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 2019-2020 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 & Title IX Coordinator, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 219, ydennis@massasoit.mass.edu, or the Associate Dean of Students & Deputy Title IX Coordinator, Joseph DiMaria, 508-588-9100, x1417, Brockton Campus, Student Center, Room 208A, jdimaria@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.

BROCKTON CAMPUS  CANTON CAMPUS  MIDDLEBOROUGH CENTER
1 Massasoit Boulevard  900 Randolph Street  49 Union Street
Brockton, MA 02302 Canton, MA 02021 Middleborough, MA 02346

508-588-9100
www.massasoit.edu

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

Students,

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

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

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

Gena Glickman, Ph.D.
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. Asial 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 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 a performance series throughout the year that encompasses contemporary and classical music, dance, and theater, including a season of plays and musicals produced by the college-sponsored community theater, the Massasoit Theatre Company. For more information, call 508-588-9100, x1982 or visit www.massasoit.edu/buckley.

CANTON CAMPUS
The Canton Campus includes smart classrooms, new state-of-the-art veterinary technology and engineering lab space, computer labs, emergent technologies classrooms, allied health classrooms, and ceramic and sculpture studios.

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 that are free and open to the public. The exhibit is located in the Administrative Wing, and is accessible during College business hours.

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

MIDDLEBOROUGH CENTER
The Middleborough Center opened in 2010. Located in the former Lincoln D. Lynch Elementary School, the Center was fully renovated and is now a modern, bright facility with brand new labs, classroom space, and equipment. The Center maintains the state-of-the-art Emergency Medical Services Educational Suite and is home to the Mobile SimLab, a modified ambulance that is used to train paramedic students.

The Middleborough location offers full degree completion in liberal arts, business, criminal justice, and childhood education, as well as a variety of prerequisite courses in all areas.

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

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

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

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

- New England Commission of Higher Education
  3 Burlington Woods Drive, Suite 100
  Burlington, MA 01803-4514
  781-425-7785
  info@neche.org

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

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 Activities (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

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

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

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

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

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.”
MASSASOIT COMMUNITY COLLEGE BOARD OF TRUSTEES

Robert W. Harnais, Esq.  
Chair

Thomas E. Carroll, Jr.  
Vice Chair

Ann Sullivan  
Secretary

Dr. Craig Andrade  
Trustee

Bonnie Blackler  
Trustee

Eshita Chakrabarti  
Trustee

Deborah C. Enos  
Trustee

Marilyn MacDonald  
Trustee

Eval Silvera  
Trustee

Cindy Mack  
Student Trustee

Gena Glickman, Ph.D.  
President

MASSACHUSETTS BOARD OF HIGHER EDUCATION

Chris Gabrieli  
Chairman

Sheila M. Harrity, Ed.D.  
Vice Chair

Alex Cortez  
Student Member

Nancy Hoffman, Ph.D.  
Vice Chair

Tom Hopcroft  
Community College Trustee Representative

Paul Mattera, J.D.  
State University Trustee Representative

James Peyser, Ex Officio

Fernando M. Reimers, Ed.D.  
University of Massachusetts Trustee Representative

Paul F. Toner, J.D.

Non-Voting Student Advisors

Nick Papa, Student Advisor

Stephanie Teixeira, Student Advisor

COLLEGE ADMINISTRATION

Deanna Yameen, Ph.D.  
Provost/Vice President, Academic & Student Affairs

William Mitchell  
Vice President of Administration & Chief Financial Officer

Melanie Haber  
Vice President of Corporate and Community Education

Margaret Gazzara Hess  
Vice President of Human Resources

Lydia Camara  
Chief of Staff

Christopher Cummings  
Chief of Police

Yolanda Dennis  
Chief Diversity Officer

Paul Grand Pré  
Chief Advancement Officer

William Morrison  
Chief Information Officer

Marc Simmons  
Academic Senate President

Slandie Dieujuste, Ph.D.  
Dean of Students

Shilo Henriques  
Dean of Enrollment Management

Mary Goodhue Lynch  
Associate Dean of Institutional Research

Virginia DePina  
Director of Marketing

James W. Lynch  
Director of Creative Services

Sarah Yunits  
Director of Communications & Public Relations

Christopher Horn  
Associate Director of Admissions

ACADEMIC DEANS

Business & Technology: Michael Roggow, Ed.D.
Emergent Technologies: Carine Sauvignon
Humanities & Communication Arts: Harriette Scott, Ed.D.
Nursing & Allied Health: Susan Clover, Interim
Public Service & Social Science: Karyn Boutin
Science & Mathematics: Douglas Brown, Ph.D.
Corporate & Community Education: Melanie Haber
## ACADEMIC CALENDAR

