the clinical agencies. All nursing students must undergo a Criminal Offender Record Information (CORI) and/or a Sex Offender registry Information (SORI) check in accordance with the Criminal Records Information Act: "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) and/or Sex Offender Registry Information (SORI). 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 Criminal History Systems Board, pursuant to MGL, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services. 101 Code of Massachusetts Regulations 15.00-15.16; this provides guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P." (Criminal Offender Record Information and Sex Offender Registry Information Checks).

Students admitted to the program must submit verification of completing a CPR Certification Course. This verification must remain current for the duration of their nursing education. A minimum grade of 78% (C+) must be achieved in all nursing courses. Students are responsible for purchasing the required uniforms and professional textbooks. Students are required to provide their own transportation to clinical sites. Students may be assigned to day, evening, or weekend clinical experiences.

Nurse Education: Full Time
Associate in Science Degree

There are two full-time courses of study leading to an Associate in Science degree and eligibility to take the NCLEX-RN. **Classes for both full-time courses of study are held primarily during the day.** Academically qualified generic students are admitted annually to the full-time option. The course of study is two years. 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 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 course of Human Growth and Development.

LPNs admitted to the full-time option are required to take a transition course prior to admission to Nursing IV. The transition course is offered during the summer.

Year 1: Semester 1

Course	Course Title	Credits
NURS 101	Nursing I	8
BIOL 201	Anatomy and Physiology I	4
ENGL 101	English Composition I	3
PSYC 101	General Psychology	3
		18

Year 1: Semester 2

NURS 203	Nursing II	4
NURS 204	Nursing III	4
BIOL 202	Anatomy and Physiology II	4
ENGL 102	English Composition II	3
LA	Liberal Arts elective	3
		18

Year 2: Semester 1

NURS 301	Nursing IV	9
BIOL 231	Microbiology	4
PSYC 205	Human Growth and Development	3
		16

Year 2: Semester 2

NURS 302	Nursing V	9
NURS 303	Nursing Seminar	1
SOCI 104	Principles of Sociology	3
		13

Program Notes

Nursing Grades
A minimum grade of 78 (C+) must be achieved in all nursing courses.

Math Competency
The math competency for graduation may be fulfilled by passing MATH 112 Intermediate Algebra with a C- or higher or by passing the computerized placement test with a score of 72 or higher.

Other Electives
Students choosing a liberal arts elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 65 credits and 15 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Nurse Education: Part Time
Associate in Science Degree

There are two part-time cohort courses of study. **Classes for both part-time courses of study are held primarily in the evening.**These options mirror the full-time options but are designed to provide a longer study time for those who value and desire the RN role. Both courses of study lead to an Associate of Science degree and eligibility to take the NCLEX-RN.

The generic cohort option is for three years (six semesters). The LPN cohort option lasts for three semesters. LPNs receive advanced placement if they graduated from an approved school of practical nursing, hold a current license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required courses of the first three semesters. They receive credit for Nursing I, II, and III. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth technical may be given transfer credit for the course of Human Growth and Development.

The part-time nursing option does not receive state funding; therefore, all evening nursing courses must be self-supporting. The cost and credit of the evening nursing courses are approved by Massasoit's Board of Trustees and subject to change.

Year 1: Semester 1

Course	Course Title	Credits
NURS 212	Nursing I-E	6
BIOL 201	Anatomy and Physiology I	4
PSYC 101	General Psychology	3
		13

Year 1: Semester 2

NURS 214	Nursing III-E	5
BIOL 202	Anatomy and Physiology II	4
ENGL 101	English Composition I	3
		12

Year 2: Semester 1

NURS 213	Nursing II-E	5
ENGL 102	English Composition II	3
LA	Liberal Arts elective	3
		11

Year 2: Semester 2

NURS 304	Nursing A	6
PSYC 205	Human Growth and Development	3
		9

Year 3: Semester 1

NURS 305	Nursing B	6
BIOL 231	Microbiology	4
		10

Year 3: Semester 2

NURS 306	Nursing C	6
NURS 307	Nursing Trends	1
SOCI 104	Principles of Sociology	3
		10

Program Notes

Nursing Grades
A minimum grade of 78 (C+) must be achieved in all nursing courses.

Math Competency
The math competency for graduation may be fulfilled by passing MATH 112 Intermediate Algebra with a C- or higher or by passing the computerized placement test with a score of 72 or higher.

Other Electives
Students choosing a liberal arts elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 65 credits and 16 courses is required for completion. The same course may not be used to satisfy two different course requirements.

LPN to Associate Degree Advanced Placement Nurse Education: Full Time

Associate in Science Degree

There are two full-time courses of study leading to an Associate in Science degree and eligibility to take the NCLEX-RN. **Classes for both full-time courses of study are held primarily during the day.** Academically qualified generic students are admitted annually to the full-time option. The course of study is two years. 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 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 course of Human Growth and Development.

LPNs admitted to the full-time option are required to take a transition course prior to admission to Nursing IV. The transition course is offered during the summer.

Year 1: Semester 1

Course	Course Title	Credits
NURS 101	Nursing I	8
BIOL 201	Anatomy and Physiology I	4
ENGL 101	English Composition I	3
PSYC 101	General Psychology	3
		18

Year 1: Semester 2

NURS 203	Nursing II	4
NURS 204	Nursing III	4
BIOL 202	Anatomy and Physiology II	4
ENGL 102	English Composition II	3
LA	Liberal Arts elective	3
		18

Year 2: Semester 1

NURS 301	Nursing IV	9
BIOL 231	Microbiology	4
PSYC 205	Human Growth and Development	3
		16

Year 2: Semester 2

NURS 302	Nursing V	9
NURS 303	Nursing Seminar	1
SOCI 104	Principles of Sociology	3
		13

Program Notes

Nursing I, II, and III
LPN students receive transfer credit for NURS 101 Nursing I, NURS 203 Nursing II, and NURS 204 Nursing III and are therefore not required to take them at Massasoit.

Nursing Grades
A minimum grade of 78 (C+) must be achieved in all nursing courses.

Math Competency
The math competency for graduation may be fulfilled by passing MATH 112 Intermediate Algebra with a C- or higher or by passing the computerized placement test with a score of 72 or higher.

Other Electives
Students choosing a liberal arts elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 65 credits and 15 courses is required for completion. The same course may not be used to satisfy two different course requirements.

LPN to Associate Degree Advanced Placement Nurse Education: Part Time

Associate in Science Degree

There are two part-time cohort courses of study. **Classes for both part-time courses of study are held primarily in the evening.** These options mirror the full-time options but are designed to provide a longer study time for those who value and desire the RN role. Both courses of study lead to an Associate of Science degree and eligibility to take the NCLEX-RN.

The generic cohort option is for three years (six semesters). The LPN cohort option lasts for three semesters. LPNs receive advanced placement if they graduated from an approved school of practical nursing, hold a current license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required courses of the first three semesters. They receive credit for Nursing I, II, and III. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth technical may be given transfer credit for the course of Human Growth and Development.

The part-time nursing option does not receive state funding; therefore, all evening nursing courses must be self-supporting. The cost and credit of the evening nursing courses are approved by Massasoit's Board of Trustees and subject to change.

Year 1: Semester 1

Course	Course Title	Credits
NURS 212	Nursing I-E	6
BIOL 201	Anatomy and Physiology I	4
PSYC 101	General Psychology	3
		13

Year 1: Semester 2

NURS 214	Nursing III-E	5
BIOL 202	Anatomy and Physiology II	4
ENGL 101	English Composition I	3
		12

Year 2: Semester 1

NURS 213	Nursing II-E	5
ENGL 102	English Composition II	3
LA	Liberal Arts elective	3
		11

Year 2: Semester 2

NURS 304	Nursing A	6
PSYC 205	Human Growth and Development	3
		9

Year 3: Semester 1

NURS 305	Nursing B	6
BIOL 231	Microbiology	4
		10

Year 3: Semester 2

NURS 306	Nursing C	6
NURS 307	Nursing Trends	1
SOCI 104	Principles of Sociology	3
		10

Program Notes

Nursing I-E, II-E, and III-E
LPN students receive transfer credit for NURS 212 Nursing I, NURS 213 Nursing II, and NURS 214 Nursing III and are therefore not required to take them at Massasoit.

Nursing Grades
A minimum grade of 78 (C+) must be achieved in all nursing courses.

Math Competency
The math competency for graduation may be fulfilled by passing MATH 112 Intermediate Algebra with a C- or higher or by passing the computerized placement test with a score of 72 or higher.

Other Electives
Students choosing a liberal arts elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 65 credits and 16 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Radiologic Technology
Associate in Science Degree

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 in order 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 have the opportunity to broaden their professional opportunities in a variety of diagnostic modalities.

Students must be formally admitted into the Radiologic Technology program in order 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.

Year 1: Semester 1

Course	Course Title	Credits
RADT 101	Introduction to Clinical Practice	3
RADT 111	RADT Anatomy/Positioning Lab I	1
RADT 121	RADT Clinical Experience I	4
RADT 133	RADT Anatomy/Positioning Lecture I	2
BIOL 201	Anatomy and Physiology I	4
ENGL 101	English Composition I	3
	Math elective	3
		20

Year 1: Semester 2

RADT 102	Image Production and Evaluation	3
RADT 112	RADT Anatomy/Positioning Lab II	1
RADT 120	RADT Principles of Digital Imaging	2
RADT 126	RADT Clinical Experience II	7
RADT 134	RADT Anatomy/Positioning Lecture II	2
BIOL 202	Anatomy and Physiology II	4
ENGL 102	English Composition II	3
		22

Year 2: Semester 1

RADT 105	Medical Imaging	2
RADT 113	RADT Anatomy/Positioning Lab III	1
RADT 127	RADT Clinical Experience III	5
RADT 131	Radiation Science I	3
RADT 137	RADT Anatomy/Positioning Lecture III	1
PSYC 101 or SOCI 104	General Psychology or Principles of Sociology	3
		15

Year 2: Semester 2

RADT 106	Seminar/Quality Control	2
RADT 128	Clinical Experience IV	4
RADT 132	Radiation Science II and Protection	3
RADT 138	RADT Pathology/Sectional Anatomy	3
RADT 140	Advanced Imaging Procedures	2
LA	Liberal Arts elective	3
		17

Program Notes

Math Elective
MATH 131 Intro to Statistics or higher, excluding MATH 141 and 142

Other Electives
Students choosing a liberal arts elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 74 credits and 26 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Respiratory Care
Associate in Science Degree

Respiratory Care is a two-year program that is accredited by the COARC (Commission of Accreditation for Respiratory Care). Upon successful completion, the graduate is eligible to take the National Board for Respiratory Care Examinations. Graduates wishing to continue their education can earn a bachelor's degree.

In addition to courses in general education, liberal arts, and respiratory theory, carefully-selected clinical experiences are provided in area hospitals and health agencies to enable students to develop the skills necessary for successful completion in order to receive credit and progress to the next program level. A minimum grade of 75 must be achieved in all respiratory care courses.

Students contemplating a career in respiratory care 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 to take the examination for registered respiratory licensure. A CORI check will be required for all students before clinical experience.

Respiratory Care is an allied health profession dedicated to the management and care of patients having difficulties and abnormalities associated with breathing. Respiratory care practitioners work under the direction of physicians. Improving the cardiopulmonary health of infants, children, and adults make this an excellent profession with various career possibilities. Employment can be found in hospitals, home care, sales, and education. Currently there is a shortage of qualified respiratory care practitioners. To be considered for admission to this program, the applicant must possess a high school diploma or an equivalency certificate, complete Biological Principles or successfully perform on the Biology Departmental challenge exam as a prerequisite to Anatomy and Physiology and Microbiology. Prospective students must attend an information session.

Year 1: Semester 1

Course	Course Title	Credits
RESP 101	Fundamentals of Respiratory Care I	7
RESP 113	Respiratory Care Seminar I	2
RESP 115	Respiratory Care Equipment	2
BIOL 201	Anatomy and Physiology I	4
CHEM 131 or 151	Survey of Chemistry or General Chemistry I	3
		18

Year 1: Semester 2

RESP 102	Fundamentals of Respiratory Care II	7
RESP 112	Introduction to Pharmacology	2
BIOL 202	Anatomy and Physiology II	4
ENGL 101	English Composition I	3
	Math elective	3
		19

Year 2: Semester 1

RESP 103	Fundamentals of Respiratory Care III	7
RESP 111	Introduction to Pathology	2
RESP 121	Respiratory Care – Clinical Cardio Anatomy and Physiology	3
ENGL 102	English Composition II	3
		15

Year 2: Semester 2

RESP 104	Fundamentals of Respiratory Care IV	7
RESP 116	Seminar II in Respiratory Care	3
RESP 117	Cardiopulmonary Diagnostics and Evaluation	1
BIOL 231	Microbiology	4
PSYC 101	General Psychology	3
		18

Program Notes

Math Elective
MATH 131 Intro to Statistics or higher, excluding MATH 141 and 142

Other Electives
Students choosing a liberal arts elective can select from the **Course Elective Guide**.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 70 credits and 19 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Telecommunications Technology
Associate in Applied Science Degree

The two-year program will allow students to earn an Associate's Degree in Applied Science, preparing students for a career in computer systems, telecommunications, network security, and information technology as a Telecommunications technician.

Telecommunications Technicians help to install, configure, monitor, and maintain end devices operations such as PCs, servers, Cisco switches and routers, and Cisco firewall in a networking environment. Also as part of their job, they set up security encryption, on Linux, or Windows platforms, monitor and maintain the communications (voice, video or data) between different networks via optical fiber, cable, and wireless; and they manage the SAN (storage area network) or cloud network.

Students who complete the Telecommunications program will understand:

- Voice and Video over IP (Internet Protocols)
- Developing working knowledge on how computers operate.
- Installing and upgrading computer hardware and software.
- Setting up security and perform regular update maintenance over a network
- Installing and configuring virtualization software (VMware
- Installing and configuring operating systems such as Linux, Windows
- Configuring Cisco routers, switches and firewalls

Year 1: Semester 1

Course	Course Title	Credits
TCOM 101	Data I	3
TCOM 110	Telecommunications I	4
TCOM 129	IT Essentials	3
TCOM 130	Introduction to Networking	4
ENGL 101	English Composition I	3
		17

Year 1: Semester 2

TCOM 102	Data II	3
TCOM 120	Telecommunications II	4
TCOM 131	Routing and Switching	3
TCOM 132	Scaling Networks	3
ENGL 102	English Composition II	3
		16

Year 2: Semester 1

CTIM 271	Database Concepts and Practices	3
TCOM 133	Connecting Networks	3
TCOM 201	Data III	3
TCOM 220	Telecommunications III	4
MATH 141	Technical Mathematics I	3
		16

Year 2: Semester 2

TCOM 240	Telecommunications IV	4
MATH 142	Technical Mathematics II	3
HU or SS	Humanities or Social Science elective	3
LA	Liberal Arts elective	3
LS	Lab Science elective	4
		17

Program Notes

Other Electives
Students choosing a lab science, humanities, liberal arts, or social science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 66 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Veterinary Technology
Associate in Applied Science Degree

The Veterinary Technology Program at Massasoit Community College is a 2-year comprehensive program leading to an Associate's 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.

Massasoit Community College is pleased to announce that our Veterinary Technology Program has been granted accreditation by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA). Massasoit's Vet Tech students, including the very first class that graduated this June 2017, will now be considered graduates of an AVMA CVTEA accredited program and are eligible to take the Veterinary Technician National Exam (VTNE). Students are required to sit for and pass the VTNE in order to become credentialed veterinary technicians, and in Massachusetts must have graduated from an accredited program to be eligible to do so.

Year 1: Semester 1

Course	Course Title	Credits
VTSC 101	Intro to Veterinary Technology	2
BIOL 205	Vertebrate Anatomy & Physiology I	4
BIOL 231	Microbiology	4
CHEM 151	General Chemistry I	4
ENGL 101	English Composition I	3
MATH 131 or higher	Intro to Statistics or higher	3
		20

Year 1: Semester 2

VTSC 211	Veterinary Clinical Methods I	4
VTSC 226	Veterinary Pharmacology	3
VTSC 233	Veterinary Parasitology	3
BIOL 206	Vertebrate Anatomy & Physiology II	4
ENGL 102	English Composition II	3
		17

Year 2: Semester 1

VTSC 212	Veterinary Clinical Methods II	4
VTSC 224	Veterinary Imaging	3
VTSC 235	Large Animal Medicine & Management	3
VTSC 236	Laboratory Animals and Exotics	3
VTSC 240	Veterinary Anesthesia & Surgery	4
		17

Year 2: Semester 2

VTSC 201	Veterinary Management	3
VTSC 221	Internship I	2
VTSC 222	Internship II	2
VTSC 238	Veterinary Pathology	3
PSYC 101	General Psychology	3
		13

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Minimum Grade
Students must receive a C or higher in all courses in this program. Students receiving a grade below a C in one of the program courses will not be allowed to continue in the program.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 67 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Visual Arts – Art & Graphic Design
Associate in Applied Science Degree

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.

Year 1: Semester 1

Course	Course Title	Credits
ARTG 100	Art History of the Western World	3
ARTG 107	Drawing I	3
ARTG 113	Color and Design I	3
ARTG 281	Computer-Aided Graphic Design	3
ENGL 101	English Composition I	3
		15

Year 1: Semester 2

ARTG 108	Drawing II	3
ARTG 112	Typography	3
ARTG 114	Color and Design II	3
ARTG 115	Intro to Graphic Design & Production	3
ENGL 102	English Composition II	3
		15

Year 2: Semester 1

ARTG 105	Graphic Design I	3
ARTG 205	Three-Dimensional Design	3
ARTG 211	Illustration I	3
PSYC 101 or SOCI 104	General Psychology or Principles of Sociology	3
MATH	Math elective	3
		15

Year 2: Semester 2

ARTG 106 or 212	Graphic Design II or Illustration II	3
	Graphic Design elective	3
	Printmaking elective	3
SC	Science elective	3
LA	Liberal Arts elective	3
		15

Program Notes

Math Elective
MATH 115 or higher

Graphic Design Elective
ARTG 106, 121, 122, 143, 210, 212, 213, 214, 216, 221, 225, 242, 254, 255, 256, 257, 261, 291, or 400

Printmaking Elective
ARTG 213, 225, 254, 255, 256, or 257

Other Electives
Students choosing a liberal arts or science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 60 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Visual Arts – Fine Arts

Associate in Applied Science Degree

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.

Year 1: Semester 1

Course	Course Title	Credits
ARTG 107	Drawing I	3
ARTG 113	Color and Design I	3
ARTG 263	Sculpture I	3
ARTG	Art elective	3
ENGL 101	English Composition I	3
		15

Year 1: Semester 2

ARTG 108	Drawing II	3
ARTG 114	Color and Design II	3
ARTG 221	Painting I	3
	Printmaking elective	3
ENGL 102	English Composition II	3
		15

Year 2: Semester 1

ARTG 101	History of Art I	3
ARTG 205	Three-Dimensional Design	3
	Art elective	3
PSYC 101 or SOCI 104	General Psychology or Principles of Sociology	3
MATH	Math elective	3
		15

Year 2: Semester 2

ARTG 102	History of Art II	3
	Art elective	3
	Art elective	3
SC	Science elective	3
LA	Liberal Arts elective	3
		15

Program Notes

Math Elective
MATH 115 or higher

Art Elective
ARTG 121, 122, 134, 152, 153, 154, 155, 156, 213, 215, 211, 222, 223, 224, 225, 235, 242, 254, 255, 256, 257, 261, 264, 331, 332, or 400

Printmaking Elective
ARTG 213, 225, 254, 255, 256, or 257

Other Electives
Students choosing a liberal arts or science elective can select from the **Course Elective Guide** on page 2.

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 60 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Dental Assistant
Board-approved Certificate

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 the majority of 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.

Semester 1

Course	Course Title	Credits
DENT 102	Dental Materials I	3
DENT 103	Dental Radiography	3
DENT 105	Dental Office Management	3
DENT 106	Dental Science I	5
DENT 107	Chairside Assisting	6
ENGL 101	English Composition I	3
		23

Semester 2

DENT 111	Dental Science II	3
DENT 112	Clinical Externship	6
DENT 113	Dental Materials II	2
DENT 114	Dental Radiography II	3
PSYC 101	General Psychology	3
		17

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 40 credits and 11 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Medical Assistant
Board-approved Certificate

On the Canton campus, Massasoit offers training in Medical Assisting, a nine-month (full-time) Certificate Program. As a graduate of the program, you will be eligible to participate in the national certification examination to become a Certified Medical Assistant - CMA (AAMA). The Medical Assistant Program is nationally accredited by the Commission on Accreditation of Allied Health Programs, CAAHEP, on recommentation of the Medical Assisting Education Review Board, MAERB.

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.

Semester 1

Course	Course Title	Credits
MEDA 104	Basic Laboratory Procedures I	3
MEDA 107	Medical Assisting Techniques I	2
MEDA 108	Anatomy, Physiology, and Terminology I	3
MEDA 109	Pharmacology	3
MEDA 229	Medical Office Management I	5
PHIL 111	Medical Law and Ethics	2
		18

Semester 2

MEDA 116	Clinical Externship	6
MEDA 119	Anatomy, Physiology, and Terminology II	2
MEDA 120	Medical Assisting Techniques II	2
MEDA 121	Basic Laboratory Procedures II	2
MEDA 230	Medical Office Management II	2
ENGL 101	English Composition I	3
PSYC 101	General Psychology	3
		20

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 38 credits and 13 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Office Technologies
Board-approved Certificate

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.

Semester 1

Course	Course Title	Credits
CTIM 100	Computer Keyboarding	3
CTIM 101	Beginning Windows	1
CTIM 102	Beginning Word	1
CTIM 103	Beginning Excel	1
CTIM 104	Intermediate Windows	1
CTIM 105	Intermediate Word	1
CTIM 106	Intermediate Excel	1
CTIM 114	Beginning PowerPoint	1
CTIM 115	Intermediate PowerPoint	1
CTIM 197	Adobe Acrobat	1
CTIM 213	Administrative Management	3
		15

Semester 2

ACCT 105	Principles of Financial Accounting I	4
ACCT 112 or 303	Payroll Applications/QuickBooks or Peachtree Accounting	3
CTIM 108	Advanced Word	1
CTIM 109	Advanced Excel	1
CTIM 122	Business Communication	3
CTIM 141	Intro to a Web Editor: Dreamweaver	1
CTIM 147	Internet: Creating a Home Page	1
CTIM 148	Computer Keyboarding Workshop	1
CTIM 271	Database Concepts and Practices	3
		18

Program Notes

CTIM 101, 102, and 103
Students wishing to complete this certificate in one year should enroll in CTIM 101 Beginning Windows, CTIM 102 Beginning Word, and CTIM 103 Beginning Excel prior to the start of the fall semester if he or she has not had previous experience with Windows, Word, or Excel.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 33 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

C++ Programming
College-approved Certificate

Course	Course Title	Credits
CTIM 281	Intro to Software Design & Development	3
CTIM 371	Programming in C++	3
CTIM 372	Advanced Programming in C++	3
		9

Program Notes

This certificate fits into the AAS degree in Computer Information Systems – Programming and the Object-oriented Programming certificate.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 9 credits and 3 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Child Care Education
College-approved Certificate

The Child Care Education program is designed to provide comprehensive training for students interested in employment in a child care setting. A one-year certificate of completion will be awarded. The program will help students develop the skills, knowledge, and understanding needed to work effectively to create healthy environments where children can grow and learn.

At Massasoit, formal instruction is integrated with field experience. The opportunity to work in child care facilities will give meaning to the course work, as well as fulfill Department of Early Education and Care requirements. As a requirement of the Child Care Certificate program, students must successfully complete practicum assignments. Admission to the Child Care program, however, does not ensure a practicum placement.

A prior criminal offense could hinder placement in practicums and future employment in Child Care Education. Students in practicums are never allowed unsupervised contact with children. Students are tentatively placed in practicums, that may require a CORI/SORI. Conducting the CORI/SORI is the responsibility of the practicum placement.

The Child Care certificate program is consistent with the Department of Early Education and Care (EEC) staffing regulations. Massasoit's program is EEC approved. Those students desiring to advance their leadership opportunities will continue for an additional year of study for an Associate Degree in Child Care Education and Administration.

Semester 1

Course	Course Title	Credits
CCED 101	Positive Guidance	3
CCED 102	Development in Early Childhood	3
CCED 105	Introduction to Early Childhood Education	3
ENGL 101	English Composition I	3
SPCH 105 or 107	Speech Communication or Oral Interpretation	3
		15

Semester 2

CCED 111	Early Childhood Curriculum: A Multi-Cultural Perspective	3
CCED 112	Health, Nutrition, and Safety Needs of the Young Child	3
CCED 401	Practicum I in Child Care Education	3
CCED 407	Seminar I in Child Care Education	2
PSYC 101 or SOCI 104	General Psychology or Principles of Sociology	3
		14

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 29 credits and 10 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Computer Repair and Maintenance
College-approved Certificate

This program is designed to prepare people to establish their own business or to work for a business in the personal computer (PC) repair field. This program provides training in the technical field of PC repair and maintenance, sufficient for program completers to sit for the CompTIA A+ Certification Examinations in hardware and software. Related competencies are developed in areas such as networking, operating systems, accounting, small-business management, and customer service, which will enable graduates of the program to work on their own or for others. There is a growing need for trained specialists in this field.