### FALL 2019

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<th>September</th>
<th>November</th>
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<tr>
<td>Sep 2</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Sep 3</td>
<td>Convocation</td>
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<tr>
<td>Sep 4</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>October</td>
<td>Columbus Day (no classes)</td>
</tr>
<tr>
<td>Oct 14</td>
<td>Advising period for Spring</td>
</tr>
<tr>
<td>Oct 21 - Nov 1</td>
<td>Advising Day (no day classes)</td>
</tr>
<tr>
<td>Oct 29</td>
<td></td>
</tr>
<tr>
<td>Nov 4 - Nov 8</td>
<td>Priority registration period for Spring</td>
</tr>
<tr>
<td>Nov 11 Mon</td>
<td>Veterans Day (no classes)</td>
</tr>
<tr>
<td>Nov 12 Tue</td>
<td>Spring registration open to all</td>
</tr>
<tr>
<td>Nov 27 - Nov 29</td>
<td>Thanksgiving Recess (no classes) Begins at 4:00 p.m. Wed., Nov. 27.</td>
</tr>
<tr>
<td>December</td>
<td></td>
</tr>
<tr>
<td>Dec 6</td>
<td>Last day to withdraw from Fall classes</td>
</tr>
<tr>
<td>Dec 17</td>
<td>Last day of Fall classes</td>
</tr>
<tr>
<td>Dec 18 - Dec 23</td>
<td>Final exams (day, evening, online)</td>
</tr>
<tr>
<td>Dec 25</td>
<td>Christmas Day</td>
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<td>Dec 31</td>
<td>New Year's Eve</td>
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<th>March</th>
<th>April</th>
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<tr>
<td>Mar 15 - March 22</td>
<td>Spring Break (no classes)</td>
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<tr>
<td>Mar 30 - Apr 10</td>
<td>Advising period for Fall</td>
</tr>
<tr>
<td>April</td>
<td></td>
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<tr>
<td>Apr 1</td>
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<tr>
<td>Apr 2</td>
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<td>Apr 6 - Apr 10</td>
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<td>Apr 13</td>
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<td>Apr 20</td>
<td></td>
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<tr>
<td>May</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Last day to withdraw from Spring classes</td>
</tr>
<tr>
<td>May 11</td>
<td>Last day of Spring classes</td>
</tr>
<tr>
<td>May 12 - May 18</td>
<td>Final exams (day, evening, online)</td>
</tr>
<tr>
<td>May 21</td>
<td>Convocation</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day</td>
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<td>May 29</td>
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### SUMMER 2020

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<th>July</th>
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<tr>
<td>Jun 1</td>
<td></td>
</tr>
<tr>
<td>Jun 25</td>
<td>Last day to withdraw from Summer I classes</td>
</tr>
<tr>
<td>July</td>
<td></td>
</tr>
<tr>
<td>Jul 1</td>
<td>Last day of Summer I classes</td>
</tr>
<tr>
<td>Jul 3</td>
<td>Independence Day observed</td>
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<tr>
<td>Jul 4</td>
<td>Independence Day</td>
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<tr>
<td>Jul 8</td>
<td>Summer Session II classes begin</td>
</tr>
<tr>
<td>August</td>
<td></td>
</tr>
<tr>
<td>Aug 4</td>
<td></td>
</tr>
<tr>
<td>Aug 10</td>
<td>Last day to withdraw from Summer and Summer II classes</td>
</tr>
<tr>
<td>Aug 21</td>
<td>Last day of Summer and Summer II classes</td>
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<tr>
<td></td>
<td>August conferral dates for graduates</td>
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**DEGREES & CERTIFICATES**

**Associate Degree Programs**

Architectural Technology
Biology Transfer#
Business Administration Careers - Accounting
Business Administration Careers - Hospitality Management
Business Administration Careers - Marketing
Business Administration Careers-Management
Business Administration - Transfer#
Chemistry Transfer#
Computer Information Systems - Programming
Computer Information Systems - User Support
Criminal Justice - Career
Criminal Justice - Transfer#
Computer Science Transfer#
Culinary Arts
Diesel Technology
Early Childhood Education and Administration
Early Childhood Education and Administration-Transfer#
Elementary Education#
Engineering Transfer - Chemical#
Engineering Transfer - Civil#
Engineering Transfer - Electrical#
Engineering Transfer - Mechanical#
Fire Science Technology
Human Services - Career
Human Services - Transfer#
HVAC-Building Systems Energy Management
Liberal Arts Studies
Liberal Arts Transfer#
Liberal Arts Transfer - Science#
LPN to Associate Degree Advanced Placement Nurse Education, Full-time* - deadline to apply February 1
LPN to Associate Degree Advanced Placement Nurse Education, Part-time* - deadline to apply July 1
Mathematics Transfer#
Media Arts#
Nurse Education - Full-time* - deadline to apply February 1
Nurse Education - Part-time* - deadline to apply February 1
Psychology#
Radiologic Technology* - deadline to apply February 1
Respiratory Care* - deadline to apply June 15
Social Science Transfer#
Theater Arts#
Veterinary Technology* - deadline to apply July 8
Visual Arts - Art and Graphic Design
Visual Arts - Fine Arts

**Board-approved Certificate Programs**

Dental Assistant*
Medical Assistant*
Office Technologies

**College-approved Certificate Programs**

Alternative Fuels and Emissions
Computer Repair Technician
Computerized Accounting
Corrections
Department of Developmental Services Direct Support Certificate in Human Services (DDS Employees only) ◊
Early Childhood Education ◊
EEC Lead Teacher (Qualifying Courses)
Food Production
Java Programming
Law Enforcement
Microsoft Office Specialist
Networking Specialist
Pastry
Paramedic*
Phlebotomy*
Private Security - Basic

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

Please note that some program-specific courses are only available on certain campuses.
COST OF ATTENDANCE: 2019-2020

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

Fees
General College Fee: $176 per credit
Technology Fee: $8 per credit

TOTAL COST PER CREDIT: $208 for Massachusetts residents
$414 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 $942.50 per semester
Self-Supporting Allied Health Programs: additional $123 per credit
Veterinary Technology Program: additional $1000 program-specific fee, annually

Fees are subject to change without notice.

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: $2,390/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, 2019 through August 31, 2020. 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: $208 x number of credits + course fees = total course cost
Non-resident: $414 x number of credits + course fees = total course cost

For example:
Fundamentals of Math: 3 credits
Massachusetts resident: $208 x 3 = $603
Non-resident: $407 x 3 = $1,221

* 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.

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 admission 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

- Apply online at www.massasoit.edu/admissions or 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. Students may also print out their transcripts 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 massasoit.edu/forms. For more information, see the Office of Early College Access on page 40.

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.
**SPRING SEMESTER:** November 30 for students outside the U.S., January 2 for students within U.S.

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
      - World Education Service: www.wes.org
   b. Submit a score from the Test of English as a Foreign Language (TOEFL). A minimum score of 477 on the paper-based test (PBT), 53 on the Internet TOEFL test (iBT) is required.

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:
   a. 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.
   b. Submit a score from the International English Language Testing System (IELTS). A minimum score of 4.5 is required.
   c. Submit an Official Transcript indicating successful completion of an academic program of study conducted entirely in the English language.
   d. 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 8:00 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 involving fundamental arithmetic concepts. There are three types of Arithmetic questions:

- **Operations with whole numbers and fractions:** topics include 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](http://www.ged.com), for information on HiSET please visit [www.hiset.ets.org](http://www.hiset.ets.org). For information on Massachusetts eligibility guidelines for testing, please visit [www.doe.mass.edu/hse/req.html](http://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](http://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](http://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.
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.