Semester 1

Course	Course Title	Credits
ACCT 105	Principles of Financial Accounting I	4
BUSN 125	Small-Business Management	3
CTIM 171	Computer Configuration and Hardware	3
CTIM 180	Computer and Information Security	3
CTIM 278	Data Communications	3
		16

Semester 2

ACCT 112 or 303	Payroll Applications/QuickBooks or Peachtree Accounting	3
CTIM 178	Help Desk Concepts	3
CTIM 221	Operating Systems Concepts	3
	CTIM Elective	3
		12

Program Notes

CTIM Elective
Any 3-credit CTIM course or three 1-credit CTIM courses

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 28 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Computerized Accounting
College-approved Certificate

This 26-credit College-approved certificate is directed at students for whom a degree program is not a consideration at this time. The program is intended to accomplish the following objectives:

1. 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.
2. 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 the professional accountant. The certificate provides an opportunity for students, should they desire to do so at a later date, to transfer the courses into the Business Administration Careers associate degree program.

Semester 1

Course	Course Title	Credits
ACCT 105	Principles of Financial Accounting I	4
ACCT 112	Payroll Applications/QuickBooks	3
ACCT 211	Taxation	3
BUSN 110	Introduction to Business	3
		13

Semester 2

ACCT 106	Principles of Financial Accounting II	4
ACCT 302	Computerized Business Applications	3
ACCT 303	Peachtree Accounting	3
BUSN 111	Personal Finance	3
		13

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 26 credits and 8 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Corrections
College-approved Certificate

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 Quill Bill-eligible Associate in Science Degree at Massasoit Community College. They are also fully transferrable to most other colleges.

Course	Course Title	Credits
CJUS 101	Introduction to Criminal Justice	3
CJUS 302	Corrections	3
CJUS 340	Community Corrections	3
CJUS 345	Corrections Law & Procedure	3
ENGL 101	English Composition I	3
GOVT 301 or 105	State & Local Government or American National Government	3
PSYC 101	General Psychology	3
SOCI 104	Principles of Sociology	3
SOCI 203	Criminology	3
		27

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 27 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Department of Developmental Services Direct Support Certificate in Human Services

College-approved Certificate

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.

The certificate program is a special opportunity for direct support workers to attend college courses as a group and to learn and practice competencies and skills that are important to their daily work. In addition, the credits earned for the certificate can be applied towards an Associate degree program and later transferred to a Bachelor degree.

Course	Course Title	Credits
HSRV 101	Introduction to Social Welfare	3
HSRV 103	Group Dynamics	3
HSRV 221	Special Topics in Human Services	3
HSRV 222	Developmental Disabilities	3
HSRV 405 or 406	Field Experience and Seminar in Human Services I or II	4
ENGL 101	English Composition I	3
PSYC 101	General Psychology	3
		22

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 22 credits and 7 courses is required for completion. The same course may not be used to satisfy two different course requirements.

EEC Lead Teacher Qualifying Courses

College-approved Certificate

The Early Education and Care (EEC) Lead Teacher Qualifying Courses Certificate will provide the students with the four courses needed to become lead teacher qualified through the Massachusetts Department of Early Education and Care. This certificate and 36 months of work experience will meet the lead teacher qualifications. Students who take these courses, once requisite hours have been achieved, will be able to submit to the Department of Early Education and Care substantiation to become lead teacher qualified. This certificate will further enhance a student's credentials and professionalism.

Course	Course Title	Credits
CCED 101	Behavior Management in Child Care	3
CCED 102	Development in Early Childhood	3
CCED 111	Early Childhood Curriculum: A Multi-Cultural Perspective	3
	Child Care Education elective	3
		12

Program Notes

Child Care Education Elective
CCED 105 Intro to Early Childhood Education; CCED 112 Health, Nutrition, and Safety Needs of the Young Child; CCED 217 The Young Child with Special Needs; or CCED 231 Infant and Toddler Care

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 12 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Food Production
College-approved Certificate

Completion of the coursework for the first two semesters of this program 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.

Semester 1

Course	Course Title	Credits
CULA 139	Culinary Certification	3
CULA 140	Culinary Concepts	3
CULA 143	Foundations of Baking	3
CULA 156	Nutrition and Food Trends	3
		12

Semester 2

CULA 123	Table Service	3
CULA 135	Garde Manger	3
CULA 146	American Regional Cuisine	3
CULA 157	Meat Fabrication and Charcuterie	3
MATH ---	Math elective	3
		15

Program Notes

Math Elective
Math 010 Fundamentals of Math or higher

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 27 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Heating, Ventilation, and Air Conditioning (HVAC) Technology

College-approved Certificate

This program is designed to train students to perform successfully in entry-level jobs in the service and installation of heating and air conditioning systems. The training will develop a solid foundation in the basic skills required to perform many entry-level tasks required of HVAC service technicians. In addition, students will have an opportunity to take a course to become nationally certified in handling refrigerants. By successfully completing a series of additional courses, students who have completed this certificate will qualify for an associate degree. *NOTE: This is **NOT** a one-year program.*

Semester 1

Course	Course Title	Credits
HVAC 111	Basic Electricity and Control Theory	4
		4

Semester 2

HVAC 114	Heat Principles and Application	4
		4

Semester 3

HVAC 201	Refrigeration Principles and Application	4
HVAC 204	HVAC Principles	4
HVAC 213	HVAC Equipment Controls	4
		12

Semester 4

HVAC 223	HVAC Service Procedures	3
HVAC 224	HVAC Systems Control	4
		7

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 27 credits and 7 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Insurance Billing Specialist
College-approved Certificate

The Insurance Billing Specialist program, offered on the Canton campus, will prepare the students for medical billing practices (paper and electronic), basic anatomy and medical terminology, and diagnostic and procedural codes, which are so very important in the billing process. The program covers the basics of pharmacology and human diseases and will walk the student through the world of medical records and health information management.

Basic computer knowledge is required for the program and in professional settings that offer career opportunities to the insurance billing specialist: hospitals, physicians' offices, insurance companies, outpatient clinics, skilled nursing facilities, medical laboratories, home health care agencies, and independent billing agencies.

Insurance billing specialists prepare, submit, and process insurance claims. This certificate will open doors to varied positions such as Billing Specialist, Billing Coordinator, Reimbursement Specialist, Patient Account Representative, Electronic Claims Processor, Claims Reviewer, Claims Analyst, Medical Collector, Coding Specialist, and Data Quality Analyst. The degree of professional elevation is up to the desire of the student. This certificate program is the all important first step.

Semester 1

Course	Course Title	Credits
MEDA 231	Intro to Health Insurance Billing and Coding	3
MEDA 232	Anatomy and Terminology for Medical Coding	2
		5

Semester 2

MEDA 109	Pharmacology	3
MEDA 233	Intro to Medical Records and Health Info Management	2
		5

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 10 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Java Programming
College-approved Certificate

This program 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.

Course	Course Title	Credits
CTIM 157	Introduction to Java	3
CTIM 168	Advanced Java	3
CTIM 281	Intro to Software Design & Development	3
		9

Program Notes

This certificate fits into the AAS degree in Computer Information Systems – Programming and the Object-oriented Programming certificate.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 9 credits and 3 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Law Enforcement
College-approved Certificate

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 Quinn Bill–eligible Associate in Science degree in Criminal Justice.

Semester 1

Course	Course Title	Credits
CJUS 101	Introduction to Criminal Justice	3
ENGL 101	English Composition I	3
SOCI 104	Principles of Sociology	3
SPCH 105	Speech Communication	3
		12

Semester 2

CJUS 305	Criminal Law	3
CJUS 306	Criminal Procedures	3
CJUS 316	Police, Community, and Society	3
PSYC 101	General Psychology	3
SOCI 203	Criminology	3
		15

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 27 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Microsoft Office Specialist
College-approved Certificate

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.

Course	Course Title	Credits
CTIM 100	Computer Keyboarding	3
CTIM 101	Beginning Windows	1
CTIM 103	Beginning Excel	1
CTIM 104	Intermediate Windows	1
CTIM 105	Intermediate Word	1
CTIM 106	Intermediate Excel	1
CTIM 114	Beginning PowerPoint	1
CTIM 115	Intermediate PowerPoint	1
CTIM 147	Internet: Creating a Home Page	1
CTIM 197	Adobe Acrobat	1
CTIM 271	Database Concepts and Practices	3
		15

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 15 credits and 11 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Mobile Application Development
College-approved Certificate

Semester 1

Course	Course Title	Credits
CTIM 139	Intro to Mobile App Development	3
CTIM 157	Intro to Java Programming	3
		6

Semester 2

CTIM 168	Advanced Java Programming	3
CTIM 217	Intro Android App Development	3
CTIM 218	Intro iOS App Development	3
		9

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 15 credits and 5 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Mobile App Development - Android
College-approved Certificate

Semester 1

Course	Course Title	Credits
CTIM 139	Intro to Mobile App Development	3
CTIM 157	Intro to Java Programming	3
		6

Semester 2

CTIM 168	Advanced Java Programming	3
CTIM 217	Intro Android App Development	3
		6

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 12 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Mobile App Development - iOS
College-approved Certificate

Semester 1

Course	Course Title	Credits
CTIM 139	Intro to Mobile App Development	3
CTIM 157	Intro to Java Programming	3
		6

Semester 2

CTIM 168	Advanced Java Programming	3
CTIM 218	Intro iOS App Development	3
		6

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 12 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Networking Specialist
College-approved Certificate

The Networking 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.

The Cisco CCNA Certification exam is the responsibility of the student.

Semester 1

Course	Course Title	Credits
TCOM 129	IT Essentials	3
TCOM 130	Introduction to Networking	4
		7

Semester 2

TCOM 131	Routing and Switching	3
TCOM 132	Scaling Networks	3
		6

Semester 3

TCOM 133	Connecting Networks	3
		3

Program Notes

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 16 credits and 5 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Object-oriented Programming
College-approved Certificate

Course	Course Title	Credits
CTIM 157	Introduction to Java	3
CTIM 168	Advanced Java	3
CTIM 281	Intro to Software Design & Development	3
CTIM 285 or 361	Python or Visual Basic	3
CTIM 371	Programming in C++	3
CTIM 372	Advanced Programming in C++	3
		18

Program Notes

This certificate fits into the AAS degree in Computer Information Systems – Programming.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 18 credits and 6 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Paramedic
College-approved Certificate

The Paramedic Certificate Program is an eighteen month program that includes classroom work, in-hospital clinical rotations, and field internships. The program prepares the student to practice in the field and to be eligible for the National Registry of EMTs Paramedic certification exam.

Special Requirements of the Program:
Applicants must:

1. Have achieved their EMT certification prior to application, maintain certification throughout the program, and submit a copy of their certification card.
2. Submit documentation of high school graduation, GED/HiSET completion, or other state approved equivalency (transcript or diploma). All foreign high school transcripts must be evaluated.
3. Submit all official college transcripts from other institutions attended.
4. Submit all required health records/immunizations prior to the start of the program.
5. Attend an information session.
6. Grant permission for a CORI/SORI check.
7. Submit three letters of reference.
8. Submit a letter of personal interest.
9. Have completed English Comp I and Contemporary Math or their equivalent having earned a transferable grade prior to making application to the Paramedic program.

- All items must be submitted together to the Admissions Office. Incomplete applications received in the mail or in person will not be reviewed and will be returned.
- Priority consideration will be given to students who have successfully completed Anatomy and Physiology I, Anatomy and Physiology II, Survey of Human Form and Function, English Composition I, and Contemporary Math or higher. All applicants will be scored using a rubric.

The Massasoit Community College Paramedic Program holds a Letter of Review, which is not a CAAHEP accreditation status, but is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

Semester 1

Course	Course Title	Credits
BIOL 115 or (BIOL 201 & 202)	Survey of Human Form and Function or Anatomy and Physiology I and II	3
EMSP 112	Paramedic Pharmacology	2
		5

Semester 2

EMSP 201	Paramedic I: Advanced Pre-Hospital Care	9
EMSP 209	Paramedic Clinical Rotation I	2
		11

Semester 3

EMSP 202	Paramedic II: Advanced Pre-Hospital Care	9
EMSP 210	Paramedic Clinical Rotation II	2
		11

Semester 4

EMSP 211	Paramedic Field Internship	2
		2

Program Notes

EMSP Minimum Grades
A grade of 80 (B-) or higher must be earned in EMSP 201 and higher.

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 29 credits and 7 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Pastry
College-approved Certificate

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.

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

Semester 1

Course	Course Title	Credits
CULA 139	Culinary Certification	3
CULA 140	Culinary Concepts	3
CULA 143	Foundations of Baking	3
CULA 159	Cake Decorating	3
		12

Semester 2

CULA 128	The Art of Bread	3
CULA 160	Chocolate Artistry	3
CULA 161	Advanced Pastries	4
CULA 162	Classical Desserts	4
MATH ---	Math Elective	3
		17

Program Notes

Math Elective
MATH 010 Fundamentals of Math or higher

Prerequisites
Some courses may have prerequisites. Please see course descriptions in the catalog or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 29 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Phlebotomy
College-approved Certificate

Phlebotomists are professional members of the health care delivery team whose responsibilities include collection of blood specimens for laboratory testing as well as basic patient care skills required to meet the multi-skilling needs of various health care settings. Areas of study include: laboratory departments, safety, venipuncture, microcollection, specimen processing, low-complexity laboratory testing and EKG.

Special Requirements of the Program

1. Submit documentation of high school graduation or GED completion (transcript or diploma). All foreign high school transcripts must be evaluated.
2. Submit all official transcripts from other institutions attended.
3. Submit one letter of reference.
4. Take College Placement Exams in Reading, Writing and Mathematics and test out of or complete any developmental courses prior to the start of the program.
5. Attend the required information session.
6. Accepted applicants must have a physical examination, have required immunizations (Hepatitis, MMR, Mantoux) cleared by Canton Health Services before the eighth week of classes, and show proof of health insurance.
7. Students must carry malpractice liability insurance (arranged by the College at no cost to the student).
8. Clinical placement for accepted students requires a Criminal Offender Record Information (CORI) check be completed.
9. 160 hour clinical training begins the 12th week of class. Students are assigned an internship in Phlebotomy at a moderate/high complexity clinical laboratory 40 hours a week for 4 consecutive weeks

Associated Costs

In addition to tuition and books, students are responsible for purchase of a lab coat and medical liability insurance. Students must also possess reliable transportation to and from their clinical assignment.

Upon completion of the program, students are eligible to sit for the Phlebotomy Technician Examination offered by the American Society of Clinical Pathology (ASCP).

Course	Course Title	Credits
MEDA 104	Basic Laboratory Procedures I	3
MEDA 301	Principles and Methods of Phlebotomy	3
MEDA 401	Phlebotomy Clinical Practicum	2
		8

Program Notes

Clinical Practicum
MEDA 401 Phlebotomy Clinical Practicum placement provided by Massasoit Community College and begins the 11th week of class.

Prerequisites
Some courses may have prerequisites. Please see course descriptionS or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 8 credits and 3 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Private Security – Basic
College-approved Certificate

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 the area of 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.

Course	Course Title	Credits
CJUS 211	Introduction to Private Security	3
CJUS 223	Intro to Investigative and Forensic Services	3
CTIM 180	Computer Information and Security	3
	Elective	3
		12

Program Notes

Elective
CJUS 101 Intro to Criminal Justice, CJUS 215 Terrorism and the CJ System, PSYC 101 General Psychology, SOCI 104 Principles of Sociology, BUSN 110 Intro to Business, or BUSN 112 Principles of Management

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 12 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Private Security – Intermediate
College-approved Certificate

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 – Intermediate Certificate will provide an entry-level certificate in the area of 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.

Course	Course Title	Credits
SECU 205	Private Security Law & Procedure	3
SECU 234	Private Security Organization & Management	3
CJUS 215 or FIRE 215	Terrorism & the Criminal Justice System or Terrorism and the Domestic Response	3
	Elective	3
		12

Program Notes

Elective
CJUS 101 Intro to Criminal Justice
PSYC 201 or higher
SOCI 132 or higher
BUSN 112 Principles of Management
BUSN 201 Business Law I
BUSN 202 Business Law II
FIRE 103 Fund of Fire Prevention
FIRE 111 Fire Cause Detection
FIRE 112 Arson Investigation
FIRE 206 Fire Protection Systems & Equipment
FIRE 213 Bldg Construct/Blueprint/Plan Review

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: *ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.*

A minimum of 12 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.

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Architectural Technology

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Andrew J. Cannata AIA

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Leo McCormack AIA

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Al Kearney AIA

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Barry Turner Architect

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Townsman

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Rustic Kitchen

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Rustic Kitchen

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Brewster Ambulance

Hank Crowley DO NRP
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Beth Israel Deaconess, Plymouth

Cheryl Burke, M.A., R.T.(R)(M)(CT)
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Massasoit Community College

Craig MacMillan, A.S., R.T.(R)
Lab Instructor
Massasoit Community College

Student Representative – 1st year
TBA for each calendar year

Student Representative – 2nd year
TBA for each calendar year

Susan Boulanger, B.A.
Radiology Administrator
Signature Healthcare Brockton Hospital

Ella Penny, A.S., R.T. 8(R) (M), R.N.
Clinical Instructor
Signature Healthcare Brockton Hospital

Richard Tetrault, M.Ed.
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John Gale, B.A.
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Christine O'Donnell, A.S., R.T.(R)(M) (CVT)
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Radiology Manager
Sturdy Memorial Hospital

Erleen Duarte, A.S., R.T.(R)
Clinical Instructor
Sturdy Memorial Hospital

Joanne Kilmartin, B.A.
Administrator
Falmouth Hospital

Lynne Fillion, A.S., R.T.(R)(MR)
Clinical Instructor
Falmouth Hospital

Lynne Cordery, B.A.
Director of Imaging Service
Cape Cod Hospital

Elizabeth Hayden, A.S., R.T.(R)
Clinical Instructor
Cape Cod Hospital

Jocelyn Charest, B.A.
Manager
South Coast Clinical Instructors

Jane Willson, B.A.
Director of Imaging Service
St. Luke's Hospital

Tim Auburn, B.A.
Radiology Manager
St. Luke's Hospital

Theresa Webb, A.S., R.T.(R)(CT)
Clinical Instructor
St. Luke's Hospital

Nadiane Gomes, B.A.
Radiology Manager
Charlton Memorial Hospital

Cheryl Economos, A.S., R.T.(R)
Clinical Instructor
Charlton Memorial Hospital

Soultana Baptiste, A.S., R.T.(R)
Interim Clinical Instructor
Charlton Memorial Hospital

Dr. Jane Auger, M.D.
Radiologist
Norwood Hospital

Respiratory Care

Faye Berzon
Retired Department Chair of Nursing
Massasoit Community College

Dr. Ronald Coutu,
Co- Medical Director

Susan DeStefano, B.S., R.R.T.
St. Luke's Hospital

Erin Harris, MBA, R.R.T.
Department Manager, Respiratory Care
South Shore Hospital

Donna Sullivan, M.Ed., R.R.T., ACCS, NPS
Respiratory Care Department
Massasoit Community College

Jan Lumpkin, A.S., R.R.T.
Director of Cardiac & Pulmonary Care
Signature Healthcare Brockton Hospital

Maria Fernandes, M.Ed.
Associate Dean, Academic Affairs
Massasoit Community College

Jack Keating, M.A.
Professor, Mathematics
Massasoit Community College

Regina Paquette, AS., CRT
Respiratory Therapist
Briarwood Rehabilitation and Healthcare Center
Alumna
Massasoit Community College

Stephen Lauzier, A.S., RRT
Respiratory Therapist
Clinical 1 Home Medical Corporation

Amanda Pratt, AS., RRT
Respiratory Therapist
Beth Israel Deaconess Hospital, Plymouth
Alumna
Massasoit Community College

Harneen Chernow, M.Ed.
Regional Director
1199SEIU Training & Upgrading Fund

Holly Carini, A.S., R.R.T.
Alumna/Clinical Instructor
Massasoit Community College

Patricia Harron, R.R.T.
Clinical Instructor
Massachusetts General Hospital

Kathleen Wood, M.Ed., NPS, R.R.T.
Clinical Coordinator/Professor
Massasoit Community College
Adjunct Faculty

Martha DeSilva, M.Ed., R.R.T., ACCS, NPS, AE-C
Department Chairperson/Professor
Massasoit Community College

Charles Morse, A.S., R.R.T.
Respiratory Therapist
Morton Hospital
Alumnus
Massasoit Community College

Robert Kacmarek, Ph.D., R.R.T.
Director of Respiratory Care
Massachusetts General Hospital

Barbara McCarthy, Ph.D.
Vice President of Academic Affairs
Massasoit Community College

Pamela Evans, A.S., R.R.T.
Clinical Instructor
Massasoit Community College

Cheryl Bunick, A.S., R.R.T.
Respiratory Therapist
Home Care
Alumna
Massasoit Community College

David Walker, A.S., R.R.T.
Clinical Instructor
Massasoit Community College

Winston Cook, A.S., R.R.T.
Respiratory Therapist
New England Home Therapies

Jeanne Cohenno, A.S., R.R.T.
Department Manager
Caritas Good Samaritan Medical Center

Kathryn LeBlanc, A.S., R.R.T.
Respiratory Therapist
Franciscan Hospital for Children
Alumna
Massasoit Community College

Julie Hallett, A.S., R.R.T.
Respiratory Therapist
Massachusetts General Hospital
Alumna
Massasoit Community College

Melissa Talbot, B.S., R.R.T.
Respiratory Therapist
Alumna
Massasoit Community College

Manny Berthil, R.R.T.
Chief Clinical Officer
Vibra Specialty/New Bedford Rehabilitation Hospital

Donna Kelly, R.R.T.
Assistant Manager
Tufts Medical Center

Kristina Raposo, A.S., R.R.T.
Clinical Instructor
Massasoit Community College

Robert Murray, A.S., R.R.T.
Department Manager
Morton Hospital

Cheryl Manning, A.S., R.R.T.
Assistant Professor
Massasoit Community College

Ettore Mortarelli, B.S., R.R.T.
Respiratory Therapist
Carney Hospital
Alumni
Massasoit Community College

Michelle Hughes, M.Ed.
Director of Admissions
Massasoit Community College

Kevin Doten, B.S., R.R.T.
Clinical Instructor
Massasoit Community College

Laura Lusky, B.S., R.R.T.
Respiratory Therapist
Southcoast Hospital Group
Alumna
Massasoit Community College

Mike Corn, A.S., R.R.T.
Clinical Instructor
Massasoit Community College

Kailee Andrews, A.S., R.R.T.
Respiratory Therapist
Southcoast Hospitals Group Inc.
Alumna
Massasoit Community College

Charles Tartaglia
Former Member, Board of Trustees
Massasoit Community College

Harold Allioth, A.S., R.R.T.
Department Manger
New Bedford Rehabilitation Hospital

Brian Bloom, M.D.
Medical Director
Respiratory Care Program
Massasoit Community College

Sharon Fairweather, B.S., R.R.T., AE-C
Clinical Instructor
Massasoit Community College

***Ex Officio*, Anne Scalzo-McNeil, Ph.D.**
Dean of Nursing & Allied Health
Massasoit Community College

Veterinary Technology

Silvia Coviello, CVT, CVPM
Program Coordinator
Massasoit Community College

Jean Higginson, DVM
Assistant Professor of
Veterinary Technology
Massasoit Community College

Patrick Welch, DVM, DACVO, MBA
Chief Knowledge Officer
IVG Hospitals

Leila King, DVM
Veterinary Program Director and
Assistant Professor
North Shore Community College

Annmare Morawiak, CVT
Dermatology Technician
Angell Animal Medical Center
Lab Assistant
Mount Ida College

Tracey Johnson, MA, MBA
Hospital Administrator
VCA South Shore Weymouth

Patricia Suomala, CVT, Ed.D
Clinical Instructor
Worcester Technical High School,
Tufts@Tech

Lori Pelletier
Animal Science Instructor
Norfolk County Agricultural High School

Shannon Burke
Veterinary Technology Program
Student Class of 2018

***Ex Officio*, Douglas Brown, Ph.D.**
Dean, Science and Mathematics
Massasoit Community College

Visual Arts - Fine Arts Option

Ellyn Moller
Director
Milton Art Museum

Amy Montgue
Director
Audubon Visual Arts Center

Noelle Foye
Executive Director
New Bedford Art Museum and Artworks

Visual Arts - Graphic Design Option

Michelle Debatis-Killion
Head Graphic Designer
Triad Advertising

Dan O'Brien
Prepress + Art Direction
Albert Basse Associates

Tom Neville
Owner + Graphic Designer
Neville Design

James Lynch, B.A.
Director, Marketing
College Communications
Massasoit Community College

Donna Tone-Pah-Hote
Alumna
Massasoit Community College

COURSE DESCRIPTIONS

ACADEMIC FRESHMAN PROGRAM

ACAD 103 College Experience
3 Credits

This course is concerned with helping first-semester students adapt to college life at Massasoit. It aids students in exploring their personal values and reasons for seeking a college education. The students become familiar with the college's resources, policies, and procedures. Further, they develop skills in stress management, reduction of test anxiety, effective note-taking and test-taking techniques, career planning, decision making, educational goal setting, mediation, and leadership. This course counts as a general elective; students should check their program requirements to determine if this course will count toward a degree.