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 a degree or eligible 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 2018-2019 award year (July 1, 2018 to June 30, 2019), the maximum annual Pell award is $6,695.
  
  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 5.05% for the 2018-2019 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 1.062% for loans disbursed after October 1, 2018

- Federal Direct Unsubsidized Loans: The unsubsidized Federal Direct 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 5.05% for the 2018-2019 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 1.062% for loans disbursed after October 1, 2018

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 year = 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 7.6% for the 2018-2019 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 4.248% for loans disbursed after October 1, 2018
• 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/rsa/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 $12/hr. on campus and $16/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.
- 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 a 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 coursework-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 of 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 federal 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.

GENERAL INFORMATION

Accessibility
Massasoit Community College is committed to assuring individuals with disabilities have equal, effective, and meaningful access to all academic programs, community events, goods and services provided by the college (in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973). We strive to ensure both physical and technological access throughout our campuses; however, if you experience a physical or technological barrier which restricts your access to campus programs, facilities, or events, please complete the form found at www.massasoit.edu/report. Examples of access concerns include, but are not limited to, an inoperative elevator, an inaccessible document on Canvas, or a blocked access ramp.

The information you submit online at www.massasoit.edu/report will be routed to the ADA Access Committee. We will follow up in as timely a manner as the information provided permits. Please note that submitting a concern during non-business hours will mean that the information is not reviewed until the next business day. If there is an immediate risk to health or safety, please contact Campus Police at 911 from any campus phone or at 508-427-1296. Access issues may also be reported to Access and Disability Resources (508-588-9100 x1807) or ADA Coordinator Yolanda Dennis (508-588-9100 x1309).

If you are not satisfied with the response to your concern or if you want to invoke another procedure, you have three additional options:
(1) If you are a student, you may file a complaint under the Student Grievance Procedure; and/or
(2) Students and employees may file a complaint under the College’s Policy on Affirmative Action, Equal Opportunity & Diversity; and/or
(3) All persons may file an Office of Civil Rights (OCR) complaint with the U.S. Department of Education.

If you wish you report a website accessibility concern, please complete the Website Accessibility Feedback form at www.massasoit.edu/report.

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: 781-624-0000
Morton Hospital: 88 Washington Street, Taunton MA 02780 Phone: 508-828-7000

Library
The Massasoit Community College Libraries reflect the mission of the College by providing resources, comprehensive services, and a learning environment which foster the pursuit of lifelong learning of the College and surrounding communities.

Research assistance from a librarian is available in person, by phone or through instant message to all Massasoit students. To speak with someone, drop by or call ahead at 508-58-9100 x1941 (Brockton) or x2942 (Canton)

Services
Librarian provide a variety of services to the campus community, including:

• One-on-one research consultations
• Reference service in person, via phone or instant message
• Research guides customized by class and academic discipline
• Information literacy instruction for specific sources

The library also holds monthly book club 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 Community program.

Collections
The Library collection includes 30,000+ circulating books, 160,000+ ebooks, and 90+ databases to access thousands of articles.

Login using your MyMassasoit username and password to fully access these materials from off campus. Additionally, the library membership through OCLN provides access to the resources of 29 local libraries with delivery to Brockton, Canton and Middleborough. Materials held outside the consortium can be requested through our interlibrary loan service at library.massasoit.edu.

Other Resources
• Individual study carrels and group work tables
• Computer workstations with networked printing, software and internet access
• Photocopy machines and one flatbed scanner (Brockton)
• Reserve material collection, including many textbooks
• Color printing (Brockton)

Library Cards, Off Campus Access, and Borrowing
To activate your library card, bring your Massasoit Student ID to the Circulation desk. You library card provides you with access to books and materials available in the library and through OCLN, a consortia of 29 libraries on the South Shore. You may also activate your library card online at library.massasoit.edu/offcampus.

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 in advance.

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 take the 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. 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

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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.