ACCOUNTING

ACCT 105 Principles of Financial Accounting I
4 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 106 Principles of Financial Accounting II
4 Credits

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. Prerequisite: ACCT 105 Principles of Financial Accounting I. Co/Prerequisite: ACCT 302 Computerized Business Applications or departmental approval.

ACCT 107 Principles of Managerial Accounting
4 Credits

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. Prerequisite: ACCT 105 Principles of Financial Accounting I. Co/Prerequisite: ACCT 302 Computerized Business Applications or departmental approval.

ACCT 112 Payroll Applications/QuickBooks
3 Credits

This course is designed to introduce students to accounting applications that are commonly computerized in a business environment. Topics include: coverage of payroll accounting systems and general ledger applications using QuickBooks. Other business applications may include inventory management and fixed asset tracking. This course provides students with the opportunity to apply the concepts to both a manual and a computerized accounting system using the computer facilities. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 201 Intermediate Accounting I
3 Credits

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

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 221 Cost Accounting
3 Credits

This course provides an introduction to basic cost theory and practice. The following topics are covered: surveys cost systems and analytical uses of cost data by management. Job order process, operation cost systems, and standard cost approaches to such systems are completed. Cost/volume/profit relationships, cost-behavior patterns, and comprehensive and flexible budgeting are also introduced. Cost applications cover manufacturing as well as merchandising and service applications for both profit and not-for-profit entities. Prerequisite: ACCT 107 Principles of Managerial Accounting.

ACCT 302 Computerized Business Applications
3 Credits

This course introduces business applications commonly computerized in a business environment. It examines accounting information systems (AIS) within the context of the total management information system (MIS). Topics include: general ledger package, spreadsheet applications, and various managerial and financial decision models. This course provides the opportunity to experience the actual implementation of software packages using the facilities of the computer lab. Prerequisite: ACCT 105 Principles of Financial Accounting I or departmental approval.

ACCT 303 Peachtree Accounting
3 Credits

This course presents a realistic exposure to Peachtree Accounting, a commercial general ledger software package. A real business environment is simulated through the use of source documents to illustrate actual business transactions. Topics include a company ledger setup for both retail and service type organizations, general journal entries, invoicing, customer statements, and receiving payments. Purchasing and vendor payments along with the entire payroll cycle are covered. Advanced topics of inventory control, job costing, and budgeting may be included. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 307 Review for Registered Tax Return Preparer Exam
3 Credits

This course prepares students for the new competency exam required for all tax preparers. The Internal Revenue Service passed a regulation in August 2010 to test all present unlicensed tax preparers to become a registered tax preparer by passing an exam prior to December 31, 2013. Topics include treatment of income and assets; deductions, credits, and other taxes; withholding and reporting; practices and procedures; federal law updates; and tax preparer ethics. Prerequisite: ACCT 211 Taxation.

ANTHROPOLOGY

ANTH 101 Introduction to Anthropology
3 Credits

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. Prerequisites: Preparing for College Reading II (ENGL092) and Introductory Writing (ENGL099) and Fundamentals of Mathematics (MATH010), or waiver by placement testing results, or Departmental Approval.

ANTH 400 Special Study in Anthropology
1-4 Credits

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.

ARCHITECTURE

ARCH 107 Methods and Materials of Construction
3 Credits

The fundamental aspects of building materials and systems are taught in this course. Student projects are required, demonstrating knowledge of basic building construction systems. Fields trips, labs and lectures, combined with student use of building product CDs, Sweet's Source, and the Internet are used to retrieve data and technical information. Two lecture and two laboratory hours per week.

ARCH 115 Site Development
3 Credits

This is a basic course to enable a student to utilize a site considering natural amenities, topography and site codes. Lectures include development of recreational, commercial and residential sites. Included is the study of topography, site planning, and grading. Environmental considerations of wind, sun, view, and buffer zones are included for development of site plans. Street contours, parking areas, surface drainage, and landscaping are discussed in lectures and implemented in drafting labs which will help in the student's use of 3D modeling. Prerequisite: ARCH 121 Working Drawings I or permission of instructor.

ARCH 121 Working Drawings I
3 Credits

Freehand sketching of plans and elevations are introduced to explain orthographic projection and to provide the use of scale and proportion. Further lecture and labs provide the student symbols, conventions, and wall and building sections that are implemented in ARCH 122 Working Drawings II. Two lecture and two laboratory hours per week. Co/Prerequisite: ENGT 107 Computer-Aided Drafting or permission of instructor.

ARCH 122 Working Drawings II with CAD
3 Credits

This course develops elements of a complete set of construction documents. Plans, elevations, sections, details, and schedules are provided with the use of CAD. The practice of scanned images from approved construction documents is implemented to provide changes in the work as practiced in the industry. Two lecture and two laboratory hours per week. Prerequisite: ARCH 107 Methods & Materials of Construction, ARCH 121 Working Drawings I, or ENGT 107 Computer-Aided Drafting; or permission of instructor.

ARCH 123 Graphic Communication
1 Credit

Basic principles of successful graphic presentations are introduced. Student projects progress from concrete to abstract representation. Effective use of color, symbols, composition and scale is stressed. Basic features of current computer programs such as fonts, graphs, and 3-D representation are explored by the student. Two laboratory hours per week.

ARCH 204 Plumbing and Heating Systems
4 Credits

Energy loss and gain in buildings is evaluated. Heating, ventilating systems, and energy conservation are analyzed. The interrelation of building design and building environmental control systems is considered. Domestic water supply, piping, and waste disposal systems are studied. Charts and tables from professional level references are used. Field trips, reports, and class projects are used to build skill in applying reference material. Two lecture and four laboratory hours per week. Prerequisites: PHYS 131 Survey of Physics, PHYS 141 Technical Physics I, PHYS 151 College Physics I, or PHYS 161 General Physics I; and MATH 101 Introductory Algebra or higher; waiver by placement testing results; or permission of instructor.

ARCH 207 Building Codes and Construction Management
4 Credits

Contract documents (drawings and specifications) are analyzed for code requirements as they apply to the design and construction of buildings in Massachusetts. Various classifications of construction types are considered for fire safety and other code requirements. Elements of design, project scheduling, and construction supervision are also studied. Three lecture and two laboratory hours per week. Prerequisite: ARCH 107 Methods & Materials of Construction or permission of instructor.

ARCH 214 Lighting and Acoustics
4 Credits

Electrical power, distribution, control systems, lighting, and measurement are studied. Control of noise in buildings, health and safety aspects of noise control, specialized acoustic spaces (such as performance halls and auditoria), and electronic modifications to acoustics are among the topics covered. Interrelation of building design and environmental control systems is the theme. Related physics topics are developed and extended to architectural/engineering applications. Two lecture and four laboratory hours per week. Co/Prerequisites: ARCH 230 Construction Planning; MATH 112 Intermediate Algebra or higher; and PHYS 133 Concepts of Technical Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II; waiver by placement testing results; or permission of instructor.

ARCH 217 Applied Structural Design
4 Credits

Properties of wood, steel and concrete under typical construction conditions are studied. Stresses are analyzed under common loading conditions and allowable stresses compared. Building codes and manufacturer's data in tables and charts are analyzed and applied, using basic engineering formulas, to basic building designs. Demonstrations, laboratory, and team projects are used to introduce professional practice. Three lecture and two laboratory hours per week. Co/Prerequisite: PHYS 133 Concepts of Technical Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II; or permission of instructor.

ARCH 226 Architectural Design
3 Credits

Basic design elements of buildings are analyzed. The student applies the code requirements to bubble and function diagrams. Upon completion of data, students prepare their own designs. Individual instruction is given to students in the development of sketches to express their concepts. The first two projects emphasize the planning, design, and materials. The last project includes emphasis on design pertaining to structural and mechanical systems. One lecture and four laboratory hours per week. Prerequisites: ARCH 115 Site Development, ARCH 122 Working Drawings II with CAD, and ARCH 230 Construction Planning; or permission of instructor.

ARCH 230 Construction Planning
3 Credits

Four aspects of building construction are studied. This includes the use of building materials, the development of structural systems, and the development of environmental systems as they relate to architectural concepts and functions. Field sketching of building construction and graphic clarity of representation are stressed to develop design presentation skills. Internet research, computer graphics and field trips are used by students for projects and presentation. One lecture and four laboratory hours per week. Co/Prerequisite: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor.

ARCH 251 Architectural Detail Drawings
3 Credits

This course complements ARCH 122 Working Drawings II w/CAD. The student is taught the basics of detailing and drawing required for the construction of a building. Instruction is given in the use of selecting components to detail an assembly for such details as expansion joints and wall jambs. Technical information is assembled from manufacturer's catalogs, the Internet, and Sweet's Source to provide data for freehand sketches of detailed assemblies. These details are discussed and modified. The final details are done in CAD in a full drawing format. Two lecture and two laboratory hours per week. Prerequisite: ARCH 122 Working Drawings II w/CAD.

ARCH 252 Estimating
3 Credits

This course considers cost per square foot, assemblies, and unit cost methods for estimating construction projects. Sample projects representing commercial and residential construction are used in computer labs for complete estimates. Working drawings and specifications are used for estimating quantities. Reference manuals, CDs and estimating software complement the specifications and drawings. Two lecture and two laboratory hours per week. Prerequisites: ARCH 122 Working Drawings II with CAD and ARCH 251 Architectural Detail Drawings; or permission of instructor.

ARCH 401 Architectural Technology Internship
3 Credits

This course provides the student with practical 'hands on' experience in an architectural or related engineering environment. The tasks required by students will vary depending on the office environment into which they are placed; however, students will be required to document their duties and responsibilities. Typical duties include generating CAD drawings, revising existing drawings, estimating and processing change orders, researching and specifying products, and performing related functions pertinent to the construction or architectural industry. 'Shadowing' project managers, architects, and engineers, and taking notes at office meetings are also considered part of the internship experience. Students require prior approval in order to register for the Architectural Technology Internship. Interested students should contact the department chair prior to enrolling for a complete outline and requirements for this course.

ART

ARTG 100 Art History of the Western World
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or permission of instructor.

ARTG 101 History of Art I
3 Credits

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. Prerequisite: ENGL 092 Preparation for College Reading II; waiver by placement testing results; or permission of instructor.

ARTG 102 History of Art II-High Renaissance to Present
3 Credits

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. Prerequisite: ENGL 092 Preparation for College Reading II; waiver by placement testing results; or permission of instructor.

ARTG 105 Graphic Design I
3 Credits

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 115 Introduction to Graphic Design and Production, ARTG 281 Computer-Aided Graphic Design, and ARTG 112 Typography; or permission of instructor.

ARTG 106 Graphic Design II
3 Credits

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

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

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

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

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. Co/Prerequisite: ARTG 107 Drawing I or permission of instructor.

ARTG 114 Color and Design II
3 Credits

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

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

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 143 Adobe Photoshop for Web Design
3 Credits

This course uses Mac-based Adobe Photoshop, a standard image-editing tool, to process and manipulate images for print, multimedia, and the web. Students learn basic skills using the Photoshop toolbox to create layers, retouch images, reformat images, create composite images, manipulate and change color, and choose appropriate file formats. Instruction includes using Fireworks to create rollover and slice images. Students will be able to design and create web-ready pages at the completion of the course. Two lecture and two laboratory hours per week.

ARTG 152 Museum Methods/Collections Care and Management
3 Credits

This course focuses on current museum practices through lectures, readings, guest presentations, and demonstrations. In addition, this course examines the basic principles and techniques involved in acquiring and caring for collections, including access, records management, conservation and storage.

ARTG 153 Gallery Exhibition Skills I
3 Credits

This course provides an introduction to the theory and practice of exhibition design. Students receive instruction in the basics of organization, layout, and installation of art exhibitions from concept to completion. Under the guidance of the instructor, students participate in the mounting of one major exhibition at the College. Field trips to area museums afford students the opportunity to view behind-the-scenes preparation for a variety of exhibition types. Two lecture and two laboratory hours per week.

ARTG 154 Gallery Exhibition Skills II
3 Credits

This is a continuation of ARTG 153 Gallery Exhibition Skills I. This course provides advanced theory, instruction, and practical experience in all aspects of design and installation of art exhibitions. Under the guidance of the instructor, students participate in the installation of three to four exhibitions per semester. Prerequisites: ARTG 153 Gallery Exhibition Skills I and ARTG 156 Introduction to Museums; or permission of instructor.

ARTG 155 Museum/Gallery Field Experience
3 Credits

A field experience provides students with the opportunity for hands-on experience in a professional museum. Placement is designed to meet each student's interest in the museum field. Museum projects are documented with a journal, written report, or photographic report. Because experience is highly valued in museum work, students are strongly encouraged to pursue additional opportunities, such as a second field experience or volunteer work in a museum. Prerequisites: ARTG 153 Gallery Exhibition Skills I and ARTG 156 Introduction to Museums; or permission of instructor.

ARTG 156 Introduction to Museums
3 Credits

This survey course provides an overview of the history, philosophy, and structures of a broad spectrum of museums through lectures, readings, quest presentations, demonstrations, and field trips. The following cultural organizations are included: art museums, children's museums, science museums, natural history museums, historic properties, anthropology museums, and topical museums.

ARTG 205 Three-Dimensional Design
3 Credits

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 Flash Animation on the Mac
3 Credits

This is an introductory course in using Adobe Flash 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.

ARTG 211 Illustration I
3 Credits

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

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

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 214 3D Animation I
3 Credits

This course is an introduction to 3D animation and modeling using Maya on the Macintosh platform. Students learn the history and theory behind computer animation through lectures and discussion of classic animation examples viewed in class. Rendering, modeling, sequential editing, and integration of image sequences are explored in a series of short projects. Weekly critiques are an integral part of this course. Two lecture and two laboratory hours per week.

ARTG 215 Pastel
3 Credits

This course introduces the student to the art of pastel. Students become familiar with various chalk pastels and color systems distinct to this medium. Students are taught a range of mark-making techniques: hatching, feathering, stippling, overlaying, and some innovative experimental methods. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week.

ARTG 216 Dreamweaver on the Mac
3 Credits

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 221 Painting I
3 Credits

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

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

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

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 225 Drawing into Print
3 Credits

This beginning-to-intermediate course focuses on translating a variety of drawing techniques into prints using traditional relief, intaglio, and other printmaking mediums. Students learn how to transfer their imagery to a print matrix, use the appropriate tools for each medium, and print limited editions. Drawing excursions to area museums and sites provide an exciting source for students to develop a personal repertoire of images to translate into print. Two lecture and two laboratory hours per week.

ARTG 235 Clay Work
3 Credits

This course teaches basic and advanced wheel-throwing skills for the beginning to advanced student. Handbuilding 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.

ARTG 242 Digital Photography I with Photoshop
3 Credits

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

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

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

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

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 261 Advanced Drawing
3 Credits

This course examines drawing as an independent discipline and focuses on the development of landscape and figurative drawing. Classes include multiple drawing sessions in the field and figure drawing from the model in the studio. The course emphasizes the importance of accurately drawing form in all areas of art study, as well as the importance of figure drawing in the portfolio. Individual critiques form an integral part of this course. Two lecture and two laboratory hours per week. Prerequisite: ARTG 108 Drawing II or permission of instructor.

ARTG 263 Sculpture I
3 Credits

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

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

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

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

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.

ARTG 441 Special Study in Art
3 Credits

This course involves independent work on a selected topic under the direction of members of the Art Department and is limited to two courses per student. Prerequisite: departmental approval.

BIOLOGY

BIOL 115 Survey of Human Form and Function
3 Credits

This course is designed for students who are enrolled in the Paramedic program. This course does not meet the requirement for BIOL 201 Anatomy and Physiology I or BIO 202 Anatomy and Physiology II for nursing and allied health students. Topics include an introduction to the structure and function of the human body, cells, tissues, levels of organization, and a survey of all 11 systems of the body. The course consists of a combination of lecture and laboratory experiences in addition to a peer discussion of relevant clinical cases. A dissection component of the laboratory work is required for successful completion of the course. Two lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 119 Introduction to Evolutionary Biology
3 Credits

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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 121 Biological Principles I
4 Credits

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, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 112 Intermediate Algebra; waiver by placement testing results; or departmental approval.

BIOL 122 Biological Principles II
4 Credits

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 or successful performance on departmental challenge exam; ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.

BIOL 136 Human Genetics
3 Credits

This course addresses biological 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, human sexuality, transmission genetics, DNA and chromosomes and genetic technology. This course is designed for the non-science major. Fulfills a four-credit lab science requirement when taken with the corresponding lab, BIOL 137 Human Genetics Laboratory. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 137 Human Genetics Laboratory
1 Credit

This course includes activities related to human reproductive anatomy, transmission genetics, and molecular genetics. Emphasis is placed on understanding the scientific process. Fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, BIOL 136 Human Genetics. Two laboratory hours per week. Co/Prerequisite: BIOL 136 Human Genetics.

BIOL 138 Introduction to Human Nutrition
3 Credits

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. The course is designed for the non-science major. Fulfills a four-credit lab science requirement when taken with the corresponding lab, BIOL 139 Introduction to Human Nutrition Laboratory. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; or waiver by placement testing results; or departmental approval.

BIOL 139 Introduction to Human Nutrition Laboratory
1 Credit

This course includes activities related to human nutrition, such as food sources, digestion, absorption and metabolism, and the role of nutrition in health. Emphasis is placed on understanding and using the scientific process. Fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, BIOL 138 Human Nutrition. Two laboratory hours per week. Co/Prerequisite: BIOL 138 Introduction to Human Nutrition.

BIOL 140 Introductory Biology
3 Credits

This course is not intended for students planning to major in science or allied health. It is an issues-based course including topics of current interest in today's society. It includes aspects of human biology, biotechnology, ecology, and other topics. This course is intended to further develop student abilities in the core competencies: critical thinking, oral communications, quantitative skills, reading, technology skills, and writing. Fulfills a four-credit lab science requirement when taken with the corresponding lab, BIOL 142 Laboratory for Introductory Biology. Three lecture hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 141 Introduction to Marine Biology
4 Credits

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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 142 Laboratory for Introductory Biology
1 Credit

This is an introductory laboratory course intended to supplement BIOL 140 Introductory Biology. This course is recommended for students who need a four-credit laboratory science for transfer purposes but do not intend to continue in the biological sciences. Laboratory topics will be closely integrated with lecture topics, including human biology, biotechnology, ecology, and other topics. Fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, BIOL 140 Introductory Biology. Two laboratory hours per week. Co/Prerequisite: BIOL 140 Introductory Biology.

BIOL 143 Introduction to Environmental Science
4 Credits

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 non-science-major's 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. Three lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 144 Natural Resources of Coastal New England
3 Credits

Content will focus primarily on the living resources in Stellwagen Bank National Marine Sanctuary, the only national marine sanctuary in the northeast, which is located at the mouth of Massachusetts Bay. Additional lectures will cover regional geology, oceanography, water quality, marine technology, and ocean policy. National Marine Sanctuaries are ocean and Great Lakes sites that have been deemed by Congress to hold special national significance. Each week one or two guest lecturers/specialists, who are experts in their fields, will provide information on the status of specific resources and review pertinent research topics. Prerequisites: One unit of high school science is recommended, preferably Biology, and Preparing for College Reading II (ENGL 092), Introductory Writing (ENGL 099), and Fundamentals of Mathematics (MATH 010), or waiver by placement testing results, or Departmental Approval.

BIOL 201 Anatomy and Physiology I
4 Credits

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, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. Prerequisites as of Fall 2016: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 003 Prep College Math III or MATH 112 Intermediate Algebra; waiver by placement testing results; or departmental approval.

BIOL 202 Anatomy and Physiology II
4 Credits

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, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or department approval. Prerequisites as of Fall 2016: 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, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 003 Prep College Math III or MATH 112 Intermediate Algebra; waiver by placement testing results; or departmental approval.

BIOL 205 Vertebrate Anatomy and Physiology I

4 Credits

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. This course is restricted to Veterinary Technician students or by departmental approval. Note: Dissection is required. Three lecture and two laboratory hours per week. Prequisite: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. BIOL 205 Vertebrate Anatomy and Physiology I must be taken before BIOL 206 Vertebrate Anatomy and Physiology II.

BIOL 206 Vertebrate Anatomy and Physiology II

4 Credits

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, procaryotic 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, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 003 Prep for College Math III or MATH 112 Intermediate Algebra or higher; waiver by placement testing results; or departmental approval.

BIOL 231 Microbiology

4 Credits

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. 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, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 112 Intermediate Algebra or higher; waiver by placement testing results; or departmental approval. Co/Prerequisite: CHEM 152 General Chemistry II or departmental approval.

BIOL 234 Cellular Biology

4 Credits

This laboratory-intensive course provides students with techniques in DNA manipulation not covered in Cellular Biology (i.e., emphasis on bacterial and viral genetics). Experimental theme-based approach places students in the role of a technician/research assistant. Students make reagents, follow SOPs, perform experiments, keep a notebook, and analyze data in the forms of tables and graphs. 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. Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 112 Intermediate Algebra or higher; waiver by placement testing results; or departmental approval. Co/Prerequisite: CHEM 152 General Chemistry II or departmental approval.

BIOL 235 Topics in Molecular Biology Techniques

4 Credits

Students enrolled in the Biotechnology Certificate are required to register for this course. The seminar includes attendance at the monthly LATS seminar series, resume writing and mock interview workshop, safety in biotechnology research workshop, site visit(s) to nearby life science companies, and potential job-shadowing and internship opportunities. Participation in this seminar course provides students the opportunity to meet representatives from local biotech companies, research potential internship sites, and educate themselves on how to obtain employment following graduation from Massasoit, while assessing if a position as a research technician assistant is their career goal. Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, MATH 112 Intermediate Algebra or higher; waiver by placement testing results; or departmental approval.

BIOL 240 Seminar in Biotechnology

1 Credit

Students enrolled in the Biotechnology Certificate are required to register for this course. The seminar includes attendance at the monthly LATS seminar series, resume writing and mock interview workshop, safety in biotechnology research workshop, site visit(s) to nearby life science companies, and potential job-shadowing and internship opportunities. Participation in this seminar course provides students the opportunity to meet representatives from local biotech companies, research potential internship sites, and educate themselves on how to obtain employment following graduation from Massasoit, while assessing if a position as a research technician assistant is their career goal. Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, MATH 112 Intermediate Algebra or higher; waiver by placement testing results; or departmental approval.

BIOL 400 Special Study in Biology

1-4 Credits

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 chairperson and division dean.

BUSINESS

BUSN 101 Food/Beverage Service Management

3 Credits

This course introduces students to food and beverage service. Students learn about storeroom procedures and the preservation of foods, wines, and liquors. This course teaches the proper service of food and beverages to customers. Guest lecturers may be used from time to time, and students may take field trips. Because restaurants depend on keeping costs at a minimum, special emphasis is placed on techniques of cost comparisons, ingredient costing, and cost reduction. Prerequisite: BUSN 103 Introduction to Hospitality Management.

BUSN 103 Introduction to Hospitality Management
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 106 Conference and Event Planning
3 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; or waiver by placement testing results.

BUSN 107 Hospitality Law
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 110 Introduction to Business
3 Credits

This course surveys business organizations as they operate within our free-enterprise system. Explores the functional areas of accounting, finance, production, and marketing from a management perspective with an emphasis on problem solving. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 111 Personal Finance
3 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 112 Principles of Management
3 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 113 Managerial Communications
3 Credits

This course focuses on the skills needed to communicate effectively as managers: gathering, analyzing, and evaluating information; constructing arguments; and presenting ideas clearly and concisely. Class time is devoted to group discussions and exercises, individual writing exercises, and peer editing. Class participation is central to student learning in this course. Prerequisite: ENGL 102 English Composition II.

BUSN 120 Principles of Marketing
3 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 122 Sales
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 123 Advertising
3 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 124 Principles of Retailing
3 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 125 Small Business Management
3 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 127 Human Resources Management
3 Credits

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: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 129 Sports and Entertainment Marketing
3 Credits

This course offers an introduction to the role of marketing in the sports and entertainment industry. There is an emphasis on employing basic marketing concepts and strategies to these two specific areas of study. Focuses particular attention on the marketing of products and services through sports. Other topics include careers in sports marketing, marketing music and theater, marketing recreational sports, and legal issues for sports and entertainment. Utilizes a problem-solving approach through the use of case study and lecture. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 131 Hotel Operations
3 Credits

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: BUSN 103 Introduction to Hospitality Management.

BUSN 133 Introduction to Tourism
3 Credits

This is an introductory course surveying the major components of travel and tourism, providing an overview of the tourism industry--its origins, background, organizations, and career opportunities. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; or waiver by placement testing results.

BUSN 134 Hospitality Marketing
3 Credits

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. Covers techniques and practices commonly utilized by hospitality marketers in the areas of product, menu layout and design, pricing, place, promotion, strategy, and tactics. Utilizes a problem-solving approach utilizing the case study method and lecture.

BUSN 135 Hospitality Human Resources
3 Credits

This course examines 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.

BUSN 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.

BUSN 161 Casino Management
3 Credits

This course introduces operating conditions and management responsibilitiesin casinos, and related properties and services. Gaming history and regulations are covered, as are modern gaming laws, controls, taxes, accounting, reporting, marketing, and the mathematics and statistics of games and casinos. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 001/010 Prep Math I/Introductory Algebra; waiver by placement testing results; or departmental approval.

BUSN 180 Disney College Program Internship
3 Credits

This course offers students a structured, supervised paid work experience at Walt Disney World in Orlando, FL. Through employment, classes, and self-directed studies, students enhance their understanding of leadership, teamwork, communication, and diversity as they experience the day-to-day operations of a Fortune 100 company. Participants are selected by Disney. For more information about the program and application process, see http://cp.disneycareers.com. Prerequisites: minimum of 12 college credits, minimum GPA of 2.0, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. See http://cp.disneycareers.com/en/about-disney-college-program/overview/ for additional application requirements.

BUSN 181 Disney College Advantage Program Internship
3 Credits

This course offers students a structured, supervised paid work experience at Walt Disney World in Orlando, FL. Through employment, classes, and self-directed studies, students enhance their understanding of leadership, teamwork, communication, and diversity as they experience the day-to-day operations of a Fortune 100 company. Participants are selected by Disney. For more information about the program and application process, see http://cp.disneycareers.com. This course applies only to those students accepted into the Spring Advantage or Fall Advantage Program. Prerequisites: Minimum of 12 college credits; minimum GPA of 2.0; ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. Corequisite: BUSN 180 Disney College I. See http://cp.disneycareers.com/en/about-disney-college-program/overview for addition application requirements.

BUSN 201 Business Law I
3 Credits

This course introduces the origins of the law, its nature and classification. It covers the federal and state court systems with emphasis on Massachusetts civil procedures. The student will study contract law in detail with comprehensive emphasis on problems dealing with consumer laws in relation to deceptive and false advertising and the legal effects of warranties as they relate to the commercial world of business. Examines legal remedies (including the new method of arbitration in the settlement of disputes). Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 202 Business Law II
3 Credits

This course introduces current legal problems in specific areas of the law. The law of torts and personal liability is discussed in depth. Comprehensively examines sales contract law through the use of the Uniform Commercial Code and the Massachusetts Consumer Protection Act. Covers other areas of the law including bailments and personal property, agency and real estate law, and wills and the administration of estates. Presents an overview of various kinds of business organizations, which includes corporations, sole ownership, partnership, and the growing field of franchising. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 203 Principles of Real Estate
3 Credits

This course is an introduction to the basic principles and terminology of real estate. It is designed to benefit those students preparing for a business career and those students seeking a clear understanding of commercial and financial transactions involved in the ownership and transfer of real estate. Although invaluable to those studying for the real estate licensing exam, it is not intended as a preparatory course for such examinations. Topics include property description and characteristics, ownership interests, liens, easements, encumbrances, contracts, title closing, investor/broker relationship, brokerage, mortgage financing, real estate markets, appraisal, management, leases, zoning, and real estate trends. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 251 Entrepreneurship
3 Credits

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. Upon completion of the course, students will have developed a business plan. This course is open to all students regardless of their program of study. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 301 Organizational Behavior
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 401 Co-op Work Experience in Business Administration I
3 Credits

This course offers students an opportunity for a structured, supervised paid work experience in the business world. The co-op experience allows the student to apply the theory of the classroom to a business setting. In addition, a weekly seminar gives the students the opportunity to discuss their jobs, employers' evaluation of their work performance, and their weekly academic assignments. Open to qualified sophomore students in business administration programs. Prerequisite: departmental approval.

CHEMISTRY

CHEM 131 Survey of Chemistry
3 Credits

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. Lecture: 2 hours Laboratory: 2 hours

CHEM 151 General Chemistry I
4 Credits

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. Lecture: 3 hours, Laboratory: 2 hours. Prerequisite: Intermediate Algebra (MATH 112) or higher, Preparing for College Reading II (ENGL 092), and Introductory Writing (ENGL 099), or waiver by placement testing results or Departmental Approval.

CHEM 152 General Chemistry II
4 Credits

This course is a continuation of General Chemistry I (CHEM 151). Major topics covered include thermochemistry, thermodynamics, the states of matter, solutions, chemical kinetics, chemical equilibrium, electrochemistry, and an introduction to organic chemistry. The laboratory includes classical and spectroscopic techniques. Lecture: 3 hours, Laboratory: 2 hours. Prerequisite: C- or higher in General Chemistry I (CHEM 151) or Departmental Approval. Pre/Corequisite: College Algebra (MATH 203) or higher.

CHEM 153 Criminal Justice Forensic Chemistry
4 Credits

This course will introduce students to the principles and techniques in the field of forensic chemistry. Topics will include organic analysis, inorganic analysis, DNA, glass and soil samples, drugs, fire, and blood. Students will learn the techniques for the analysis of compounds, including microscopy, electrophoresis, chromatography, and spectroscopy. Students should gain a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced. Lecture: 3 hours Laboratory: 2 hours Prerequisites: Introduction to Criminal Justice (CJUS101) and Introductory Algebra (MATH 101)

CHEM 201 Organic Chemistry I
5 Credits

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. Lecture: 3 hours Laboratory: 4 hours Prerequisite: General Chemistry II (CHEM152) or Permission of Instructor

CHEM 202 Organic Chemistry II
5 Credits

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. Lecture: 3 hours Laboratory: 4 hours Prerequisite: Organic Chemistry I (CHEM201) or Permission of Instructor

CHEM 400 Special Study in Chemistry
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Chemistry faculty. Limited to 2 courses per student Prerequisite: Approval of the Department Chair and Division Dean.

CHILD CARE EDUCATION

CCED 101 Positive Guidance
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. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

CCED 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. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or department approval.

CCED 105 Introduction to Early Childhood Education
3 Credits

This course is designed to give the beginning student in child care an overview of early childhood education from a philosophical, historical, multicultural, and economic point of view. The student gains an understanding of how early childhood education has influenced the early childhood profession. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

CCED 111 Early Childhood Curriculum: A Multi-Cultural Perspective
3 Credits

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. The passing grade for this course is a C or higher. Prerequisite: A grade of C or higher in CCED 102 Development in Early Childhood or departmental approval.

CCED 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. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

CCED 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. Prerequisite: CCED 102 Development in Early Childhood completed with a grade of C or higher, CCED 105 Introduction to Early Childhood Education, or PSYC 102 or 202 Child Psychology; or departmental approval.

CCED 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. Prerequisite: CCED 102 Development in Early Childhood completed with a grade of C or higher, CCED 105 Introduction to Early Childhood Education, or PSYC 102 or 202 Child Psychology; or departmental approval.

CCED 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. Prerequisite: CCED 102 Development in Early Childhood completed with a grade of C or higher, CCED 105 Introduction to Early Childhood Education, or PSYC 102 or 202 Child Psychology; or departmental approval.

CCED 221 Educational Designs of Child Care Classroom
3 Credits

The early childhood environment needs not only to be visually pleasing but also to be designed to enhance a child's inner discipline and to be a warm, creative environment in which to grow. This course investigates the relationship between curriculum and design by addressing issues related to how, what, why, and where children learn.

CCED 231 Infant/Toddler Care
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: CCED 102 Development in Early Childhood completed with a grade of C or higher or PSYC 102 or 202 Child Psychology; or departmental approval.

CCED 400 Special Study in Child Care
1 Credit

This course involves independent work on a selected topic under the direction of members of the Child Care Education Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

CCED 401 Practicum I in Child Care 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. Prerequisite: CCED 102 Development of Early Childhood passed with a C or higher. Co/prerequisite: CCED 111 Early Childhood Curriculum: A Multicultural Perspective. Co-requisite: CCED 407 Seminar I in Child Care. Note: Grades of B- or higher in CCED 401 Practicum I and CCED 407 Seminar I in Child Care are prerequisites for CCED 405 Practicum II and CCED 408 Seminar II in Child Care Management.

CCED 405 Practicum II in Child Care Management
3 Credits

The student isplaced 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 CCED 401 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. Prerequisite: CCED 401 Practicum I in Child Care and CCED 408 Seminar I in Child Care passed with a B- or higher, or departmental approval. Co/prerequisite: CCED 201 Administration, Supervision, and Management. Co-requisite: CCED 408 Seminar II in Child Care Management.

CCED 407 Seminar I in Child Care Education
2 Credits

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 C or higher is required for graduation. A grade of B- or higher is required to proceed to Practicum II. Co-requisite: CCED 401 Practicum I in Child Care or departmental approval.

CCED 408 Seminar II in Child Care Management
2 Credits

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 C or higher is required for graduation. Prerequisite: CCED 407 Seminar I in Child Care or CCED 410 Seminar I School Age Care completed with a grade of B- or higher. Co-requisite: CCED 405 Practicum II in Child Care Management or departmental approval.

COMPUTER TECHNOLOGY INFORMATION MANAGEMENT

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 will be thoroughly versed in file and folder management and Windows accessories programs. Students will also learn how to customize their work environment and to use the control panel.

CTIM 102 Beginning Word
1 Credit

This course presents the basic features of Microsoft Word. Students will learn how to prepare documents of various types by formatting characters, paragraphs, and pages. In addition, students will also learn how to insert objects/graphics and create tables. Knowledge of keyboarding is strongly recommended.

CTIM 103 Beginning Excel
1 Credit

This course presents the basic features of Microsoft Excel. Students will learn the essentials of spreadsheet creation, including data entry and editing, formatting, printing, saving, enhancing, and retrieving worksheets. The creation of formulas and functions will receive major emphasis. Other topics include preparing charts and maintaining workbooks.

CTIM 104 Intermediate Windows
1 Credit

This course is a continuation of Beginning Windows. Students learn advanced file management capabilities of Windows, systems maintenance procedures, and how to add hardware and software. In addition, students will use Windows in conjunction with multimedia and the Internet as they work with digital photographs and music. Security considerations including organizing and protecting information are also covered.

CTIM 105 Intermediate Word
1 Credit

This course is a continuation of Beginning Word. Students will learn how to customize paragraphs and pages and to use the advanced proofing capabilities of the software. Other features students will learn include merging documents, styles, templates, specialized tables and indexes, advanced graphic features, and sharing documents. Students increase their efficiency as they develop problem-solving word-processing skills for various business applications.

CTIM 106 Intermediate Excel
1 Credit

This course is a continuation of Beginning Excel. Advanced work with formulas and functions will receive major emphasis. Other topics include tables and data features, pivot tables, data analysis features, and integration. Students increase their efficiency as they develop problem-solving spreadsheet skills for various business applications.

CTIM 108 Advanced Word
1 Credit

This course is a continuation of Intermediate Word for Windows. Topics covered include mail merge; advanced features of tables; recording and running macros; working with wizards, styles and templates; integrating applications; and object linking and embedding.

CTIM 109 Advanced Excel
1 Credit

This course is a continuation of Intermediate Excel for Windows. Topics covered include advanced functions, creating and running macros, using templates, linking worksheets, embedding objects, charts and graphs, Pivot tables, Goal Seek and forecasting and modeling scenarios.

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 will learn to create and modify files, add and edit records, and produce reports and labels for a variety of business applications.

CTIM 118 Intermediate Access
1 Credit

This course is designed to familiarize the student with the more advanced features of Microsoft Access for Windows database software. Basic skills are reinforced and the following skills are developed in this course: creating macros, querying database tables, designing forms, creating reports, use of multiple and interrelated files, and the advanced use of custom screen displays and formatted reports. Students increase their proficiency as they develop problem-solving database skills for various business applications.

CTIM 122 Business Communication
3 Credits

The purpose of this course is to develop effective writing skills for business and professional use. After a study of sentence and paragraph construction, specialized writing skills are developed including the production of memoranda, business letters, reports, and resumes. Prerequisite: ENGL 101 English Composition I, waiver by placement testing results, or departmental approval.

CTIM 139 Introduction to Mobile App Development
3 Credits

This course provides students with an overview of the process of mobile app development from concept to construction to launch. Building on an examination of the creative process and software development/programming, students explore the development paradigm of strategy/development/launch and the place/process of iteration within that paradigm. Two lecture and two laboratory hours per week.

CTIM 141 Introduction to a Web Editor: Dreamweaver
1 Credit

Students will learn how to construct, edit, and publish Web pages using Dreamweaver. In addition, they will learn how to import and format text and paragraphs; add images to Web pages; and learn hyperlinks, lists, an a basic table structure.

CTIM 147 Internet: Creating a Home Page
1 Credit

This course introduces students to Web page development. Students will evaluate a variety of Web sites and then produce one of their own. Students will use HTML and JavaScript to create a Web site. Students will learn the basic HTML tags as well as how to use tables and add links, graphics, animated gifs, and sound to a Web page. After creating a Web site, students will consider how to obtain a domain name and presence on the Web.

CTIM 148 Computer Keyboarding Workshop
1 Credit

This course provides a thorough knowledge of the computer keyboard and the opportunity for students to acquire the basic techniques of touch typing. Students who can demonstrate basic keyboard proficiency improve their speed and accuracy through the use of specialized keyboarding software and prepare various documents through word processing software. A minimum typing speed of 20 words per minute is required to pass this course.

CTIM 157 Introduction to Java Programming
3 Credits

Java is a platform-independent object-oriented programming language used to create stand-alone applications and applets for the World Wide Web. This course gives the student a basic understanding of the Java language and its role in the object-oriented world. The student creates simple applications and applets. Two lecture hours and two laboratory hours per week. Co/prerequisite: CTIM 281 Introduction to Software Design & Development or departmental approval.

CTIM 168 Advanced Java Programming
3 Credits

This course is a continuation of CTIM 157 Introduction to Java Programming. It develops advanced Java programming skills that are required to fully utilize the capabilities of this object-oriented, general-purpose programming language. Topics covered include exception handling, streams and file input/output, dynamic data structures, recursion, inheritance, and graphics. The student will create sophisticated applications and applets. Two lecture and two laboratory hours per week. Prerequisite: CTIM 157 Introduction to Java Programming or departmental approval.

CTIM 171 Computer Configuration and Hardware
3 Credits

This course will cover personal computer components and configuration. This hands-on hardware approach is intended to provide the student with real-world exposure to computer repair and maintenance. The student will use system diagnostics to analyze and repair personal computer system faults. The emphasis will be on troubleshooting and replacing individual system components such as memory, hard drives, floppy drives, video cards, modems, and other components. Lecture: 2 hours, Laboratory: 2 hours.

CTIM 178 Help Desk Concepts
3 Credits

This course introduces the students to the help desk field and to the concepts needed to run a successful help desk. The major components of a help desk (people, process, technology, and information) are examined in detail. The advantages and disadvantages of different types of help desks, career trends and certification, performance measures, and issues related to minimizing stress and avoiding burnout are also considered. Students develop customer service skills including listening skills, written and verbal communications, handling difficult customers, and solving and preventing problems.

CTIM 180 Computer and Information Security
3 Credits

This course is designed to give those in the computer and security professions an understanding of the challenges of protecting information assets and the resources available to meet those challenges. An introduction to information/ computer security is followed by an examination of the need for security and the legal, ethical, and professional issues faced by professionals in this field. Students will then examine the methodologies within the five stages (Security Analysis, Logical Design, Physical Design, Implementation, and Maintenance and Change) of the development, implementation, and maintenance of a new security system within an organization or the improvement of an existing security system.

CTIM 197 Adobe Acrobat
1 Credit

Students will learn to use the various features of Adobe Acrobat to publish documents on the World Wide Web that can be viewed, printed, and accessed in their original format. These documents can be electronically shared with anyone regardless of hardware and software platforms.

CTIM 213 Administrative Management
3 Credits

This course will provide students with the tools for supervising people and technology in the rapidly changing information systems environment through a study of management theories, supervisory styles, and personnel procedures. Problem-solving and critical-thinking skills will be developed and applied to business situations. Topics covered include facilities layout and design, work standards and job analyses, work measurement and simplification, budgetary considerations, and the effective utilization of human resources.

CTIM 217 Introduction to Android App Development
3 Credits

This course introduces students to creating mobile apps. It develops the Java and XML programming skills that are required to develop mobile apps for Android devices. Topics include development process, development environment, overview Android architecture, application anatomy, Java, XML, user experience, user interface, events, files, audit, video, location, sensors, and app deployment. Two lecture and two laboratory hours per week. Prerequisite: CTIM 157 Introduction to Java Programming.

CTIM 218 Introduction to iOS App Development
3 Credits

The course introduces students to creating mobile apps. It develops the Swift programming skills that are required to develop mobile apps for Apple devices. Topics include development process, development environment, overview iOS architecture, application anatomy, Swift, user experience, user interface, events, files, audio, video, location, sensors, and app deployment. Two lecture and two laboratory hours per week. Prerequisite: CTIM 157 Introduction to Java Programming.

CTIM 221 Operating Systems Concepts
3 Credits

This course is designed for second-year Computer Information Systems students. It examines operating systems from an application programmer's viewpoint. It shows why operating systems are needed and how they are used to increase operating efficiency while minimizing the need for technical programming. Standard functions of commonly used operating systems are examined.

CTIM 250 Current Issues in Computing
3 Credits

This course educates existing and future information technology professionals on the impact ethical, legal, and social issues have on the use of computers in the business world. Topics include privacy, freedom of expression, intellectual property, software development, human resources, cybercrime, social networking, certifications, and the impact of computers on the quality of life. Through a study of a variety of contemporary, technology-related trends, students should have the foundation they need to make appropriate decisions when faced with difficult situations and help them to make a positive impact on the field. Case studies and individual and group projects are utilized.

CTIM 271 Database Concepts and Practices
3 Credits

Database software is used to plan, organize, and manage a relational database management system. Students are introduced to structured query language (SQL) as they create, store, sort, and retrieve data. Through a series of hands-on exercises, the students learns how to develop, manage, and reference a database; build various database objects; and write SQL statements that access information from the database. Two lecture and two laboratory hours per week.

CTIM 278 Data Communications
3 Credits

This course provides an overview of the broad area of business data communications. The fundamental concepts of communications in the computer and telecommunications field are covered. Specific equipment and hardware, such as multiplexers, concentrators, and front-end processors are studied. Various types of transmission will be discussed such as modulation, duplex transmission, and errors. Basic network concepts like topologies, architecture, protocols, and media are discussed in detail.

CTIM 281 Introduction to Software Design and Development
3 Credits

This course presents the fundamentals of developing programming logic. It utilizes a language-independent approach to programming. Universal programming concepts are presented to encourage logical thinking to take a problem from development to a strong working solution. A variety of tools are used to prepare students for programming situations. Topics include sequence, selection, and repetition with an introduction to object-orientated concepts. Two lecture and two laboratory hours per week.

CTIM 285 Python
3 Credits

This course gives the student a basic understanding of the Python, an object-oriented scripting language including the role of Python in the object-oriented and scripting worlds. The student will create simple programs using sequence, selection, repetition, and functions, and develop advanced Python programming skills that are required to fully utilize the language's capabilities including objects, classes, strings, lists, inheritance, polymorphism, files, tuples/sets/dictionaries, exceptions, recursion, and GUI programming. Two lecture and two laboratory hours per week. Co/Prerequisite: CTIM 157 Introduction to Java Programming or CTIM 371 Programming in C++; or departmental approval.

CTIM 287 HTML5 for Websites and Applications
3 Credits

This course combines theory and practice in introducing the student to the fundamental elements that make up a web page and for developing web applications. The student will understand how a web page is structured, organized, and presented in a browser. The student will learn how to use HTML5 (the language of the web) to create a range of web pages and for developing web applications. Students should be familiar with a personal computer, Windows, and the Internet. Two lecture and two laboratory hours per week.

CTIM 290 Game Design
3 Credits

This course examines the ideas fundamental to the design of electronic and nonelectronic games: gameplay, storytelling, challenges, and basic interactive design (interface design, information design, and world interaction). It provides a detailed study of how games function to construct experiences; including rule design; play mechanics; game balancing; social game interaction; and the integration of visual, audio, tactile, and textural elements into a total game experience. Practical aspects of game design, such as game design documentation and playtesting, are also examined.

CTIM 322 Photoshop for the Web and Print Media
3 Credits

Students will learn the basic concepts and skills required to develop effective graphics for the Web and various business publications. Students will learn the basic tools used in Adobe Photoshop to create and edit images. Students will learn how to optimize images and save images in proper file formats. Students will learn color selection and conversion as it relates to both Web and business publications. Techniques of digital image capture and photo retouching will also be explored.

CTIM 361 Visual Basic
3 Credits

This course provides the skills and knowledge required to use essential features and capabilities of Visual Basic.Net, a programming system used to produce graphical user interfaces and applications in the Windows environment. The course includes basic programming concepts, problem solving, programming logic, and the design of event-driven programming. Visual Basic.Net is a powerful professional programming system that is object oriented, allowing programmers to develop desktop applications and web applications on the Microsoft. Net platform. Two lecture and two laboratory hours per week. Co/Prerequisite: CTIM 157 Introduction to Java Programming or CTIM 371 Programming in C++; or departmental approval.

CTIM 371 Programming in C++
3 Credits

This is the first course in the C++ programming language. The course will cover general program structures, functions, variable naming rules, iteration statements (for, while, do/while), arithmetic and relational operators, arrays, an introduction to pointers, and an introduction to objects. Hands-on programming exercises will be completed using the College's IBM compatible computers and the Turbo C++ compiler. Lecture: 2 hours Laboratory: 2 hours. Co/Prerequisite: Introduction to Software Design & Development (CTIM 281) or Departmental Approval.

CTIM 372 Advanced Programming in C++
3 Credits

This course is a continuation of Programming in C++. The course covers Object Oriented Programming concepts: classes, member functions, stream I/O, inheritance, pointers, arrays, linked lists. Hands-on programming assignments will be completed using the College's IBM compatible computers and the Turbo C++ compiler. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Programming in C++ (CTIM 371) or Departmental Approval.

CTIM 375 Computer Programming and Data Structures with C
3 Credits

This course presents an introduction to computer programming theory for engineering and computer science students utilizing the C programming language. Programming in C and data structures are covered with engineering applications through a principal-before-application approach. Two lecture and two laboratory hours per week. Prerequisite: MATH 003 Prep for College Math III, MATH 112 Intermediate Algebra, or MATH 141 Technical Math I or higher; waiver by placement testing results; or permission of instructor.

CTIM 400 Special Study in Computer Technology Information Management

1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Department of Computer Technology & Information Management. Limited to two courses per student. Prerequisite: approval of the Department Chair and Division Dean.

CRIMINAL JUSTICE

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: Preparing for College Reading II (ENGL092) and Introductory Writing (ENGL099) and Fundamentals of Mathematics (MATH010), or waiver by placement testing results or Departmental Approval

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: Introduction to Criminal Justice (CJUS101)

CJUS 215 Terrorism and the Criminal Justice System

3 Credits

This course introduces the student to the study of domestic and transnational terrorism. It will focus on this unique form of organizational crime and its implications for the American criminal justice system. The course will pay special attention to the shift in emphasis of the American criminal justice system as well as the new hierarchy of priorities assigned to the various federal, state, and local agencies. Prerequisite: CJUS 101 Introduction to Criminal Justice or Co/Prerequisite: SECU 101 or CJUS 211 Introduction to Private Security.

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: Introduction to Criminal Justice (CJUS101)

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 Co/Prerequisite: SECU 101 or CJUS 211 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: Introduction to Criminal Justice (CJUS101)

CJUS 234 Management of Criminal Justice Organizations

3 Credits

This course explores management principles, and organizational structures of criminal justice agencies. The basic tenets of planning, organizing, staffing, directing, coordinating, motivating, communicating, and budgeting are explored within the unique context of public safety organizations. Emphasis will be placed on the important functions of line supervision and the symbiotic relationship it shares with management. Contemporary personnel issues and he impact of internal and external influences within agencies are also addressed. Prerequisites: Introduction to Criminal Justice (CJUS101), English Composition II (ENGL102), American National Governmental (GOVT105) or State and Local Government (GOVT301), General Psychology (PSCY101), and Principles of Sociology (SOCI104)

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: Introduction to Criminal Justice (CJUS101)

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: Introduction to Criminal Justice (CJUS101)

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. Prerequisites: CJUS 101 Introduction to Criminal Justice

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 345 Corrections Law and Procedure

3 Credits

This is a one-semester course addressing correctional law and procedure in American prisons and jails. Covered in this course is the application of the US Constitution in corrections. Specifically the course looks at each constitutional amendment that governs correctional policy and inmate grievances. There are related studies of the death penalty, juvenile prisons and correctional practices, equal employment, disabilities, and tort claims. Prerequisites: CJUS 101 Introduction to Criminal Justice and CJUS 302 Introduction to Corrections.