**Reflection Room**
The Reflection Room is a place for students, faculty, and staff to go for quiet structured or unstructured reflection, meditation, or prayer. The space is located in SC 136 and has open hours Monday through Friday from 9:00 am to 5:00 pm. The Reflection Room is closed during College breaks. Groups of five or more people can reserve the space through the Student Life office by calling 508-588-9100, x1486 or by emailing acollins@massasoit.mass.edu. All users should keep in mind that use of the space requires tolerance of all faiths, spiritual beliefs, and practices. All students, faculty, and staff using the space are expected to act in a way that is consistent with applicable College Codes of Conduct and the Policy on Affirmative Action, Equal Opportunity & Diversity (PAA).

**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](http://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](http://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 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 on the first floor of the Student Center. 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.

**STUDENT CLUBS**

**BROCKTON CLUBS**

**ANCIENT ECHOES:** This program will dig and explore both scholarly and entertaining ideas from the relics of African cultures and establish such ideas as a household tradition here in our college. All are welcome.

Advisor: Edward Oluokun eoluokun@massasoit.mass.edu

**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 & Paul O’Donnell podonnel2@massasoit.mass.edu

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

Advisor: cvs@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 & Davis Mertz dmertz@massasoit.mass.edu

COMPUTER SCIENCE CLUB: The Computer Science club is an organization for students interested in the field of computer science. The club provides an opportunity for students to explore topics of interest outside the classroom, to work with other students to expand their knowledge, and to prepare themselves for further education and employment. Club activities will include guest speakers, hackathons, workshops, networking opportunities and social events.

Advisor: Janet Brown-Sederberg, x1630 jbrownseederberg@massasoit.mass.edu & Sarmad Al Aloussi, x1628 salalouss@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 & Laurel Santini creativewritingclub@massasoit.edu

CULINARY/HOSPITALITY CLUB: This club is made up of Culinary Arts majors, Hospitality Management majors as well as 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.

Advisor: Paul Weeden, x1697

EARTH CLUB: The purpose of this club is to promote sustainability within Massasoit Community College and in the local, regional, and global community. In addition, the club supports activities that enhance the enjoyment of the environment.

Advisor: Melany McFadden x1616 earthclub@massasoit.edu

GAMER'S GUILD: The purpose of this organization is to provide a friendly and safe environment to discuss and play video games. Meetings are open to all students of Massasoit Community College.

Advisor: Audrey Hunter ahunter7@massasoit.mass.edu

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

HEARTS 4 HAITI: To promote cultural awareness of Haitian Community, to provide an opportunity for Haitian students and others to come together and form bonds of friendship and mutual understanding. The club will create a bridge where students can learn about Haitian culture. Open to all students.

Advisor: Rolly Blanchette x1706 rblanchette@massasoit.mass.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 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: Joia Souza Dacaret x1404

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 this group.

Advisor: Jeff Joseph, x1416

MCC PARTICIPATORY ACTION RESEARCH (PAR): Participatory Action Research or PAR is an approach to research. Instead of looking at data or observing from outside a community, PAR researchers gather data by consulting with members from the community themselves.

Advisor: Tara Gully-Hightower TGullyHightower@massasoit.mass.edu

MEDIA AXIS 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: Mark Rocheteau x1982

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

MUSLIM STUDENT ASSOCIATION: The purpose of this club is to provide a platform through which anyone interested in Islam, Muslims, Islamic history or culture can promote coexistence, peace, and awareness. This club is open to all Massasoit Community College students.

Advisor: Jannie Gilson, x1950 jgilson1@massasoit.mass.edu

NATIVE AMERICAN CLUB: The purpose of the club is to promote a Native American cultural awareness and presence to the college, a place for Native American students to gather and discuss culture and issues. The club is open to all students who would like to learn about the Native culture.

Advisors: Lloyd King lking16@massasoit.mass.edu & Rita Jones-Hyde rjoneshyde@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

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 - Eileen Comeau, x1737

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

Advisors: Kate DiMarco, x1822 & Corrine Mason, x1056
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 3.3 cumulative average and have completed at least 12 credits in a degree program.