CJUS 400 Special Study in Criminal Justice

1-4 Credits

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.

CULINARY ARTS

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 coworkers. 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. Note: It is recommended that students should have successfully tested out of or completed Preparing for ENGL 092 College Reading II and MATH 010 Fundamentals of Mathematics before enrolling in this course.

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, 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. Note: It is strongly recommended that students should have successfully tested out of or completed ENGL 092 Preparing for College Reading II and MATH 001 Prep for College Math I or MATH 010 Fundamentals of Mathematics before enrolling in this course. 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

The main component to this course requires each student to study the regulations governing sanitation and food safety leading up to taking the National Restaurant Association Educational Foundation (NRAEF) ServSafe Exam for certification. For the remainder of the course, students focus on the proper skills needed to plan, execute, and organize a commercial storeroom resulting with an additional national certification exam administered under the guidance of the Manage First Program for Purchasing.

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. Co/Prerequisite: CULA 139 Culinary Certification.

CULA 142 Storeroom and Inventory Procedures
3 Credits

This course prepares students to take two national certification exams administered under the guidance of the Manage First Program. In the first part of this course, students are taught the fundamentals for controlling food costs and how it pertains to running a food service establishment. For the remainder of the class, students focus on the proper skills needed to plan, execute, and organize a commercial storeroom. A semester-long project incorporating cost and inventory reports and procedures is required.

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. Note: It is recommended that students should have successfully tested out of or completed ENGL 092 Preparing for College Reading II and MATH 001 Prep for College Math I or MATH 010 Fundamentals of Mathematics before enrolling in this course.

CULA 144 Soups and Sauces
3 Credits

This course offers special attention to the five "grand" or "mother" sauces along with a number of small or compound derivatives. Students prepare basic stock and learn about various binding or thickening agents used in the commercial kitchen. The three categories of soups--clear, thick, and specialty and national--are prepared and executed. Two lecture and two laboratory hours per week. Prerequisite: CULA 140 Culinary Concepts.

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. Prerequisite: CULA 140 Culinary Concepts.

CULA 151 International Cuisine
4 Credits

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. Co/Prerequisite: 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. Co/Prerequisite: 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 407 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 will be 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 his/her advantage to do his/her field work during the three months prior to the semester of his/her 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 105 Overview of Ballroom and Latin Dance
2 Credits

This course is designed to provide a physical and cultural dance experience. This course introduces basic dance skills and explores the similarities and differences in competition and social-style dancing.

DANC 120 Introduction to Dancesport: Ballroom and Latin Dance
3 Credits

This course is designed to provide a physical and cultural dance experience. The course introduces basic dance skills in the wide variety of ballroom and Latin dances. It explores the similarities and differences in competition and social-style dancing, providing learning experiences for students to create well-rehearsed performance material.

DANC 122 Foxtrot
1 Credit

This course is designed to provide an expressive, team-based, fitness dance experience. The classes introduce the basics of foxtrot and elements of movement qualities. Students learn basic ballroom dance floorcraft and problem solving through partnered and group dance exercises. Students explore movement qualities and expressions. Partner work is required, but students do not need to bring their own partner.

DANC 123 Dance Performance Workshop
1 Credit

This course is designed to develop students' public performance and creative skills. The classes focus on developing performance material utilizing swing dance and foxtrot. Students learn techniques for expression and focusing for public performance. Partner work is required, but students do not need to bring their own partner. Prerequisite: DANC 121 Swing Dance or DANC 122 Foxtrot.

DANC 125 Swing Dance, Foxtrot, and Performance
3 Credits

This course is designed to provide a cultural and fitness dance experience as well as introduce qualities of focus and expression in performance. The course utilizes experiential learning to teach students how to execute simple dance movements with precision and expression, while providing students with experiences to decrease performance anxiety and increase effective performance skills.

DANC 130 Salsa Dance
1 Credit

This course is designed to provide a cultural and fitness dance experience. The classes introduce the basics of Salsa dancing.

DANC 201 Choreography
3 Credits

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 210 Dance - Fitness - Fusion
3 Credits

This course utilizes dance from a variety of cultures around the world, including Jamaican, Middle-Eastern, Colombian, Cuban, jazz, and African, to develop physical fitness with aerobic activity, strength, and flexibility. Students complete the course with the tools to create and execute a personalized dance fitness plan.

DANC 305 Contemporary Dance
3 Credits

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 306 Latin Dance
3 Credits

This course is designed to provide a cultural dance experience. The classes introduce the basics of the following Latin dances: Salsa, Merengue, Cha Cha, Rumba, and Samba. Partner work is required, but students do not need to bring their own partner.

DANC 350 Latin Dance II
1 Credit

This course is designed to provide a continuation of skills developed in DANC 306 Latin Dance. Students progress to the intermediate level of dancing Salsa, Merengue, Rumba, Cha-Cha, and Samba. Throughout the course, students work on techniques including Latin motion, lead and follow, and improvisation. Prerequisite: DANC 306 Latin Dance.

DANC 400 Special Study in Dance
1-4 Credits

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 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; and appropriate protection techniques for patient and operator. Instruction in the function and correct use of the dental x-ray machine and techniques of film exposure, processing, and mounting are presented through lectures, demonstrations, and clinical practice. Patient exposures include bite wing x-rays and full mouth x-rays. Two lecture and two laboratory hours per week. Co/Prerequisite: 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 in Dental Assisting
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. In addition, demonstrations of fabrication of dies, wax patterns, investment and casting procedures are provided. Sealants are taught to clinical proficiency. Polishing agents are introduced. Four laboratory hours per week. Prerequisite: DENT 102 Dental Materials I.

DENT 114 Dental Radiography II
3 Credits

Students learn both the bisecting-angle technique and the long cone or paralleling technique. In this semester, emphasis is placed on the latter. Evaluation of dental radiographs for diagnostic value and application of readings to clinical practice is also stressed. Methods of instruction are lecture, demonstration, and clinical practice. Exposures continue with additional full mouth X-ray. Duplication of films is included. Two lecture and two laboratory hours per week. Prerequisite: DENT 103 Dental Radiography I.

DIESEL

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. One lecture and four 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 118 Engine Machining
3 Credits

This course covers the principles of basic engine machining with an emphasis on the development of basic engine machining skills. It covers cylinder block repairs including counterbore cutting, water passage inserts, thread repairs, boring and honing cylinders, and welding repairs. Cylinder head repairs include pressure testing, valve and valve guide replacement, and proper procedures for valve seat refinishing. Nondestructive metal inspection is covered including Magnafluxing and dye penetrant procedures. Special emphasis is placed on developing precision measuring skills which are necessary to complete any machining process. 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.

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 or permission of instructor.

DIES 130 Introduction to Engine Principles
2 Credits

This course is designed to familiarize 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 engines involving disassembly, precision measuring, and reassembly of engine components are covered in this course.

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.

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.

DIES 140 Marine Diesel Engines
3 Credits

This course introduces the most common marine diesel engines used in the marine industry. Basic engine design, basic diesel fuel systems, basic engine electrical and electronics, basic engine mechanical troubleshooting, basic cooling systems and maintenance are covered. This course provides valuable experience for both boat owners and mechanics involved in the maintenance of diesel-powered vessels.

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.

DIES 159 Welding
3 Credits

This is a welding fundamentals course designed to introduce the student to gas and arc welding processes through classroom study and hands-on shop practice. One lecture and four laboratory hours per week.

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.

DIES 223 Compressed 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.

DIES 225 Mid-Range Diesel Engines
4 Credits

This course is designed to familiarize the student with the Cummins B & C Mid-Range Automotive Diesel Engines. Emphasis is placed on understanding the air, lube, cooling, and fuel systems as they apply to troubleshooting. Topics include Diesel Engine Theory, maintenance practices, manual utilization, proper troubleshooting, and tune-up procedures. Emphasis is also placed on understanding both distributor and inline fuel systems. Two lecture and four laboratory hours per week.

DIES 241 Environmental Health and Safety (Hazwoper)
3 Credits

This course trains the student to become Hazwoper certified to work in a variety of hazardous waste construction and demolition settings. Two lecture and two laboratory hours per week.

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.

EARTH SCIENCE

ESCI 121 Geology I
4 Credits

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. Lecture: 3 hours Laboratory: 2 hours Prerequisite: C- or better in Introductory Algebra (MATH101) or waiver by placement testing results, or Departmental Approval

ESCI 123 Meteorology
4 Credits

This course is designed to provide students with an understanding of the dynamic processes at play within the earth's fluid atmosphere and with an appreciation of the role of these processes in producing weather. Topics covered in the course include the origin and evolution of the earth's atmosphere, structure and characteristics of the atmosphere, earth/sun relationships and their influence on seasons, solar and terrestrial radiation, hydrologic cycle, gas laws, global circulation, weather systems and fronts, storms, and analysis of weather maps. Weekly laboratory exercises complement the topics covered in lecture. Lecture: 3 hours Laboratory: 2 hours Prerequisite: C- or better in Introductory Algebra (MATH 101), or waiver by placement testing results, or Departmental Approval

ESCI 124 Physical Ocean Environment
4 Credits

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. Lecture: 3 hours Laboratory: 2 hours Prerequisite: C- or better in Introductory Algebra (MATH101), or waiver by placement testing results, or Departmental Approval

ECONOMICS

ECON 201 Principles of Economics I (Macroeconomics)
3 Credits

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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ECON 202 Principles of Economics II (Microeconomics)
3 Credits

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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ECON 210 Introduction to Health Economics
3 Credits

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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ECON 400 Special Study in Economics
1-4 Credits

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 104 Classroom Technology in Education
3 Credits

This course offers students and practicing education professionals an opportunity to develop skills that will enable them to facilitate current federal, state, and local requirements and standards. Topics include assessment of traditional and contemporary media, learning technologies, and integration of computers into classrooms and curriculum. Learners also develop skills in identifying equipment uses, set up, and maintenance. Note: this course is only offered in the spring semester. Prerequisites: ENGL 092 Preparing for College Reading II, waiver by placement testing results, or departmental approval.

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 forty-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 Math for Elementary Teachers I or MATH 128 Math for Elementary Teachers II; one life science course (BIOL 121 Biological Principles I, or BIOL 140 Introductory Biology and BIOL 142 Introductory to Biology Laboratory) or one physical science course (CHEM 151 General Chemistry I, PHYS 151 College Physics I, PHYS 161 General Physics I, ESCI 121 Geology, ESCI 123 Meteorology, ESCI 124 Physical Ocean Environment, or PHYS 113 & 112 Science of Music and Lab); 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.

EMS - PARAMEDIC

EMSP 112 Paramedic Pharmacology
2 Credits

This course integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient. Lectures and discussions focus on the study of drugs, especially those relating to emergency care as described by current Massachusetts Statewide Protocols. Actions, indications, contraindications, side effects, and dosages of drugs are studied. This course is for Paramedic students only. This course does not satisfy the requirements for the Respiratory Care Program. Prerequisite: acceptance into the Paramedic Program. Co/Prerequisite: ENGL 101 English Composition I.

EMSP 201 Paramedic I: Advanced Pre-Hospital Care
9 Credits

Preparatory concepts of the Paramedic will be covered. Included topics: patient assessment, pathophysiology, shock management, and respiratory. Students perform skills under the supervision of the course instructor, program director, and/or skilled preceptor. The student must demonstrate and maintain current licensure as an EMT. Adherence to the attendance policy and minimum final course grade of 80, which is equal to a B-, must be earned in this course in order to advance in the program. Co/Prerequisites: BIOL 115 Survey of Human Form and Function and EMSP 112 Paramedic Pharmacology; or departmental approval. Co-requisite: EMSP 209 Paramedic Clinical Rotation I.

EMSP 201C Paramedic I: Advanced Pre-Hospital Care (Continued)
0 Credits

Continuation of EMSP 201. Preparatory concepts of the Paramedic will be covered. Included topics: patient assessment, pathophysiology, shock management, and respiratory. Students perform skills under the supervision of the course instructor, program director, and/or skilled preceptor. The student must demonstrate and maintain current licensure as an EMT. Adherence to the attendance policy and minimum final course grade of 80, which is equal to a B-, must be earned in this course in order to advance in the program. Co/Prerequisites: BIOL 115 Survey of Human Form and Function and EMSP 112 Paramedic Pharmacology; or departmental approval. Co-requisite: EMSP 209 Paramedic Clinical Rotation I.

EMSP 202 Paramedic II: Advanced Pre-Hospital Care
9 Credits

This course continues the knowledge and skills learned in Paramedic I. Topics: management of cardiac emergencies, medical emergencies, trauma, pediatrics, adolescent medicine, geriatrics, patients with special challenges, and acute interventions for chronic care patients. Students will demonstrate knowledge and perform manipulative skills under the supervision of the course instructor, program director, medical director, and/or skilled preceptor. Adherence to the attendance policy, and a minimum final course grade of 80, which is equal to a B-, must be earned in order to advance in the program. Prerequisites: BIOL 115 Survey of Human Form and Function, EMSP 112 Paramedic Pharmacology, EMSP 201 Paramedic I: Advanced Pre-Hospital Care, and EMSP 209 Paramedic Clinical I; or departmental approval. Co-requisite: EMSP 210 Paramedic Clinical Rotation II.

EMSP 202C Paramedic II: Advanced Pre-Hospital Care (Continued)
0 Credits

Continuation of EMSP 202. This course continues the knowledge and skills learned in Paramedic I. Topics: management of cardiac emergencies, medical emergencies, trauma, pediatrics, adolescent medicine, geriatrics, patients with special challenges, and acute interventions for chronic care patients. Students will demonstrate knowledge and perform manipulative skills under the supervision of the course instructor, program director, medical director, and/or skilled preceptor. Adherence to the attendance policy, and a minimum final course grade of 80, which is equal to a B-, must be earned in order to advance in the program. Prerequisites: BIOL 115 Survey of Human Form and Function, EMSP 112 Paramedic Pharmacology, EMSP 201 Paramedic I: Advanced Pre-Hospital Care, and EMSP 209 Paramedic Clinical I; or departmental approval. Co-requisite: EMSP 210 Paramedic Clinical Rotation II.

EMSP 209 Paramedic Clinical Rotation I

2 Credits

Work-based learning experience conducted in a hospital/clinical setting that enables the paramedic students to apply specialized occupational theory, concepts, and skills learned in EMSP 201 Paramedic I: Advanced Pre-Hospital Care. Students will complete 200 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations will be conducted in a variety of medical-related facilities to include: emergency divisions, respiratory therapy, anesthesia, surgical units, and labor and delivery. Students will be required to document all clinical time and complete program requirements for patient assessments, intubations, medication administrations, IV Bolus, infusions, live births, and cannulations. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements. Students will have a terminal competency assessment conducted by the program director and/or medical director at the conclusion of this course. Prerequisites: BIOL 115 Human Form and Function, EMSP 112 Paramedic Pharmacology, and permission of the Paramedic program director and/or medical director, or departmental approval. Co-requisite: EMSP 201 Paramedic I: Advanced Pre-Hospital Care and permission of the Paramedic program director and/or medical director, or departmental approval.

EMSP 209C Paramedic Clinical Rotation I (Continued)

0 Credits

Continuation of EMSP 209. Work-based learning experience conducted in a hospital/clinical setting that enables the paramedic students to apply specialized occupational theory, concepts, and skills learned in EMSP 201 Paramedic I: Advanced Pre-Hospital Care. Students will complete 200 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations will be conducted in a variety of medical-related facilities to include: emergency divisions, respiratory therapy, anesthesia, surgical units, and labor and delivery. Students will be required to document all clinical time and complete program requirements for patient assessments, intubations, medication administrations, IV Bolus, infusions, live births, and cannulations. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements. Students will have a terminal competency assessment conducted by the program director and/or medical director at the conclusion of this course. Prerequisites: BIOL 115 Human Form and Function, EMSP 112 Paramedic Pharmacology, and permission of the Paramedic program director and/or medical director, or departmental approval. Co-requisite: EMSP 201 Paramedic I: Advanced Pre-Hospital Care and permission of the Paramedic program director and/or medical director, or departmental approval.

EMSP 210 Paramedic Clinical Rotation II

2 Credits

This course is a continuation of EMSP 209 Paramedic Clinical Rotation I. It is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learning in EMSP 201 Paramedic I: Advanced Pre-Hospital Care and EMSP 202 Paramedic II: Advanced Pre-Hospital Care. Students will complete 200 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations will be conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical care units, psychiatric, and pediatrics. Students will be required to document all clinical time and complete program requirements for EKG interpretations including 12 lead, Advanced Cardiac Life Support (ACLS), patient assessments in psychiatric, pediatrics, geriatrics, and ambulance operations. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements. Prerequisites: BIOL 115 Human Form and Function, EMSP 112 Paramedic Pharmacology, EMSP 201 Paramedic I: Advanced Pre-Hospital Care, EMSP 209 Paramedic Clinical Rotation I, and permission of paramedic program director and/or medical director; or departmental approval. Co-requisite: EMSP 202 Paramedic II: Advanced Pre-Hospital Care.

EMSP 210C Paramedic Clinical Rotation II (Continued)

0 Credits

Continuation of EMSP 210. This course is a continuation of EMSP 209 Paramedic Clinical Rotation I. It is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learning in EMSP 201 Paramedic I: Advanced Pre-Hospital Care and EMSP 202 Paramedic II: Advanced Pre-Hospital Care. Students will complete 200 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations will be conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical care units, psychiatric, and pediatrics. Students will be required to document all clinical time and complete program requirements for EKG interpretations including 12 lead, Advanced Cardiac Life Support (ACLS), patient assessments in psychiatric, pediatrics, geriatrics, and ambulance operations. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements. Prerequisites: BIOL 115 Human Form and Function, EMSP 112 Paramedic Pharmacology, EMSP 201 Paramedic I: Advanced Pre-Hospital Care, EMSP 209 Paramedic Clinical Rotation I, and permission of paramedic program director and/or medical director; or departmental approval. Co-requisite: EMSP 202 Paramedic II: Advanced Pre-Hospital Care.

EMSP 211 Paramedic Field Internship

2 Credits

Students will apply theory and acquired clinical skills while performing pre-hospital treatment under the supervision of certified paramedics. Upon successful completion of the course, students will have a working knowledge of entry-level paramedic skills, hospital/clinical operations and requisite field experience. At the conclusion of the course, students will have a competency assessment which is conducted by the program coordinator and/or medical director. Students must meet the minimum patient contacts set forth by Massachusetts Office of Emergency Medical Services. Adherence to the attendance policy, receipt of a satisfactory evaluation, and a minimum final course grade of 80, which is equal to a B-, must be met in order to be eligible for the Massachusetts state exam or equivalent standard. Prerequisites: BIOL 115 Survey of Human Form and Function, EMSP 112 Paramedic Pharmacology, EMSP 201 Paramedic I: Advanced Pre-Hospital Care, EMSP 202 Paramedic II: Advanced Pre-Hospital Care, EMSP 209 Paramedic Clinical Rotation I, EMSP 210 Paramedic Clinical Rotation II, and permission of paramedic program director/medical director; or departmental approval.

EMSP 211C Paramedic Field Internship (Continued)

0 Credits

Continuation of EMSP 211. Students will apply theory and acquired clinical skills while performing pre-hospital treatment under the supervision of certified paramedics. Upon successful completion of the course, students will have a working knowledge of entry-level paramedic skills, hospital/clinical operations and requisite field experience. At the conclusion of the course, students will have a competency assessment which is conducted by the program coordinator and/or medical director. Students must meet the minimum patient contacts set forth by Massachusetts Office of Emergency Medical Services. Adherence to the attendance policy, receipt of a satisfactory evaluation, and a minimum final course grade of 80, which is equal to a B-, must be met in order to be eligible for the Massachusetts state exam or equivalent standard. Prerequisites: BIOL 115 Survey of Human Form and Function, EMSP 112 Paramedic Pharmacology, EMSP 201 Paramedic I: Advanced Pre-Hospital Care, EMSP 202 Paramedic II: Advanced Pre-Hospital Care, EMSP 209 Paramedic Clinical Rotation I, EMSP 210 Paramedic Clinical Rotation II, and permission of paramedic program director/medical director; or departmental approval.

ENGINEERING

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 109 Intermediate Computer-Aided Drafting
3 Credits

Topics covered in this course include use of blocks and block attributes in parts libraries, creating Bills of Material and reports using block attributes and a programming language, drawing isometric drawings on the computer, using 3D surface-modeling routines, 3D drawing, writing and using macros, and customizing the CAD program. Prerequisites: ENGT 107 Computer-Aided Drafting or departmental approval.

ENGT 111 Electrical Circuits I
4 Credits

This is the first of two courses that investigate the operation of electrical circuits. Topics include electron theory; conductors and insulators; current and voltage; the properties of resistance; work and power; the principles of series, parallel, and series-parallel circuits; the concepts of capacitance; and RC time constants. Kirchhoff's Laws, Thevenin's Theorem, Superposition Theorem, loop equations, and network theorems are also covered. Three lecture and two laboratory hours per week. Prerequisite: MATH 101 Introductory Algebra or higher; waiver by placement testing results; or permission of instructor.

ENGT 112 Electrical Circuits II
4 Credits

This course is a continuation of ENGT 111 Electrical Circuits I. The second semester topics include magnetic theory, inductance, and RL time constants; the theory of alternating current and voltage; inductive and capacitive reactance; phasors; impedance characteristics of series, parallel, and series-parallel circuits; power in AC circuits; power factor and its correction; series and parallel resonance; filter circuits; transformer characteristics; and the application of DC circuit theorems to the AC circuit. Three lecture and two laboratory hours per week. Prerequisites: ENGT 111 Electrical Circuits I and MATH 112 Intermediate Algebra or higher; waiver by placement testing results; or permission of instructor.

ENGT 114 Digital Circuits
4 Credits

This course covers the fundamentals of digital logic circuits focusing on combinatorial logic circuits and their applications. The course examines number systems used in digital logic, the application of Boolean algebra for logic circuit design and teaches waveform analysis for circuit troubleshooting. Logic minimization techniques are studied and digital circuit speed performance is also covered. In this course, the student learns to use product specification sheets and understand the performance differences of the most common digital technologies. The course finishes with an understanding of how combinatorial logic is used in the complex functions and their applications. Weekly labs allow the student to build and test circuits to apply the theory learned in lectures. Three lecture and two laboratory hours per week. Prerequisite: ENGT 111 Electrical Circuits I or permission of instructor. Prerequisites as of Fall 2016: ENGT 111 Electrical Circuits I or ENGT 140 Intro to Engineering; or permission of instructor.

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. Co/Prerequisite: MATH 217 Precalculus; waiver by placement testing results; or permission of instructor.

ENGT 204 Microprocessors and Digital Systems
4 Credits

This course covers sequential logic circuits, advanced logic design techniques, and computer architecture. The fundamentals of storage elements are explored with their use in counters, state machines and shift registers in computer and non-computer applications. Digital signal processing components and requirements are also studied. The course also covers memory structures and types which lead into microprocessor architecture, computer hardware components, and the different processor programming levels. Programmable logic devices, VHDL coding, and synthesis for large-scale design are also explored. Three lecture and two laboratory hours per week. Prerequisite: ENGT 114 Digital Circuits.

ENGT 209 Electronic Devices
4 Credits

This course studies semiconductor physics as an aid to understanding the operation of electronic devices. Emphasis is placed on the understanding of device parameters and characteristic curves. Devices studied include the diode, transistor, the SCR, and power supplies. Three lecture and two laboratory hours per week. Prerequisite: ENGT 112 Electrical Circuits II or permission of instructor.

ENGT 221 Electronic Circuit Applications
4 Credits

This course is a continuation of ENGT 209 Electronic Devices. New active devices covered include field effect transistors, differential amplifiers, operational amplifiers, triacs, and unijunction devices. These devices will be used in amplifier circuits, oscillators, power control circuits, digital and analog circuits, and various industrial applications. Three lecture and two laboratory hours per week. Prerequisite: ENGT 209 Electronic Devices or permission of instructor.

ENGT 227 Instrumentation and Measurements
3 Credits

This course covers the principles of basic electronic test equipment and their applications. The equipment is first analyzed and then utilized in active circuits. The equipment covered includes power supplies, VOM and digital voltmeters, function generators, oscilloscopes, frequency counters, and specialized equipment. Two lecture and two laboratory hours per week.

ENGT 228 Electronic Communications Technology
4 Credits

This course covers analog and digital communications systems with an emphasis on fiber optic cable as a transmission media. Topics include modulation, demodulation, multiplexing, de-multiplexing, and the advantages and disadvantages of various transmission media. Topics related to the telephone network are emphasized. This includes an introduction to networking and protocols using the Cisco database. Approximately half of the laboratory sessions use computer software to simulate circuits and systems. Three lecture and Two laboratory hours per week. Prerequisite: ENGT 209 Electronic Devices or permission of instructor. Co-requisite: ENGT 221 Electronic Circuit Applications or permission of instructor.

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. Group classroom and project activities require design, simulation, implementation, and measurement of practical circuits. Written report of project results are required. Three lecture and two laboratory hours per week. Prerequisite: MATH 221 Calculus I or waiver by placement testing results. As of Fall 2016, MATH 221 allowed as a Co/Prerequisite.

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. 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. 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: PHYS 161 General Physics I and MATH 221 Calculus 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. Prerequisite: PHYS 161 General Physics I. Co/Prerequisite: MATH 222 Calculus II or waiver by placement testing results.

ENGT 274 Dynamics
3 Credits

This course covers 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 methods, as well as the study of unidirectional vibrations. 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
4 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. Three lecture and two laboratory hours per week. Prerequisite: ENGT 273 Statics.

ENGT 341 Industrial Process Control
4 Credits

Electromechanical devices and circuits are studied as they are applied to the activation and control of modern industrial systems. The course includes the principles of electrical, electronic, and pneumatic controls including associated transducers for monitoring temperature, level, flow and pressure. Programmable controllers, electronic and pneumatic controllers, and recorders are also studied. The laboratory provides experience in the actual operation of an industrial type process control system with emphasis on discrete digital and analog controls as well as computer control. Three lecture and two laboratory hours per week. Prerequisite: ENGT 112 Electrical Circuits II or permission of instructor.

ENGT 401 Co-op Work Experience in Applied Technology
3 Credits

This course offers students an opportunity for structured, supervised, and paid work experience in their applied technology areas. This co-op experience 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. The course is open to qualified sophomore students in any of the departments within the Emergent Technologies Division. Prerequisite: approval of department chair.

ENGLISH

ENGL 091 Preparing for College Reading I
3 Credits

This course provides students with an opportunity to improve their reading comprehension, to increase their vocabulary, and to expand their general knowledge. An additional one-hour laboratory in the Academic Resource Center may be a required part of the course. Credit earned in this course cannot be applied toward graduation. Prerequisite: ENSL 111 Reading for ESL Students, waiver by placement testing results, or departmental approval.

ENGL 092 Preparing for College Reading II
3 Credits

This course affords students an opportunity to increase the accuracy of their comprehension and to further develop their general knowledge, vocabulary, study skills, and critical reading skills. An additional one-hour laboratory in the Academic Resource Center may be a required part of the course. Credit earned in this course cannot be applied toward graduation. Prerequisite: ENGL 091 Preparing for College Reading I, waiver by placement testing results, or departmental approval.

ENGL 095 Reading and Writing Seminar
6 Credits

This course strengthens students' reading, writing, and critical thinking skills in preparation for college-level courses. Students develop strong critical reading skills, as well as background knowledge, vocabulary, and study skills. The course involves intensive practice reading complex texts and writing essays that indicate readiness to succeed in ENGL 101 English Composition I and other college-level courses. It also includes the study of usage, mechanics, and sentence development. Credit earned in this course cannot be applied toward graduation. (This course serves as the equivalent of two courses: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing.) Prerequisites: ENGL 091 Preparing for College Reading I and ENSL 102 College ESL II; waiver by placement testing results; or departmental approval.

ENGL 099 Introductory Writing
3 Credits

This course strengthens basic student writing. Includes the study of usage, mechanics, and sentence development. Involves intensive practice in writing clear, unified paragraphs and includes practice in writing essays that indicate readiness to succeed in ENGL 101 English Composition I. Credit earned in this course cannot be applied toward graduation. Prerequisite: ENSL 102 College ESL II, waiver by placement testing results, or departmental approval.

ENGL 101 English Composition I
3 Credits

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: ENGL 091 Preparing for College Reading I and ENGL 099 Introductory Writing, waiver by placement testing results, or departmental approval.

ENGL 101L English Composition I Lab
1 Credit

This course provides students with additional practice and support designed to help them succeed in ENGL 101 English Composition I. Students work in a lab setting to undertake intensive practice in all aspects of the writing process, engage in additional exercises targeted to their writing needs, assess their own progress, and receive extensive individual support and feedback on their writing. This course must be taken in conjunction with ENGL 101 English Composition I. Prerequisite: ENGL 091 Prep for College Reading I and departmental approval. Co-requisite: ENGL 101 English Composition I.

ENGL 102 English Composition II
3 Credits

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 and ENGL 092 Preparing for College Reading II, or waiver by placement testing results, or departmental approval.

ENGL 106 Introduction to Critical Thinking
3 Credits

This course provides an introduction to critical thinking and effective problem-solving techniques. Develops critical thinking, reading, and writing skills as they apply to the analysis of a variety of media from diverse cultural sources and perspectives. Students learn to evaluate and to construct arguments by applying principles of sound informal logic. A project is required.

ENGL 119 Creative Writing
3 Credits

This is a course designed for those students who have mastered grammatical skills and who have a desire to express themselves creatively in fiction (short story or novel), drama (plays or screenplays), and/or poetry. This course is conducted as a workshop, with readings of the students' works followed by creative criticism. The objective of the course is to write for publication, so the course includes a realistic appraisal of the possibilities in the publishing market. Prerequisite: ENGL 102 English Composition II or permission of instructor.

ENGL 121 Children's Literature
3 Credits

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.

ENGL 125 Introduction to Fantasy and Science Fiction
3 Credits

This course introduces students to fantasy and science fiction through the examination of the major themes found in the genre. Traces the origins and evolution of science fiction and examines the relationship between the story and the era in which it was written. Students read a wide selection of science fiction and related fantasy fiction, discuss stories and themes, write several analytical papers, and complete a research project. Prerequisite: ENGL 102 English Composition II.

ENGL 131 Myth in Literature
3 Credits

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.

ENGL 141 Women in Literature
3 Credits

This course involves a thematic approach to literature, dealing primarily with various aspects of the feminine psyche. Women as writers as well as women as the subjects of literature are studied, and the changing role of women is examined in poetry, story, and drama. Requires extensive reading and writing.

ENGL 152 Cross-Cultural Communication
3 Credits

This course examines the verbal and nonverbal means of communication among members of defined cultural groups. The focus is on developing understanding and awareness of the reasons for ineffective cross-cultural communication and on developing vehicles to promote effective cross-cultural communication. Literary selections from diverse cultures will serve to give voice to varied expressions. Prerequisite: ENGL 101 English Composition I or waiver by placement testing results.

ENGL 171 Introduction to Fiction
3 Credits

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.

ENGL 201 English Literature I
3 Credits

This course explores the English literary tradition through selected readings in major writers from the Anglo-Saxon period to the 18th century. Prerequisite: ENGL 102 English Composition II.

ENGL 202 English Literature II
3 Credits

This course explores the English literary tradition through selected readings in major writers from the beginnings of Romanticism to the present. Prerequisite: ENGL 102 English Composition II.

ENGL 203 Shakespeare
3 Credits

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 205 Irish-American Literature I
3 Credits

This course introduces the student to the rich and abundant store of literature written during the 19th century by Americans of Irish descent. The course, which consists of readings of fiction, poetry, and drama, involves a study of Irish-American writers as they respond enthusiastically to the challenging adventure of the United States. Prerequisite: ENGL 102 English Composition II.

ENGL 206 Irish-American Literature II
3 Credits

This course introduces the student to the rich store of literature written by Americans of Irish descent in the 20th century. This course, which consists of readings of fiction, drama, and poetry, involves a study of the works of Irish-American writers as they respond to the challenging adventure of the United States. Prerequisite: ENGL 102 English Composition II.

ENGL 211 Masterpieces of World Literature I
3 Credits

This course begins with a study of selected masterpieces from Hebrew, Greek, and Roman writers. Continues with a study of selected continental and British writers up to and including the Middle Ages. Emphasis is on comprehension and appreciation of human values in literature. Prerequisite: ENGL 102 English Composition II.

ENGL 212 Masterpieces of World Literature II
3 Credits

This course provides study of selected masterpieces from the Renaissance to the 20th century. Traces literary and philosophical influences in selected European writers as they are revealed in varied forms. Emphasis is on comprehension and appreciation of human values in literature. Prerequisite: ENGL 102 English Composition II.

ENGL 213 American Literature to 1860
3 Credits

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. Prerequisite: ENGL 102 English Composition II.

ENGL 214 American Literature since 1860
3 Credits

This course examines the major contributors to American literature, culture, and ideals from the Civil War to the present. Prerequisite: ENGL 102 English Composition II.

ENGL 215 African-American Literature I
3 Credits

This course examines the works of African-American writers and performers from the periods of colonization and slavery through the Harlem Renaissance. Works will be studied in political, historical, and cultural contexts with particular focus on contributions and challenges to Euro-American culture and to simultaneous developments internationally among peoples of African descent. Prerequisite: ENGL 102 English Composition II.

ENGL 216 African-American Literature II
3 Credits

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 1960's. Works will be studied in political, historical, and cultural contexts, with a particular focus on contributions and challenges to Anglo-American culture and to simultaneous developments internationally among peoples of African descent. Prerequisite: ENGL 102 English Composition II.

ENGL 217 Dramatic Literature I
3 Credits

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. Prerequisite: ENGL 102 English Composition II.

ENGL 218 Dramatic Literature II
3 Credits

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. Prerequisite: ENGL 102 English Composition II.

ENGL 251 Honors Seminar: Ethics
3 Credits

This course develops the skills of critical thinking in ethical issues of contemporary life. Using a multi-disciplinary base, students will learn to think clearly, logically, critically, and effectively. Methods will 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 Director.

ENGL 400 Special Study in English
1-4 Credits

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.

ENGLISH AS A SECOND LANGUAGE

ENSL 101 College ESL I
3 Credits

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.

ENSL 102 College ESL II
3 Credits

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 or departmental approval.

ENSL 111 Reading for ESL Students
3 Credits

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).

ENSL 112 Conversation and Pronunciation in ESL
3 Credits

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.

ENVIRONMENTAL TECHNOLOGY

ENVT 101 Drinking Water Distribution
3 Credits

This course is a 39.5-hour state-approved course offered in partnership with the Massachusetts Water Works Association. The course introduces the concepts of drinking water distribution operations and addresses information and critical thought processes involved in an understanding of the successful operation and maintenance of these systems. Topics include piping, pumps, hydraulics, valves, motors, meters, backflow, system security installation, safety, and testing. This course is a prerequisite for taking the drinking water licensing exam(s) for water distribution grades D2, D3, or D4 and is a required component for eligibility as an operator-in-training or a fully-licensed operator. Prerequisites: C- or higher in MATH 001/010 Prep Math I/Fundamentals of Math; waiver by placement testing results; or departmental approval.

ENVT 102 Water Quality Lab
1 Credit

This course introduces students to common field and laboratory methods used to monitor the quality of surface water, groundwater, and wastewater. Students study current methods used to process wastewater and treat drinking water and understand how the two are connected. Lab exercises include hands-on experience in wastewater and drinking water sampling, laboratory analyses, data analysis, and quality assurance. Students are introduced to more advanced procedures by visiting various types of wastewater and drinking water facilities. Two laboratory hours per week. Co/Prerequisite: MATH 002/101 Prep for College Math II/Intro Algebra or higher.

ENVT 103 Wastewater Treatment I
3 Credits

This course introduces students to the basic information necessary for the operation of wastewater treatment plants, focusing on wastewater sources, characteristics, and treatment methods. Topics include Massachusetts regulations, operator responsibilities, wastewater treatment procedures, sludge, pumps, electricity, and laboratory skills. The course introduces the math, critical thinking, and problem-solving skills necessary for work in this field. Students gain an understanding of the nature of the job environment by touring local wastewater facilities. The course prepares students to take the Massachusetts Wastewater Grade 1, 2, and 3 certification exams. Co/Prerequisite: MATH 002/101 Prep for College Math II/Intro Algebra or higher.

ENVT 104 Drinking Water Treatment
3 Credits

This course introduces the general concepts of drinking water treatment operations. Students study the proper chemical applications, regulations, laboratory analysis, safety, and electrical/mechanical equipment involved in water treatment. Students are introduced to topics covering hydrology, the hydrologic cycle, potable water sources and use, treatment technologies, and principles of administration. Prerequisite: C- or higher in MATH 001/010 Prep College Math I/ Fundamentals of Math; waiver by placement testing results; or departmental approval.

ENVT 105 Wastewater Treatment II
3 Credits

This course provides students with a more advanced understanding of the operation and maintenance of wastewater treatment plants. Topics include relevant Massachusetts regulations, management of a wastewater facility, the chemistry and microbiology of activated sludge, laboratory management, and procedures for solids handling and effluent disposal. Students advance their skills in math and quantitative analysis, critical thinking, and problem solving. This course prepares students to take the Massachusetts Wastewater Grade 4, 5, and 6 certification exams. Prerequisite: ENVT 103 Wastewater Treatment I. Co/Prerequisite: MATH 003/112 Prep for College Math III/Intermediate Algebra or higher.

FILM

FILM 122 Film and Society
3 Credits

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: Preparing for College Reading II (ENGL092) and Introductory Writing (ENGL099) and Fundamentals of Mathematics (MATH010), or waiver by placement testing results, or Departmental Approval.

FILM 201 Black Images in Film
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing.

FILM 311 Film Analysis
3 Credits

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. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

FIRE SCIENCE

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 fire works, 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 131 Statistics or higher (excluding MATH 141 and 142 Technical Math I & II) 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
1-4 Credits

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 201 Human Geography
3 Credits

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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 001/010 Prep for College Math I/Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

GOVERNMENT

GOVT 105 American National Government
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing, waiver by placement testing results, or departmental approval.

GOVT 301 State and Local Government
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing, waiver by placement testing results, or departmental approval.

GOVT 305 Comparative Politics
3 Credits

This course focuses on the diversity of political systems around the world and is designed to enhance students' understanding of the relationship between a country's political institutions, identities, and interests. Special attention is given to competing forms of democracy, historical context, and current events. Discussion includes political diversity, economic development, and geographic and moral aspects of governance. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

GOVT 400 Special Study in Government
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the government and history department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

HEATING, VENTILATION, AND AIR CONDITIONING

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/Prerequistes: ENGL 101 English Composition I and MATH 002/101 Prep Math I/Introductory Algebra; waiver by placement testing results; or departmental approval.

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. Prerequisite: HVAC 111 Basic Electricity and Control Theory or departmental approval.

HVAC 116 Heating and Cooling Load Calculations
3 Credits

This course utilizes the most current theories and principles in thermodynamic heat transfer in buildings as required to calculate their heat loss and gain. This analysis and the calculations are the first vital steps to the design of all heating, ventilating, and air conditioning systems. This course includes the selection of design conditions, heat transfer coefficients, and ventilation requirements used to calculate the design loads for residential, commercial, and industrial HVAC systems. Co/Prerequisite: MATH 101 Introductory Algebra or higher; waiver by placement testing results; or permission of instructor.

HVAC 121 Drafting for HVAC Technicians
3 Credits

This course includes components by which the student generates several types of drawings used in the HVAC industry by employing multiple drawing techniques. The types of drawings generated include pipe and duct layouts, mechanical room plans, equipment layouts, schematics, flow diagrams, schedules, and electrical diagrams. Drawing techniques used include sketching and instrument drafting. Two lecture and two laboratory hours per week.

HVAC 201 Refrigeration Principles and Application
4 Credits

This course is a concentrated study of the fundamentals of mechanical refrigeration systems, its components, and cycles used in cooling and heat pump applications. Utilizing thermodynamic principles, the students explore methods of heat transfer, nature and effect of heat energy in refrigeration, the physical characteristics of the common refrigerants, and refrigerant piping design. In the laboratory, through demonstration and experimentation, students validate these principles. Students are exposed to instrumentation and procedures utilized for testing and evaluating purposes. Three lecture and two laboratory hours per week. Prerequisites: HVAC 111 Basic Electricity and Control Theory and MATH 002/101 Prep Math II/Introductory Algebra; waiver by placement testing results; or departmental approval. Co/Prerequisite: any physics course or permission of instructor.

HVAC 204 HVAC Principles
4 Credits

This course examines the properties of air and water as applied to heat transfer in HVAC systems. The concepts of fluid flow as applied to water and air systems are covered. This includes the interpretation of air conditioning processes on the psychometric chart, pumps, blowers, piping, duct systems, volume control, and system performance. Laboratory experience includes piping and duct systems layout. Trainers are utilized by the student in measurements of system performance. Three lecture and two laboratory hours per week. Co/Prerequisites: MATH 101 Introductory Algebra and any physics course; waiver by placement testing results; or permission of instructor. Prerequisite: HVAC 111 Basic Electricity and Control Theory or departmental approval.

HVAC 206 Hydronics and Piping Design
4 Credits

This course covers the study of concepts for hot water, steam heating, and chilled water systems, including pumps, fluid flow, piping, valves, boilers, air venting, and condensate handling. Weekly labs provide related practical experiences including the layout of basic one- and two-pipe systems, calculation of pressure drops through the system, and proper pipe-sizing methods. Trainers are used by the student in measurement of fluid flow, supply, and return temperatures and the performance of hot water systems. Projects include the design of residential and commercial piping systems, developing specifications, and equipment selection. Prerequisites: MATH 101 Introductory Algebra or higher, HVAC 114 Heat Principles, HVAC 116 Heating and Cooling Load Calculations, and ENGT 107 Computer-Aided Drafting. Co/Prerequisite: PHYS 132 Concepts of Technical Physics I or higher.

HVAC 207 Psychrometrics and Duct System Design
4 Credits

This course examines the properties of air and the interpretation of the properties of air and air conditioning processes on the psychrometric chart. Requirements for good air distribution, outlet performance, volume control, noise limitations, selection, and location of air outlets are studied. Discussions of centrifugal fans and fan laws as well as air balancing and system commissioning are part of this course. Design of ducted systems, ventilation and exhaust requirements, and equipment selection are also covered. Prerequisites: MATH 101 Introductory Algebra or higher, PHYS 132 Concepts of Technical Physics I or higher, HVAC 116 Heating and Cooling Load Calculations, and ENGT 107 Computer-Aided Drafting.

HVAC 211 Cost Estimating
3 Credits

This course is designed to acquaint students with the installation practices, pricing, and sales concepts used within the heating, ventilating, and air conditioning industry. Discussed are codes and standards and their effect upon the cost of construction. Students take a basic installation and price the job, breaking down all of the component parts. Students are exposed to cost- and volume-profit relationships and the use of cost data in decision making. Customer needs and work habits are discussed to develop the understanding and the skills needed in professional sales. Skills necessary to interpret blueprints are developed. Students are required to complete many assignments utilizing computer applications. Prerequisites: HVAC 114 Heat Principles and Application, HVAC 201 Refrigeration Principles and Application, HVAC 206 Hydronics and Piping Design, and CTIM 101 Beginning Windows or CTIM 104 Intermediate Windows; or permission of instructor.

HVAC 213 HVAC Equipment Controls
4 Credits

This course is a detailed study of circuitry found in HVAC equipment. Topics include controlling factors, system control components, and heating and cooling equipment control circuitry. Utilizing theories learned, students develop equipment control circuitry. In the laboratory, students investigate the application and troubleshooting techniques of these circuits. Three lecture and two laboratory hours per week. Prerequisite: HVAC 111 Basic Electricity and Control Theory or permission of instructor.

HVAC 223 HVAC Service Procedures
3 Credits

This course introduces students to the basic service, troubleshooting, repair, and start-up procedures found within the HVAC industry. Areas covered include refrigeration, electrical, and heating and cooling systems components. Emphasis is placed on the diagnosis of operational failure and the appropriate corrective action required. Refrigerant leak detection, recovery, and recycling procedures are covered in detail. Six laboratory hours per week. Prerequisites: HVAC 114 Heat Principles and Application, HVAC 201 Refrigeration Principles and Application, and HVAC 213 HVAC Equipment Controls; or permission of instructor.

HVAC 224 HVAC Systems Control
4 Credits

This course explores the principles of electric, electronic, and pneumatic systems control. An examination of current practices regarding application and design of commercial systems is studied. Discussions include energy savings through computer application in building automation systems. In the laboratory, students investigate the principles, application, and troubleshooting techniques of these circuits. Students also develop computer-generated control drawings. Three lecture and two laboratory hours per week. Prerequisites: HVAC 111 Basic Electricity and Control Theory, HVAC 206 Hydronics and Piping Design, and ENGT 107 Computer-Aided Drafting; or permission of instructor.

HISTORY

HIST 101 History of Western Civilization I
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 102 History of Western Civilization II
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 103 United States History I
3 Credits

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 Civil War. This course emphasizes reading, writing, and critical thinking. Please note: HIST 103 and 104 may be taken in either order. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 104 United States History II
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 107 The Origins of Civilization
3 Credits

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. Prerequisite: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 108 World History I
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 109 World History II
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 111 History of Massachusetts
3 Credits

The history of Massachusetts from its earliest settlements to the present is the focus of this course. Topics include the Commonwealth's role in the struggle for independence and in the formation of a Federal Union, leadership in the abolitionist movement, the impact of industry and immigration in the late nineteenth century, and an overview of contemporary issues and problems. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 121 The American Presidency
3 Credits

The development of the office of the President from the tenure of George Washington to the present serves as the focus of this course. A major emphasis is placed on the period from the presidency of Franklin D. Roosevelt through the current presidency. Among topics to be considered are the way domestic problems (such as the economy) and international involvement have changed the Presidency and the emergence of new relationships between and among the President, the Congress, and the Courts. Prerequisites: ENGL 092 Preparing for College II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 131 The United States since 1945
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 133 The Civil War
3 Credits

This course explores the state of affairs existing in the United States leading to the American Civil War. It focuses on the political, cultural, social, economic, military, leadership, and other issues that played a part in starting and conducting the Civil War, and address the causes of the war, how our nation addressed the struggle and the conflict's aftermath. This course also emphasizes the operational contributions and the leadership styles of the key military leaders, along with the evolution of command and control, the experiences of the soldiers, and the civilian reaction to the war. Analysis of selected battles of the war will be addressed as examples of the strategies and tactics involved. This course emphasizes reading, writing, and critical thinking. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 251 American Labor History
3 Credits

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: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 400 Special Study in History
1-4 Credits

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: departmental approval.

HUMAN SERVICES

HSRV 101 Introduction to Social Welfare
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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

HSRV 102 Interviewing 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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

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. Prerequisite: ENGL 091 Preparing for College Reading I, waiver by placement testing results, or departmental approval.

HSRV 105 Human 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 Interviewing 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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

HSRV 121 Death and Dying
3 Credits

This course introduces students to various theoretical models for understanding the dying/grieving/loss process. An in-depth exploration of the grieving process helps students begin to develop the knowledge, skills, and attitudes needed to work effectively with dying persons, their families, and others who are experiencing significant losses. Students survey the types of agencies, services, programs, benefits, and worker roles that relate to serving dying and grieving clients and their significant others. Particular emphasis is placed on information related to persons with AIDS or cancer-related diagnoses. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

HSRV 122 Introduction to Family Theory and Treatment
3 Credits

This introductory course provides students with an overview of family theory and treatment, knowledge of the family as a system, knowledge of functional and dysfunctional family patterns, and knowledge of roles and games played in families. Students learn to differentiate between functional and dysfunctional family systems on a beginning level. Particular emphasis is placed on understanding dysfunctional dynamics and roles (including codependency) in families in which there is substance abuse. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

HSRV 123 Introduction to Addiction Studies
3 Credits

This course provides a rigorous examination of substance abuse and abusers and of theories of addiction and methods of substance abuse treatment. Students are expected to develop and defend their theoretical perspectives on addiction. This course offers an overview of problems generated by substance abuse (including research and discussion concerning AIDS); an overview of the pharmacology of alcohol and drugs and the medical aspects of substance abuse (including symptomology); and an in-depth examination of worker roles, types of service delivery systems, and their programs, methods, and philosophies. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

HSRV 133 Child Welfare
3 Credits

This course provides an overview of the primary laws, policies, programs, benefits, and services within child welfare. Topics include historical overview, current trends, worker roles and interventions, foster care and adoption, child abuse and neglect, and the impact of domestic violence and addictions on children and families. Students assess their own values and reactions to at-risk children and families and to the child welfare system and explore possibilities for working within child welfare. Reading, writing, speaking, computer skills, and critical thinking are emphasized in this course.