Advisors: Sawsan Zahara & Paul Chiano ptk@massasoit.mass.edu

POSITIVELY MASSASOIT: Positively Massasoit is a club designed to promote socialization and friendship through positive activities on campus. Students gather to play board games and/or engage in activities that will contribute to an atmosphere of positive connections on campus, i.e. create peace flags, promote Acts of Kindness, make blankets to donate to a shelter, etc. Open to all students.

Advisor: Alice Boyle aboyle7@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 & 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.

Advisors: First Year - Martha Desilva, x1787
Second Year - Denise Logan, x1736

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 on the Massasoit campus, as well as in the surrounding Brockton and Southeastern Massachusetts communities.

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

STUDENT SENATE: The campus governance body which oversees the Student Activities Program is the Student Senate. 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 (2 - one for each campus), Secretary (2 - one for each campus), and Treasurer.

Advisors: Annie Collins, x1480, sga@massasoit.edu

VETERANS AND SERVICESMEMBERS CLUB: The purpose of the Veterans Club is to provide MCC 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.

Advisor: Brian Schilling, x1063 & 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 & 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.

Advisors: Ellyn Moller, emoller@massasoit.mass.edu & 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 liaison 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.

Advisor: Tom Leahy, x2641

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

GAMING GUILD: This club is intended as a way for gamers of all backgrounds to discuss, play, and enjoy different types of games. Club members are encouraged to play roleplaying games, video games, collectible card games, board games, and any other type of game they have interest in.

Advisor: David Cox, x2378 dcox7@massasoit.mass.edu

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.

Advisor: gsa@massasoit.edu

PHI THETA KAPPA: Officially known as the International Honor Society for community and junior colleges. Students must have at least a 3.3 cumulative average and have completed a minimum 12 credits in a degree program at Massasoit.

Advisors: Sawsan Zahara & Paul Chiano ptk@massasoit.mass.edu

STUDENT SENATE: The campus governance body which oversees the student activities program is the Student Senate. 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 (2 - one for each campus), Secretary (2 - one for each campus), and Treasurer.

Advisor: Judi Smith x2118, sga@massasoit.edu

**VET TECH SOCIETY:** This club is for students currently enrolled in the Veterinary Technology program. The purpose of this club is to acquaint students with the veterinary medical profession; promote interest in the diverse field of veterinary medicine; create a sense of unity and friendship among members; encourage scholarship, service, and community awareness; and serve as a means of communication between first and second year students.

Advisor: Jean Higginson x2004 jhigginso@massasoit.mass.edu

**MIDDLEBOROUGH CLUBS**

**GAMER'S GUILD:** The purpose of this organization is to provide a friendly and safe environment to discuss and play video games. Meetings are open to all students of Massasoit Community College.

Advisor: Dorothy Cullity dcullity1@massasoit.mass.edu

**ATHLETICS**

[www.massasoitccwarriors.com](http://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 28th New England Championship in 2018 on the way to qualifying for the NJCAA Northeast District Tournament for 12th time in the last 13 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 13 seasons. In four of the last six years, Massasoit has advanced to the tournament championship, including a runner up finish in 2018. The Warriors represented Massasoit at the 1989 NJCAA National Tournament.

**MEN’S BASKETBALL**

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

**WOMEN’S BASKETBALL**

The women's basketball program made history in 2018-19, climbing to No. 1 in the NJCAA rankings for the first-time in any women's sports at Massasoit. The Warriors stayed atop the national rankings for nine consecutive weeks and finished runner up at the NJCAA Region 21 Tournament.

**BASEBALL**

The baseball program has produced a long run of successes, winning a NJCAA National Title in 1993. In addition, the Warriors have won 11 New England Championships and seven MCCAC State Titles. The Warriors qualified for the Region 21 Tournament for the 37th consecutive season in 2019.

**GOLF**

The golf program has taken off since 2015, sending six individuals to the NJCAA National Tournament. The Warriors captured the college’s first-ever Region 21 Championship during the 2018 season, and sophomore Chris McMorrow became Massasoit’s first-ever NJCAA All-Americans at the 2019 National Tournament.

**CROSS COUNTRY**

In the five-year history of the program, the Warriors have sent four individuals to the NJCAA Cross Country National Championship, including two in 2018, and offer teams for both men and women.