HSRV 141 Community-Based Services
3 Credits

This course is designed to provide students with a basic understanding of the fundamental knowledge and skills needed for working effectively with people with developmental disabilities. The course has two components: students work with developmentally-challenged individuals in Department of Developmental Services sites and attend a weekly on-campus seminar. The Community Support Skill Standards (national standards for Human Service workers) are extensively reviewed, and students are expected to develop a beginning level of skill in four of them. Students keep journals and time logs to report on and enhance their performance and learning at their work sites. Regular reading and writing assignments are included as part of the seminar. Learning methods include guest lectures, videos, group discussions, and small-group simulations. This course is limited to Urban Youth Program students selected for participation by Road to Responsibility. Work-site placements are determined by representatives from Road to Responsibility in conjunction with the Massasoit coordinator.

HSRV 201 Addiction and Society
3 Credits

This course uses a psychosocial approach to examine addiction and explore its causes and impact on individuals and groups in American society. Emphasis is placed on understanding prevailing attitudes about addiction, exploring varied definitions and types of addiction, and examining the impact of addiction on business, family systems, the judicial system, and society as a whole. The concepts of prevention and treatment are explored and a variety of prevention and treatment methodologies are reviewed. Addictive behaviors such as alcoholism, drug abuse, workaholism, eating disorders, runner's high, and gambling are explored. Additionally, domestic violence, especially as it relates to addiction and substance abuse, are examined. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

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 are 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 the American with Disabilities Act (ADT), 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. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

HSRV 302 Introduction to Gerontology
3 Credits

This course introduces the student to the basic physiological, psychological, and sociological (primary focus) factors in human aging. Major emphasis is placed on normal successful aging patterns and the myths that have contributed to prejudice against the elderly. Sociological dimensions include adult socialization, relations to others, social policy, and social programs. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

HSRV 400 Special Study in Human Services
1-4 Credits

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 Welfare, HSRV 102 Interviewing Techniques, and HSRV 103 Introduction to 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 Welfare, HSRV 102 Interviewing Techniques, and HSRV 103 Introduction to Group Dynamics; or departmental approval.

INTERDISCIPLINARY

INTR 102 Liberal Arts Seminar
3 Credits

Liberal Arts Seminar is an interdisciplinary seminar taught by a team of two professors from different disciplines, assisted by several guest lecturers. Students will explore developments in science, technology, art, and society that impact modern culture. Students will be required to participate in research and classroom presentations. Prerequisite: ENGL 102 English Composition II

INTR 210 Brockton as Text Honors
3 Credits

The course examines issues contributing to the history and development of the City of Brockton from many disciplines using a variety of perspectives. Coursework incorporates many perspectives, including historical background, economic development and decline, political influences, and the immigrant contributions and cultural experiences. The field work emphasizes inquiry, discovery, critical thinking, and discussion methods to encourage experiential participation in local agencies committed to positive future growth. The course provides a stimulating and challenging field experience, requiring a significant investment of time in civic engagement activities. Please note: students must earn a B+ or higher in this course to count toward the Honors Program requirements. Prerequisites: ENGL 102 English Composition II with a grade of A or A-, completion of at least 20 college-level credits, and permission of the Honors Program coordinator.

JOURNALISM

JOUR 120 Journalism Basics for the Digital Age
3 Credits

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 121 Practical Journalism in the Digital Age
3 Credits

Students will put principles and skills learned in JOUR 120 Journalism Basics for the Digital Age to practical use as writers and editors for the Massasoit Student Voice online newspaper. Their duties will include establishing policy and best practices as well as generating material for the digital newspaper, and reflecting upon the effects and consequences to the community of what they choose to publish. Note: some typing required. Prerequisite: C- or higher in JOUR 120 Journalism Basics for the Digital Age, or permission of instructor.

JOUR 400 Special Study in Journalism
1-4 Credits

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 001 Preparation for College Math I
3 Credits

This is the first semester in a series of computer-based learning courses designed to provide the fundamental concepts of arithmetic and algebra and examine some applications of these concepts, i.e., word problems. Students are required to complete a minimum of five modules but are encouraged to complete as many of the 15 modules as possible. Students who begin at module 12 or higher are required to finish through module 15. The modules cover whole numbers, signed numbers, fractions, decimals, ratios and proportions, percentages, descriptive statistics, algebraic expressions, linear equations and inequalities, graphing lines and inequalities, systems of equations, exponents, polynomials, factoring, rational expressions, quadratic equations, and related applications. Credits earned in this course cannot be applied toward graduation. Prerequisite: placement testing is required.

MATH 002 Preparation for College Math II
3 Credits

This is a continuation of MATH 001 Preparation for College Math I for students who need to complete additional modules. This is a computer-based learning course designed to provide the fundamental concepts of arithmetic and algebra and examine some applications of these concepts, i.e., word problems. Students are required to complete a minimum of five modules but are encouraged to complete as many of the 15 modules as possible. Students who begin at module 12 or higher are required to finish through module 15. The modules cover whole numbers, signed numbers, fractions, decimals, ratios and proportions, percentages, descriptive statistics, algebraic expressions, linear equations and inequalities, graphing lines and inequalities, systems of equations, exponents, polynomials. factoring, rational expressions, radical expressions, quadratic equations, and related applications. Credits earned in this course cannot be applied towards graduation. Prerequisite: C- or higher in MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Math; waiver by placement testing results; or departmental approval.

MATH 003 Preparation for College Math III
3 Credits

This is a continuation of MATH 002 Preparation for College Math II for students who need to complete additional modules. This is a computer-based learning course designed to provide the fundamental concepts of arithmetic and algebra and examine some applications of these concepts, i.e. word problems. Students are required to complete a minimum of five modules but are encouraged to complete as many of the 15 modules as possible. Students who begin at module 12 or higher are required to finish through module 15. The modules cover whole numbers, signed numbers, fractions, decimals, ratios and proportions, percentages, descriptive statistics, algebraic expressions, linear equations and inequalities, graphing lines and inequalities, systems of equations, exponents, polynomials, factoring, rational expressions, quadratic equations, and related applications. Credits earned in this course cannot be applied toward graduation. Prerequisite: C- or higher in MATH 002 Preparation for College Math II or MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.

MATH 010 Fundamentals of Mathematics
3 Credits

The aim of this course is to provide for the person with slight mathematical background an opportunity to acquire an understanding and appreciation of the basic structure of elementary operations on whole numbers, fractions, and decimals. In addition, percent, measurement, ratio and proportion, signed numbers, simple linear equations, and exponential notation are covered. Problem solving is integrated throughout the course. Note: Credits earned in this course cannot be applied toward graduation. Students must earn a grade of C- or higher to take MATH 101 Introductory Algebra. Prerequisite: Placement testing is required.

MATH 060 Mathematical Literacy for College Students
3 Credits

This course is designed to introduce fundamental concepts of algebra to students who will be taking a non-College-Algebra-track math course such as MATH 131 Introduction to Statistics or MATH 121/122 Topics in Mathematics I/II. Topics include numeracy, basic data analysis, proportional reasoning, an introduction to algebraic expressions and algebraic reasoning, and linear functions. Topics are presented in an applied manner to develop mathematical literacy skills. This course is not designed for students who intend to take College Algebra. Note: credits earned in this course cannot be applied toward graduation. Prerequisite: C- or higher in MATH 001/010 Preparation for College Math I/Fundamentals of Mathematics and ENGL 092 Preparing for College Reading II; waiver by placement testing results; or departmental approval.

MATH 101 Introductory Algebra
3 Credits

This course is designed to provide the fundamental concepts of algebra and examine some simple applications of these concepts, i.e., word problems. Topics include signed numbers, algebraic expressions, linear equations and inequalities in one variable, the Cartesian coordinate system, linear equations and inequalities in two variables, systems of equations, and descriptive statistics (e.g., mean, median, mode, and reading graphs). Note: Credits earned in this course cannot be applied toward graduation. Prerequisite: C- or higher in MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

MATH 112 Intermediate Algebra
3 Credits

This course is a continuation of MATH 101 Introductory Algebra. Topics include properties of exponents, polynomials, factoring, rational expressions, radicals and rational exponents, and quadratic equations. Note: Credits earned in this course cannot be applied toward graduation. Prerequisite: C- or higher in MATH 002 Preparation for College Math II or MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.

MATH 115 Contemporary Mathematics
3 Credits

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, percents, the mathematics of finance, and mathematical modeling of contemporary problems. Additional topics are tailored to meet the needs of students in specific programs. Prerequisite: MATH 002 Preparation for College Math II, MATH 101 Introductory Algebra, or MATH 060 Mathematical Literacy; waiver by placement testing results; or departmental approval.

MATH 116 Math Experiences for Early Childhood Education
3 Credits

This course presents methods and materials of instruction for the caregivers and teachers of preschool children so they can provide mathematical experiences confidently and knowledgeably. The content focuses on the influences of Piaget, Bruner, Gagne, and the psycho-educational aspects of how children learn (especially mathematics) and progress through the stages of development put forth by Piaget. Students receive instruction in the areas of cognitive development most closely associated with mathematics, i.e., classification, one-to-one correspondence, seriation, and counting, and have the opportunity to observe and participate in model lessons and experiences. Prerequisite: MATH 002 Preparation for College Math II, MATH 101 Introductory Algebra, or MATH 060 Mathematical Literacy; waiver by placement testing results; or departmental approval.

MATH 118 Culinary Mathematics
3 Credits

This course is intended for students in the Culinary Arts program. It focuses on mathematics procedures that are frequently used in professional kitchens and bakeshops. Topics include units of measure and unit conversions, recipe scaling, yield percent, purchasing and portioning, recipe costing, and kitchen ratios. Prerequisite: CULA 140 Culinary Concepts and MATH 002/101 Prep College Math II/ Introductory Algebra or MATH 060 Mathematical Literacy; waiver by placement testing results; or departmental approval.

MATH 121 Topics in Mathematics I
3 Credits

This course is provided for students who wish to know what mathematics is about but who do not wish to be mathematicians. Topics are elementary logic, set theory, probability, and statistics. Prerequisite: D- or higher in MATH 003 Preparation for College Math III, MATH 060 Mathematical Literacy, or MATH 112 Intermediate Algebra; a score of 72 or higher on mathematics placement testing results; or departmental approval.

MATH 122 Topics in Mathematics II
3 Credits

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: 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: D- or higher in MATH 003 Preparation for College Math III, MATH 060 Mathematical Literarcy, or MATH 112 Intermediate Algebra; a score of 72 or higher on mathematics placement testing results; or departmental approval.

MATH 127 Mathematics for Elementary Teachers I
3 Credits

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: D- or higher in MATH 003 Preparation for College Math III or MATH 112 Intermediate Algebra; waiver by placement testing results; or departmental approval.

MATH 128 Mathematics for Elementary Teachers II
3 Credits

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: D- or higher in MATH 003 Preparation for College Math III or MATH 112 Intermediate Algebra; waiver by placement testing results; or departmental approval.

MATH 131 Introduction to Statistics
3 Credits

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. Prerequisite: D- or higher in MATH 003 Preparation for College Math III, MATH 060 Mathematical Literacy, or MATH 112 Intermediate Algebra or a score of 72 or higher on mathematics placement testing results; and ENGL 092 Preparing for College Reading II; or departmental approval.

MATH 141 Technical Mathematics I
3 Credits

This course provides the mathematics skills necessary for success in the technology programs. A review of introductory and intermediate algebra concepts and the geometry of area and volume are included. Other topics include algebraic operations with units, the arithmetic of approximate numbers, interpolation, systems of three or more linear equations, determinants and Cramer's Rule, variation, and trigonometry of the right triangle. Applications drawn from various technical areas are stressed. The hand-held calculator is used throughout. Prerequisite: C- or higher in MATH 002 Preparation for College Math II or MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.

MATH 142 Technical Mathematics II
3 Credits

This course is a continuation of MATH 141 Technical Mathematics I. Topics include extensive use of trigonometric relationships, radian measure, vectors, Laws of Sines and Cosines, complex numbers and exponential and logarithmic relationships. Prerequisite: C- or higher in MATH 141 Technical Mathematics I; waiver by placement testing results; or departmental approval.

MATH 203 College Algebra
3 Credits

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: C- or higher in MATH 003 Preparation for College Math III or MATH 112 Intermediate Algebra; waiver by placement testing results; or department approval.

MATH 217 Precalculus
4 Credits

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 MATH 203 in College Algebra; waiver by placement testing results; or departmental approval.

MATH 221 Calculus I
4 Credits

This standard Calculus I course is a 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

This course is a continuation of MATH 221 Calculus I. This is a 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

This course is a continuation of MATH 222 Calculus II. Topics include conic sections, polar coordinates, parametric equations, two- and three-dimensional vectors, differential calculus of several variables, multiple integration, 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

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
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Department of Mathematics. Limited to two courses per student. Prerequisite: Approval of the Department Chair and Division Dean.

MEDIA

MDIA 111 Introduction to Mass Communication
3 Credits

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. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

MDIA 112 Television Studio Production
3 Credits

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. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

MDIA 113 Radio Production: Theory and Practice
3 Credits

This course covers the planning, writing, producing, directing, and performance of radio programs. The theory of sound production is also explored. The student produces commercials, newscasts, and drama presentations as well as participates in the business side of broadcasting by developing promotions and programming schedules.

MDIA 116 Digital Video Editing
3 Credits

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 122 Introduction to Multimedia Production
3 Credits

This course introduces students to the various tools and systems necessary to produce electronic media, with an emphasis on integration of multimedia formats on the internet, including website development, media production, multimedia integration, electronic hardware, and multimedia delivery systems. It is a hands-on course which has the students primarily involved in developing actual multimedia production skills.

MDIA 123 Digital Music Production
3 Credits

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
3 Credits

This course is designed to build upon the skills learned in MDIA 113 Radio Production. This course is an advanced examination of creating, writing, and producing audio materials for radio programming, podcast, and Webcast. It includes an in-depth analysis of the medium, including commercials, news, features, documentaries, and special programming. It also considers audio production as it relates to other media fields. 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 or permission of instructor.

MDIA 400 Special Study in Media
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Media 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

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 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. Lecture: 2 hours, Laboratory: 2 hours.

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 & 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. Lecture: 1 hour, Laboratory: 2 hours. 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.

MEDA 231 Introduction to Health Insurance Billing and Coding
3 Credits

This one-semester course enables medical coding students, through lecture and computer laboratory, to acquire necessary knowledge of the health insurance industry. Health insurance programs, including Health Maintenance Organizations, Medicare, Medicaid, PPOs and private insurance companies are discussed. Students are introduced to medical coding and its application to health insurance billing and reimbursement. Third-party terminology are discussed. Students learn to complete insurance claim forms both manually and electronically through the use of medical coding software in order to receive prompt and accurate reimbursement. Follow-up to claim submission and rejections from insurance carriers is discussed. Two lecture and two laboratory hours per week.

MEDA 232 Anatomy and Terminology for Medical Coding
2 Credits

This one-semester course is designed to enable medical coding students to learn the physical structures of the human body and the function and pathology of the major body systems. The students learn medical terminology emphasizing the meaning of medical terms and their parts: word roots, prefixes and suffixes. Medical terminology abbreviations as utilized for medical coding are taught.

MEDA 233 Introduction to Medical Records and Health Information Management
2 Credits

This one-semester course is designed to educate students in health information and medical records management. The purpose and management of medical records is discussed. Regulations, ethics and standards of documentation is taught. Students learn the basic guidelines of the Health Insurance Portability & Accountability Act and the importance of compliance as it applies to Medical Coding.

MEDA 234 Advanced Medical Coding
3 Credits

This one-semester course provides medical coding students advanced education in Medical ICD and CPT coding through lecture and computer laboratory. This course includes interpretation of medical and surgical procedures retrieved from medical records. Students learn to appropriately code information for medical and surgical procedures, diseases of the various body systems, pregnancy, childbirth, injuries and burns. Students learn to accurately code using coding manuals, textbook, and medical coding software. Two lecture and two laboratory hours per week. Prerequisite: MEDA 231 Introduction to Health Insurance Billing and Coding or permission of instructor.

MEDA 301 Principles and Methods of Phlebotomy
3 Credits

This course presents the history of phlebotomy giving an overview of blood collection equipment and techniques, preparing the student for a clinical training experience at a hospital or private laboratory. Lecture topics include an introduction to the health care setting, anatomy and physiology of body systems, blood collection supplies and procedures, safety, and quality assurance. A brief introduction to an EKG is given. The laboratory component includes venipuncture and microcollection demonstration and practice. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Students must be accepted into the Certificate in Phlebotomy Program, meeting all requirements.

MEDA 302 Phlebotomy Techniques
1 Credit

This course provides students with basic instruction in venipuncture and microcollection procedures. Special collection techniques such as blood cultures, bleeding times, and winged infusion procedures are included. Laboratory sessions include demonstration and practice in all venipuncture and skin puncture techniques. Two laboratory hours per week.

MEDA 401 Phlebotomy Clinical Practicum
2 Credits

Students are placed in a hospital or private laboratory for training in all procedures of blood collection. Students are trained in the areas of venipuncture, skin puncture, and special procedures such as bleeding time test and blood culture techniques. Students observe arterial puncture techniques and specimen processing. Prerequisite: C or higher in MEDA 301 Principles and Methods of Phlebotomy.

MODERN LANGUAGE - ARABIC

MLAR 101 Beginning Arabic I
3 Credits

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.

MLAR 102 Beginning Arabic II
3 Credits

This course is a continuation of MLAR 101 Beginning Arabic 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 Arabic passages, and write basic Arabic sentences and dialogues. Various aspects of Arab cultures are explored. The Modern Language Department recommends this course to students with one to two years of previous study in Arabic at the high school level or one semester at the college level. Prerequisite: MLAR 101 Beginning Arabic I or departmental approval.

MODERN LANGUAGE - CAPE VERDEAN CREOLE

MLCV 101 Beginning Cape Verdean Creole I
3 Credits

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 102 Beginning Cape Verdean Creole II
3 Credits

This course is a continuation of MLCV 101 Beginning Cape Verdean Creole 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 Cape Verdean passages, and write basic Cape Verdean sentences and dialogues. Various aspects of Cape Verdean cultures are explored. The Modern Language Department recommends this course to students with one to two years of previous study in Cape Verdean at the high school level or one semester at the college level. Prerequisite: MLCV 101 Beginning Cape Verdean I or departmental approval.

MLCV 400 Special Study in Cape Verdean Creole
1-4 Credits

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 101 Beginning French I
3 Credits

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

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 Language 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 201 Intermediate French I
3 Credits

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 Language Department recommends this course to students with two to three years of previous study of French at the high school level or two semesters at the college level. Prerequisite: MLFR 102 Beginning French II or departmental approval.

MLFR 202 Intermediate French II
3 Credits

This course is a continuation of MLFR 201 Intermediate French I. The Modern Language Department recommends this course to students with three to four years of previous study of French at the high school level or three semesters at the college level. Prerequisite: MLFR 201 Intermediate French I or departmental approval.

MLFR 400 Special Study in French
1-4 Credits

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 101 Beginning Portuguese I
3 Credits

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

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 Language 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 201 Intermediate Portuguese I
3 Credits

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 Language Department recommends this course to students with two to three years of previous study of Portuguese at the high school level or two semesters at the college level. Prerequisite: MLPO 102 Beginning Portuguese II or departmental approval.

MLPO 400 Special Study in Portuguese
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Modern Language Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

MODERN LANGUAGE - SIGN LANGUAGE

MLSL 101 Beginning American Sign Language I
3 Credits

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 Sign Language at the high school level.

MLSL 102 Beginning American Sign Language II
3 Credits

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 Language 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 Sign Language I or departmental approval.

MLSL 400 Special Study in Sign Language
1-4 Credits

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 101 Beginning Spanish I
3 Credits

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

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 Language 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

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 Language 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 202 Intermediate Spanish II
3 Credits

This course is a continuation of MLSP 201 Intermediate Spanish I. Grammar and syntax are reviewed, with a greater emphasis on oral work. Students engage in class discussions and conversation, as well as reading and writing assignments. The Modern Language Department recommends this course to students with three to four years of previous study of Spanish at the high school level or three semesters at the college level. Prerequisite: MLSP 201 Intermediate Spanish I or departmental approval.

MLSP 400 Special Study in Spanish
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Modern Language Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

MUSIC

MUSC 101 History and Development of Music
3 Credits

This course offers greater understanding and enjoyment of music. A wide range of music is presented with emphasis on musical style and historical background evident in the works of the great composers. Study includes compositions from the Renaissance to the present. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

MUSC 131 Music Theory I
3 Credits

This course presents fundamental music theory through an introduction to reading music, scales, intervals, chords, and basic harmonic progressions. Harmonic analysis is integrated with written exercises.

MUSC 151 Vocal Performance
3 Credits

This course concentrates on the theatrical singer and singers of choral music who wish to develop solo technique. Through intense preparation of solo repertoire as well as scene study, the student approaches singing with the depth and intensity essential to success in the music and theater field. Areas of study include breathing, vocal technique, and audition technique. An accompanist is provided.

MUSC 205 Introduction to Piano
3 Credits

This beginning course in piano instruction offers students an opportunity to learn the basics of the piano and music theory, including rhythm, harmony, structure, building chords and reading lead sheets. Students experience playing in an ensemble, learn how different instruments fit in with the whole ensemble, and learn how orchestration works.

MUSC 207 Elementary Guitar
3 Credits

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 220 The African-American Experience through Music
3 Credits

This course explores the various musical traditions of African Americans, with a specific focus on the United States. It examines the impact of African, European, and Native American traditions on African-American music as well as the role of music as an expression of African-American aesthetics, traditions, and life. The course considers historical and contemporary forms of African-American musics, with selected video presentations of musical styles. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing.

MUSC 400 Special Study in Music
1-4 Credits

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 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 grade of C+ (78%) is required. Pre/Corequisites: Anatomy and Physiology I (BIOL201) and General Psychology (PSYC101).

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 lifecycle. 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 grade of C+ (78%) is required. Prerequisites: Nursing I (NURS 101), Anatomy and Physiology I (BIOL 201) and General Psychology (PSYC101). Pre/Co requisite: Anatomy and Physiology II (BIOL202).

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 grade of C+ (78%) is required. Prerequisites: Nursing I (NURS101), Anatomy and Physiology I (BIOL201) and General Psychology (PSYC101). Pre/Corequisite: Anatomy and Physiology II (BIOL202).

NURS 212 Nursing I-E
6 Credits

This course is designed as the foundation for nursing practice, stressing critical thinking and the nursing process. Emphasis is on health, hygienic practices, and the necessary adaptations during illness. The content includes the study of interpersonal relations, safety, basic pharmacology, asepsis, and psychomotor skills and concepts necessary for therapeutic interventions. Evidence-based practice is introduced. This course has a lecture, lab and clinical component. A minimum passing grade of C+ (78%) is required. Pre/Co-requisites: Anatomy & Physiologic I (BIOL201); General Psychology (PSYC101).

NURS 213 Nursing II-E
5 Credits

This course is designed to introduce the role of the nurse in meeting health needs of the growing family. The focus is the maternity cycle, care of the neonate, and the familyâ€™s expanding role. Cultural diversity and developmental needs are explored. Emphasis is placed on critical thinking skills, therapeutic interventions, and the application of the nursing process to support optimal wellness. The content includes nursing theory, related pharmacology, nutrition, family teaching, and evidence-based practice. This course has a lecture, lab and clinical component. A minimum passing grade of C+ (78%) is required. Prerequisites: Anatomy & Physiology I (BIOL201); Nursing I-E (NURS212); General Psychology (PSYC101). Pre/Co-requisite: Anatomy & Physiology II (BIOL202).

NURS 214 Nursing III-E
5 Credits

This course is designed to focus on the application of critical thinking to the nursing process when caring for patients whose basic needs are threatened by common health problems. Integration of previous learning is expected. Nursing constructs as they apply to acutely ill patients are introduced. The content includes nursing theory, pathophysiology, pharmacology, evidence-based practice, and the social sciences. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ (78%) is required. Prerequisites: Anatomy & Physiology I (BIOL201); General Psychology (PSYC101); Nursing I-E (NURS212). Pre/Co-requisite: Anatomy & Physiology II (BIOL202).

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+ (78%) is required. Prerequisites: Anatomy & Physiology II (BIOL202), Nursing II (NURS203), Nursing III (NURS204). Pre/Corequisites: Human Growth & Development (PSYC205) and Microbiology (BIOL231).

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 grade of C+ (78%) is required. Prerequisite: Nursing IV (NURS301).

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 grade of C+ (78%) is required. Prerequisite: Nursing IV (NURS301). Co-requisite: Nursing V (NUR302).

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 ate 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+ (78%) is required. Prerequisite: Anatomy & Physiology II (BIOL202); Nursing II-E (NURS213) and Nursing III-E (NURS214) 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: Human Growth and Development (PSYC205).

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+ (78%) is required. Prerequisite: Nursing A (NURS304).

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+ (78%) is required. Prerequisite: Nursing B (NURS305). Pre/Co-requisite: Microbiology (BIOL231).

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+ (78%) is required. Co-requisite: Nursing C (NURS306).