**VOLLEYBALL**

After a 33-year hiatus, Massasoit is bringing back its volleyball program for the 2019 season. New head coach Patricia Francis-Ryans begins the volleyball program, within Region 21 that boasts six other programs. The Warriors will compete in 12 regular season matches and two additional tournaments on the season.

**TRACK & FIELD**

The Massasoit track & field program has sent 26 student-athletes to the NJCAA National Championship since starting the program in 2014. The Warriors have been represented at each of the last six Nationals, offering teams for both men and women.

**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.
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 can 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.

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, extracurricular 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. The Office is responsible for the adjudication of potential violations of the Student Code of Conduct, the development of systems and procedures in the adjudication process, and the oversight of the CARE (Campus Assessment Response and Evaluation) Team.

Departments under the direction of the Dean of Students are:

Athletics; Advising, Career & Transfer (ACT) Center, Health Services; Unity Center; Student Life, and the Center for Basic Needs Support.

The Dean of Students office is located on the Brockton Campus, Student Center, SC208, 508-588-9100, x1402.

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.

The Unity Center
The Unity Center provides the student body with a space to explore and embrace the intersections of their identities. In addition to sponsoring a wide range of events designed to build an inclusive community, the Center’s offerings include leadership development trainings, opportunities for mentorship, and both academic and career advisement. Unity Center staff advises the International Touch Club, whose mission is to encourage self-development and to foster the pursuit of global responsibility. Membership is open to all students.

The Unity Center also oversees the Ubuntu Scholars Program, which is designed to equip, engage, and empower underserved male students at Massasoit, primarily males of color, in an effort to ensure a healthy transition to college and facilitate both academic and personal success.
The Unity Center also offers programs dedicated to the support, education, and personal growth of female students, including but not limited to programming about women’s history, women’s health and safety and workshops that address women issues.

On the Brockton Campus, the Unity Center is located in the lower level of the Student Center, SC 121. 508-588-9100, x1465.

**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.

**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.

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

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

Main Campus: One Massasoit Blvd, Brockton, Ma. 02302

Extension Campus: 900 Randolph Street, Canton, MA 02021-1372

Extension Campus: 49 Union Street, Middleborough, MA 02346-2245

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

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.

EARLY COLLEGE ACCESS

Through partnerships with area high schools, the Office of Early College Access at Massasoit Community College provides access to and preparation for higher education. We offer a variety of opportunities for students to take college classes for college credit that include the Commonwealth Dual Enrollment Program, the Massasoit Dual Enrollment Program and the Gateway to College program (eligibility requirements for each). Every course taken through an early college experience is equivalent to the same course at Massasoit Community College.

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

Commonwealth Dual Enrollment Partnership

The Commonwealth Dual Enrollment Partnership provides opportunities for Massachusetts high school students to take college-level courses at a discounted price and earn credit toward high school completion and their future college degrees. Priority is given to first-generation college students and students interested in STEM fields (science, technology, engineering, and mathematics). Students who many 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 Office of Early College Access. State funding is limited and approved on a yearly basis. Students under the age of 16 are required to meet criteria for Youth Learner Policy.

Massasoit Dual Enrollment Partnership

Massasoit Community College offers a reduced tuition rate of $50.00 per credit hour for qualified high school students whereby students can enroll in courses any time after 4:00 p.m. Monday through Friday or anytime on Saturday, Sunday or online. The college course may be used for credit at the high school ONLY with 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. Note: 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 Office of Early College Access in order to be approved for the reduced tuition. Courses with enrollments under 12 may be cancelled. Students must meet the prerequisite for the selected course.

Gateway to College

Gateway to College is a comprehensive early college high school program that enables qualified, motivated youth from partner school districts to earn a high school diploma while accruing college credits. Although all activities take place on the college campus, students are still enrolled in high school and receive a high school diploma from the district in which they live. Students earn an average of 29 college credits upon graduating from the program.

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.

For eligibility requirements or more information about early college opportunities, contact us at 508-588-9100, x1691.
DIVERSITY & 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.

The Office of Diversity and Inclusion is located in the Administration Building, Room 219. For more information, please visit www.massasoit.edu/diversity or call 508-588-9100, x1304.