PHILOSOPHY

PHIL 101 Introduction to Philosophy
3 Credits

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. Prerequisites: ENGL 101 English Composition I and ENGL 092 Preparing for College Reading II; waiver by placement testing results; or permission of instructor.

PHIL 102 Introduction to Logic
3 Credits

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

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

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 092 Prep for College Reading II and ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor.

PHIL 400 Special Study in Philosophy
1-4 Credits

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.

PHYSICAL EDUCATION

PHED 112 Personal Fitness
1 Credit

This is an exercise and activity course that emphasizes personal fitness. Techniques and theories on how to maintain physical fitness are covered. Active participation by the student is expected throughout the course.

PHED 118 Volleyball
1 Credit

This course covers the game's fundamental skills, techniques, rules, and strategies. Rules, interpretation, and match play strategies are also discussed.

PHED 122 Weight Lifting
1 Credit

Weight-lifting techniques and programs are stressed. Also, the theories on weight lifting are covered, and actual programs are worked on during the course.

PHED 128 Aerobics
1 Credit

This course is designed to teach students the principles and benefits of cardiovascular fitness through participation in aerobic exercise. Students gain endurance and strength by participating in a regular exercise program.

PHED 140 Yoga
1 Credit

This course is designed to help students find their mind-body-spirit connection and reduce their stress levels. Through the practice of traditional yoga postures, breathing exercises, and guided meditation, students will gain strength, flexibility, peace of mind, and a basic understanding of yoga philosophies.

PHED 203 Principles of Coaching
3 Credits

This course concentrates on the principles and techniques of coaching children and young adults in competitive athletics. The course focuses on the philosophy and psychology of coaching, as well as coaching, organizational, and evaluative techniques.

PHED 204 History and Philosophy of Sports and Physical Education
3 Credits

This course introduces students to the historical and philosophical study of sport and physical education. It traces the evolution of physical education and sport in ancient society, Europe, and the United States. Special emphasis is placed on understanding the philosophies of past and present leaders in sport and physical education.

PHED 205 Lifeguard Training
3 Credits

This course includes the skills and knowledge needed to prevent and respond to aquatic emergencies. Requirements and responsibilities of lifeguarding, rescue techniques, facilities operation, CPR, and First Aid, as well as the comprehension of the physiology of drowning are emphasized. Upon successful completion of the course, students are eligible to take the American Red Cross exams in Lifeguard, Community First Aid, and CPR for the Professional Rescuer to become certified as lifeguards. Students must be competent swimmers and able to pass a water pre-test given at the beginning of the course consisting of a continuous swim, treading water, and retrieving a submerged object.

PHED 400 Special Study in Physical Education
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Physical Education and Athletics Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

PHYSICS

PHYS 112 Science of Music Laboratory
1 Credit

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, PHYS113 The Science of Music. Laboratory: 2 hours. Pre/Corequisite: Science of Music (PHYS 113).

PHYS113 The Science of Music
1-4 Credits

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, PHYS112 The Science of Music Laboratory. Prerequisites: Preparing for College Reading II (ENGL092) and Introductory Algebra (MATH101) or higher or Permission of Instructor.

PHYS 114 Survey of Astronomy
3 Credits

This is a one semester, introductory astronomy course which is designed to acquaint students with a basic understanding and appreciation of our universe, but with emphasis on the Solar System and the nature of the celestial bodies inhabiting it and the mechanics of their orbits. Emphasis is placed upon understanding scientific concepts as opposed to rote memorization. Topics included in the course are the nature and scale of the universe, observing the night sky from Earth, seasonal changes in the night sky and the Sun's place on the celestial sphere, the celestial coordinate system, highlights from the historical development of astronomy, the force of gravity and the motion of planets and other celestial bodies, origin of the Solar System, the Earth and the Moon, the planets of the Solar System, and the Sun. Students are expected to do some observing on their own and to become familiar with the night sky with the help of star charts which the instructor will provide to them. Prerequisite: Intermediate Algebra (MATH112), or waiver by placement testing results, or Permission of Instructor

PHYS 120 Science of Fire Behavior and Combustion
3 Credits

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 and MATH 101 Introductory Algebra or higher; or waiver by placement testing results.

PHYS 131 Survey of Physics
3 Credits

This course is designed for non-science transfer students. It is a survey of the central ideas of physics and their applications to everyday situations. Emphasis is on qualitative understanding of concepts and theories. Weekly laboratory experiments demonstrate and reinforce the class topics. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Introductory Algebra (MATH 101) or higher or waiver by placement testing results. (Survey of Chemistry [CHEM 131] is not a prerequisite.)

PHYS 132 Concepts of Technical Physics I
3 Credits

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 Survey of Physics (PHYS 131) in the Architectural Technology, Diesel Technology, and HVAC programs and options. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Introductory Algebra (MATH 101) or higher or Departmental Approval.

PHYS 133 Concepts of Technical Physics II
3 Credits

This course is a continuation of Concepts of Technical Physics I (PHYS 132). 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. Lecture: 2 Hours, Laboratory: 2 Hours. Prerequisite: Concepts of Technical Physics I (PHYS 132) or Departmental Approval.

PHYS 151 College Physics I
4 Credits

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. Lecture: 3 hours Laboratory: 2 hours Prerequisite: Intermediate Algebra (MATH112) or higher or waiver by placement testing results or departmental approval

PHYS 152 College Physics II
4 Credits

This is a continuation of College Physics I (PHYS151). 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. Lecture: 3 hours Laboratory: 2 hours Prerequisite: College Physics I (PHYS151) or departmental approval.

PHYS 161 General Physics I
4 Credits

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. Lecture: 3 hours Laboratory: 2 hours Pre/Corequisite: Calculus I (MATH221) or waiver by placement testing results or departmental approval.

PHYS 162 General Physics II
4 Credits

A continuation of General Physics I (PHYS161), 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. Lecture: 3 hours Laboratory: 2 hours Prerequisite: General Physics I (PHYS161) or departmental approval.

PHYS 401 Special Study in Physics
1-4 Credits

This course involves independent work on a selected topic under the direction of the faculty of the Physics Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

PSYCHOLOGY

PSYC 101 General Psychology
3 Credits

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: Preparing for College Reading II (ENGL092) and Introductory Writing (ENGL099) and Fundamentals of Mathematics (MATH010), or waiver by placement testing results, or Departmental Approval.

PSYC 201 Abnormal Psychology
3 Credits

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

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. Prerequisites: PSYC 101 (General Psychology) or Departmental Approval.

PSYC 203 Adolescent Psychology
3 Credits

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 Human Growth and Development
3 Credits

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. Prerequisites: PSYC 101 General Psychology or departmental approval.

PSYC 206 Psychology of Learning
3 Credits

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 208 Psychology of Personality
3 Credits
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 210 Applied Psychology: Theory and Practice
3 Credits
This course is an overview of the basic skills designed to enhance human interaction. It covers mental health and substance abuse issues and treatment modalities in contemporary American culture drawing from current theories and practice. Topics include depression, trauma, schizophrenia, co-occurring disorders, addictions, and a brief overview of violence. Students will develop effective listening, responding and assessment skills, and de-escalation techniques. There is a civic engagement component to this course; therefore, students will undergo a criminal record inventory (CORI) for their experiential learning in the community. Note: this course is not a replacement for HSRV 102 Interviewing Techniques. Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 220 Statistics for Psychology and Social Sciences
4 Credits
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: PSYC 101 General Psychology and MATH 002/101 Prep College Math II/Introductory Algebra; or departmental approval.

PSYC 301 Social Psychology
3 Credits
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 400 Special Study in Psychology
1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Social Science Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

RADIOLOGIC TECHNOLOGY

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 & 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 & 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 121 Radiographic 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/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 Radiologic Technology I. Co-requisite: RADT 112 RADT Anatomy/ Positioning Lab II.

RADT 121 Clinical Experience I
4 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: two days per week in the fall and eight days during the January intersession. Approximately 15 hours plus winter intersession--64 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: acceptance to the Radiologic Technology program. Co-requisite: RADT 101 Introduction to Clinical Practice.

RADT 126 Clinical Experience II A and B
7 Credits

This course provides a continuation of practical skills application. 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. In addition, a 10-week summer clinical experience will provide an opportunity for the student to integrate the didactic and practical aspects of the program and to fully implement all of the skills learned in preparation for the second year of the Radiologic Technology program. Clinical: two days per week in the spring for a total of 14 hours per week. The summer clinical will be for a total of 315 hours over a 10-week interval to coincide with the academic summer calendar of the college. Rotation to a second clinical site is scheduled at the end of IIA. 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 121 RADT Clinical Experience I. Co-requisite: RADT 102 Image Production & Evaluation.

RADT 127 Clinical Experience III
5 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. Second year, semester one: three days per week in the fall, eight days during the January intersession. Clinical: approximately 22 hours, plus 64 hours winter intersession. 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 126 Clinical Experience II A and B. Co-requisite: RADT 105 Medical Imaging.

RADT 128 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: approximately 22 hours, three days 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 127 RADT Clinical Experience III. Co-requisite: RADT 106 Radiologic Technology IV.

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 Radiologic Technology II. Co-requisite: RADT 113 Radiographic 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 121 RADT Clinical Experience I and RADT 111 RADT Anatomy/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 121 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/Positioning Lecture I. Co-requisite: RADT 126 RADT Clinical Experience II A & B.

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 127 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 128 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 305 MRI Clinical Experience I
1 Credit

This course provides MRI Certificate students with the opportunity to apply skills in a clinical setting. Clinical experience is gained at affiliated MRI facilities approximately four hours per week. Students are introduced to the operation of the MRI department and gain experience in patient screen and safety, coil selection, patient positioning, protocol selection, and filming. Competency evaluations are given in these areas.

RADT 312 Introduction to Magnetic Resonance Imaging
2 Credits

This course introduces students to the basics of magnetic resonance imaging and the various techniques associated with MRI, along with all necessary safety guidelines required to work in the MRI environment or department. Topics covered include the basic principles of MRI, understanding acquisition protocols and how to acquire them, and imaging components and their necessity. Emphasis is placed on patient concerns and anxiety-related issues, understanding the magnetic environment, and safety.

RADT 313 Multi-Planar Sectional Anatomy
2 Credits

This course is an introduction to the fundamental concepts of body structure in cross-sectional imaging. Using a regional approach, the student is provided with the means to identify anatomical structures in cross-section, utilizing standard (axial, coronal, and sagittal) and customized imaging planes with models, photographs, drawings, and computer-generated medical images.

RADT 321 Introduction to Computerized Tomography
1 Credit

This course introduces students to the basic principles and the various techniques associated with computerized tomography. Topics covered include the historical development of computerized tomography, preparation of the examination room, patient assessment, and education concerning the procedures, patient positioning, protocol selection, image display, filming and archiving, and contrast media.

RADT 323 CT Cross-Sectional Anatomy
3 Credits

This course introduces the fundamental concepts of body structure in cross-sectional imaging. Using a regional approach, the student is provided with the means to identify anatomical structures in cross-section, utilizing standard (axial, coronal, and sagittal) and customized imaging planes with models, photographs, drawings, and computer-generated medical images.

RADT 325 CT Clinical Experience I
1 Credit

This course provides students in the Computerized Tomography Certificate program with the opportunity to apply skills in a clinical setting. Clinical experience is gained at affiliated hospitals. Students are introduced to the operation of the computerized tomography department and are instructed in patient screening and safety, contrast administration, patient positioning, protocol selection, and filming for anatomical examinations. First semester: four hours per week.

RADT 326 CT Clinical Experience II
1 Credit

This course provides a continuation of practical skills application for students in the Computerized Tomography Certificate program. Clinical experience is further developed at affiliated computerized tomography facilities. Students refine technical proficiency in patient preparation and safety, coil selection, patient positioning, protocol selection and filming. Competency evaluations are given in these areas. Second semester: four hours per week.

RADT 327 Computerized Tomography
2 Credits

This course continues to explore the methods of computerized tomography image production, including the study of computerized tomography equipment and techniques. Topics covered include image acquisition and reconstruction, image quality as it pertains to resolution, noise properties in computerized tomography, linearity, image artifacts, and image quality control. Measuring patient dose from computerized tomography scanners, advanced computerized tomography techniques, imaging moving organs, ultrafast CT scanning, and the dynamic spatial reconstructor will also be introduced.

RADT 328 CT Pathology
2 Credits

This course is designed to expose the student in the Computerized Tomography Certificate program to the common pathological findings on computerized tomography examinations. This program is designed to equip the student with the basic knowledge required to select proper choices for scan protocols based on patient history and physical condition. Lectures will consist of slide and film presentations under the guidance of expert guest lecturers.

RELIGION

RELG 101 Introduction to World Religions
3 Credits

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. Prerequisites: Preparing for College Reading II (ENGL092), Introductory Writing (ENGL099), and Fundamentals of Mathematics (MATH010), or waiver by placement testing results, or Departmental Approval.

RELG 400 Special Study in Religion
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Religion Department faculty. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

RESPIRATORY CARE

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 hour laboratory 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
1-4 Credits

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 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: ENGL 092 Preparing for College Reading I, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; or waiver by placement testing results.

SECU 205 Private Security Law and Procedure
3 Credits

This course explores the legal issues related to the private security industry and ways to prevent loss from litigation. Torts, contracts, search and seizure, and the law of arrest will be discussed. The effects of domestic terrorism post-September 11, 2001 and the USA Patriot Act upon the role of private security will be explored. The advent of transnational corporations and the expanding role of private security as a result will be discussed. Prerequisite: CJUS 101 Introduction to Criminal Justice or SECU 101/CJUS 211 Introduction to Private Security.

SOCIOLOGY

SOCI 104 Principles of Sociology
3 Credits

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. Prerequisites: Preparing for College Reading II (ENGL092) and Introductory Writing (ENGL099) and Fundamentals of Mathematics (MATH010), or waiver by placement testing results, or Departmental Approval.

SOCI 202 Social Problems
3 Credits

This course provides an overview of contemporary American social problems and the application of sociological concepts, methods, and principles to address these problems. Analysis is given to areas such as urbanization, race relations, and poverty. Prerequisite: SOCI 104 Principles of Sociology or departmental approval.

SOCI 203 Criminology
3 Credits

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. Prerequisite: Principles of Sociology (SOCI 104) or Departmental Approval.

SOCI 204 Sociology of Deviance
3 Credits

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. Prerequisite: SOCI 104 Principles of Sociology or departmental approval.

SOCI 208 Family and Community
3 Credits

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. Prerequisites: Preparing for College Reading II (ENGL 092) and Introductory Writing (ENGL 099) and Fundamentals of Mathematics (MATH 010), waiver by placement testing results, of Departmental Approval.

SOCI 232 Sociology of Race and Ethnicity
3 Credits

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. Prerequisite: SOCI 104 Principles of Sociology or departmental approval.

SOCI 331 Victimology
3 Credits

This course is designed to enhance students' understanding of crime theory through specific examination of crime victims. Special attention will be given to the rediscovery of the crime victim, the role of the victim, victim precipitation, and the concept of a victim-centered justice system. Discussion will include historical and current responses by the criminal justice system in light of victimization theories and the key sociological forces associated with victimization. Prerequisite: SOCI 203 Criminology.

SOCI 400 Special Study in Sociology
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Social Science Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

SPEECH

SPCH 105 Speech Communication
3 Credits

This course covers small-group and interpersonal communication, using a variety of exercises. Formal consideration is given to the planning, organization, and delivery of speeches. Students also analyze persuasive and informative techniques as they experience subject, speaker, and audience.

SPCH 107 Oral Interpretation
3 Credits

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. Co/Prerequisite: ENGL 092 Preparing for College Reading II.

SPCH 121 Argumentation and Debate
3 Credits

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 tp 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
1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Communicative Arts Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

TELECOMMUNICATIONS

TCOM 101 Data I
3 Credits

This course examines the evolution of data communications and the technical aspects of data communications equipment and facilities. Topics in programming, databases, networking, and web servers are introduced. Students will understand the components of modern systems and the scope of knowledge needed to become an IT professional. Two lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Math; waiver by placement testing results; or departmental approval.

TCOM 102 Data II
3 Credits

This course introduces the process and skills necessary to effectively problem solve in relation to writing programs. Students are able to use and combine control flow constructs to design useful programs and become familiar with Local Area Network systems management, connectivity of wires, and cables. Two lecture and two laboratory hours per week. Prerequisite: TCOM 101 Data I or departmental approval.

TCOM 110 Telecommunications I
4 Credits

This course examines the network analysis tool, Wireshark. In addition, students focus on reviewing both the normal and abnormal communication patterns of the TCP/IP suite and most common applications, including DHCP, DNS, FTP, Telnet, HTTP, POP, and SMTP. A hands-on approach is taken with team projects fpcusing on problem solving. Lectures and interactive learning demonstrations are employed. Three lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Math; waiver by placement testing results; or departmental approval.

TCOM 120 Telecommunications II
4 Credits

This course covers the basics of Voice over Internet Protocol (VoIP) systems, and the organization, architecture, setup, hardware, and software aspects of networked video delivery systems. Topics include an overview of TCP/IP networks with a focus on VoIP; Quality of Service (QoS); VoIP system components; VoIP protocols, architecture, and codecs. Students are introduced to video delivery systems with topics in video transport, compression, packet transport, multicasting, content ownership and security, transport security, IPTV-IP video to the home, video file transfer, VPNs, and home-office video links. A hands-on approach is taken, with team projects. Three lecture and two laboratory hours per week. Prerequisite: TCOM 110 Telecommunications I or departmental approval.

TCOM 129 IT Essentials
3 Credits

This course covers the fundamentals of computer hardware and software as well as advanced concepts. Topics include internal components of a computer, assembling a computer system, installing an operating system, troubleshooting using system tools and diagnostic software, connecting to the Internet, and sharing resources in a network environment. Additional topics include laptops and portable devices, wireless connectivity and basic implementation skills, Voice over Internet Protocol (VoIP), security, safety and environmental issues, applied network configuration and troubleshooting, and communication skills. This course prepares students to take the CompTIA A+ certification exams. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

TCOM 130 Introduction to Networking
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 LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Three lecture and two laboratory hours per week and additional online course time of seven hours each week to total 35 online hours.

TCOM 131 Routing and Switching
3 Credits

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Two lecture and two laboratory hours per week and additional required online course time of five hours each week to total 25 online hours. Prerequisite: TCOM 130 Introduction to Networking.

TCOM 132 Scaling Networks
3 Credits

This course describes the architecture, components, and operations of routers and switches in large and complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. Prerequisite: TCOM 131 Routing and Switching.

TCOM 133 Connecting Networks
3 Credits

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network. Two lecture and two laboratory hours per week and additional required online course time of five hours each week to total 25 online hours. Prerequisite: TCOM 132 Scaling Networks.

TCOM 201 Data III
3 Credits

This theory and shop course is an introduction to Local Area Networks (LANs). Topics covered are Linux and UNIX. Students set up and operate standard tools and learn how they operate together by installing a fully functional Internet server while understanding its structure. Security issues of operation systems are taught throughout the course. Two lecture and two laboratory hours per week. Prerequisite: TCOM 102 Data II or departmental approval.

TCOM 210 Data IV
3 Credits

Students learn basic LAN tenets and media, network and local exchange carrier, TCP/IP, NT networking, and telecommunication standards. Topics include IT security awareness, data confidentiality, and securing data. This course introduces risk management, security policies, along with common threats and countermeasures. The course also presents best practices in access control and password policies. Two lecture and two laboratory hours per week. Prerequisite: TCOM 201 Data III or departmental approval.

TCOM 220 Telecommunications III
4 Credits

This is an introduction to the process of choosing, installing, configuring, and maintaining Microsoft Windows client and server systems. Topics include user management, file systems, network domains and domain management, mailers, and printing. Students get practice in writing scripts for performing maintenance tasks. Also, students learn how to these tasks fit into the more general system administration process. A hands-on approach is taken, with team projects. Three lecture and two laboratory hours per week. Prerequisite: TCOM 120 Telecommunications II or departmental approval.

TCOM 240 Telecommunications IV
4 Credits

This course presents a survey of current and emerging technologies in telecommunications. Lectures, interactive learning, demonstrations, and hands-on work are employed. Three lecture and two laboratory hours per week. Prerequisite: TCOM 220 Telecommunications III or departmental approval.

THEATER

THET 101 Introduction to the Theatre
3 Credits

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. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

THET 102 Voice Improvement
3 Credits

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 200 Introduction to Acting
3 Credits

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 201 Acting Techniques I
3 Credits

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 204 Movement for Acting or permission of instructor.

THET 204 Movement for Acting
3 Credits

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 221 Creative Drama
3 Credits

This course is recommended to anyone interested in education and designed especially for those who want to work with students pre-K through 12. The course reviews the theory and practice of using the medium of drama in education. Various aspects of dramatic expression are examined, including spontaneous dramatic play and such teacher-guided activities for children and adolescents as creative dramatics, sociodramatic play, improvisation, and story dramatization. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; or waiver by placement testing results.

THET 400 Special Study in Theatre
1-4 Credits

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.

THET 402 Performance and Production
3 Credits

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. Co/prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing, or waiver by placement testing results.

THET 431 Stagecraft I
3 Credits

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.

TRAVEL GEOGRAPHY

TRGE 101 Destination Geography I
3 Credits

This course examines the major characteristics of geographical locations in North, Central, and South America, and the Caribbean. Topics include weather, topography, culture, political structures, and economic situations. This course is usually offered in the fall.

TRGE 102 Destination Geography II
3 Credits

This course examines the major characteristics of geographical locations in Western and Eastern Europe, Asia, Africa, and Australia. Topics include weather, topography, culture, political structures, and economic situations. This course is usually offered in the spring.

VETERINARY TECHNOLOGY

VTSC 101 Introduction to Veterinary Technology
2 Credits

This course is an introduction to the field and occupation of veterinary technology. Topics include the role of the veterinary technician, species and breed identification, an overview of physical exams, animal husbandry, and legal and ethical issues relevant to the profession. This course also includes a discussion on shelter, wildlife and specialty medicine, euthanasia, and veterinary medical terminology. Co/Prerequisites: MATH 203 College Algebra or higher and ENGL 101 English Composition I.

VTSC 201 Veterinary Management
3 Credits

This course covers all aspects of veterinary office management skills. The course exposes the student to legal and safety issues of veterinary medicine, communication styles, client education, marketing, inventory management, and professional development. Prerequisite: C- or higher in both VTSC 101 Introduction to Veterinary Technology and ENGL 101 English Composition I. Co/Prerequisite: C- or higher in ENGL 102 English Composition II.

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 two laboratory hours per week. Prerequisite: C- or higher in both VTSC 101 Introduction to Veterinary Technology and BIOL 205 Vertebrate A&P I.

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 two laboratory hours per week. Prerequisites: C- or higher in the following courses: BIOL 205 Vertebrate A&P I, BIOL 206 Vertebrate A&P II, VTSC 211 Veterinary Clinical Methods I, ENGL 101 English Composition I, and ENGL 102 English Composition II.

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 coordinator approval required. Prerequisite: successful completion of all Veterinary Technology courses through semester three of the program with a minimum of C- or higher. Co/Prerequisite: 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, along with completion of VTSC 221 Internship I with a C- or higher. Co/Prerequisite: 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. Prerequisites: C- or higher in the following courses: VTSC 211 Veterinary Clinical Methods I, BIOL 205 Vertebrate A&P I, and BIOL 206 Vertebrate A&P II.

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 calculations; legal and ethical considerations; and client communication. Prerequisites: C- or higher in the following courses: VTSC 211 Veterinary Clinical Methods I, BIOL 121 Biological Principles I, BIOL 205 Vertebrate A&P I, BIOL 206 Vertebrate A&P II, CHEM 151 General Chemistry I, and MATH 203 College Algebra or higher.

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. Co/Prerequisite: BIOL 205 Vertebrate A&P 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. Prerequisites: C- or higher in BIOL 121 Biological Principles I, BIOL 205 Vertebrate A&P I, and VTSC 232 Veterinary Microbiology. Co/Prerequisite: VTSC 211 Clinical Methods I and BIOL 206 Vertebrate A&P II.

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: VTSC 211 Clinical Methods I, BIOL 205 Vertebrate A&P I, and BIOL 206 Vertebrate A&P II. Co/Prerequisite: VTSC 212 Veterinary Clinical Methods II.

VTSC 236 Research Animal Management
3 Credits

This course focuses on animals commonly used in a laboratory setting. Emphasis is placed on biology, diseases, and care of various rodents and rabbits. 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. Laboratory sessions are conducted off campus. Two lecture and two laboratory hours per week. Prerequisites: C- or higher in the following courses: VTSC 211 Clinical Methods I, VTSC 212 Clinical Methods II, BIOL 205 Vertebrate A&P I, and BIOL 206 Vertebrate A&P 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: VTSC 211 Veterinary Clinical Methods I, BIOL 121 Biological Principles I, BIOL 205 Vertebrate A&P I, and BIOL 206 Vertebrate A&P II.

VTSC 240 Veterinary Anesthesia and 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 two 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.

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Walkins, Robert
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