DEVELOPMENT & ALUMNI RELATIONS

Massasoit Community College Foundation, Inc.
The Massasoit Community College Foundation Inc., composed of a maximum of 21 unpaid members, is a non-profit organization incorporated pursuant to the Massachusetts General Laws Chapter 180, Section 4 (a) as amended. The purpose of the Foundation is to foster and promote the growth, progress, and general welfare of the college and its students. The objective of the Foundation, in conducting fundraising events and securing gifts from donors, is to raise funds and promote scholarships to assist students in need of financial aid for books, supplies, equipment and materials as well as enhance educational purposes of the College in teaching, research, and service.

The additional goal of the Foundation is to obtain monetary gifts and in kind donations for construction of buildings and permanent improvements resulting in the establishment, implementation and promotion of a long range plan in financing to assist in the expansion, growth and improvement of the college for the benefit of its current and future students.

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

Massasoit Alumni Association
Both graduates and students who have completed 24 credit hours make up the 7000 plus members of the Alumni Association. The purpose of the Association is to invoke alumni in promoting the goals of the college, fostering friendship amongst 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 at the Brockton Campus. For more information about the Alumni Association, email alumni@massasoit.mass.edu.

Office of 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.

To advance and accomplish this mission, the Development Department assists with the Annual Gala, the Annual Golf Tournament, and the Annual Arts Festival. In addition, this department organizes and oversees the Donor Appreciation Breakfast, the Annual Appeal, the Friend’s Appeal, Employee Giving, corporate fundraising, major gifts, planned giving, matching gifts, maintenance of existing scholarships, efforts to create new scholarships and the Capital Campaign.

Office of Alumni Relations
The office of Alumni Relations encourages recent College graduates, and all Massasoit alumni, to adopt active roles in the college community and the alumni association. Alumni Relations maintains contact through college publications, the semi-annual newsletter the Associate, the Massasoit Community College website, social media, and by encouraging participation in special events throughout the school year. The Alumni Relations Office works closely to support the Office of Development and the Alumni Association in their efforts to raise funds for student scholarships and the college. The office also fosters strong relationships and partnerships with college students throughout their college experience and long after graduation.
ASSOCIATE DEGREE PROGRAMS

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 gives graduates an opportunity to continue their education at several of the fine architectural schools in Massachusetts and out of state.

Biology Transfer
Associate in Science Degree

This program is designed to prepare students for transfer to a four-year institution to pursue a bachelor’s degree in the biological sciences or related field.

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.

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.

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.

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.

Chemistry Transfer
Associate in Science Degree

This program is designed to prepare students for transfer to a four-year institution to pursue a bachelor’s degree in the chemical sciences or related field.

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
Motivations for seeking a degree in Criminal Justice are many. Many professionals seek a degree in Criminal Justice for a variety of reasons, from personal interest to career advancement opportunities in various fields such as law enforcement, corrections, probation, parole, juvenile justice, and private security.

Massasoit Community College offers a Criminal Justice Degree Program that provides students with a broad range of knowledge and skills necessary to work within the dynamic field of Criminal Justice. The program includes day, evening, and online options.

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 professionals 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.

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 professionals 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.

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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 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.

Computer Science Transfer
Associate in Arts Degree
The Computer Science Transfer program prepares students to continue their studies for a baccalaureate degree in Computer Science.

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.

Diesel Technology
Associate in Applied Science Degree
The Diesel Technology 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.

**Early Childhood Education and Administration Associate in Science Degree**

The Early Childhood 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.

**Early Childhood Education and Administration Transfer**

**Associate in Science Degree**

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

**Elementary Education Associate in Arts Degree**

The Elementary Education program is 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 Elementary Education program, students will be able to demonstrate learning in the area of educational philosophy and history; have and demonstrate skills in the Liberal Arts; be culturally responsive and effective educational pre-practitioners; and meet published requirements for entrance into state college or university elementary education programs at the junior level.

**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.

**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.
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.

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.

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.

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.

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.

HVAC - Building Systems Energy Management
Associate in Applied Science Degree

The HVAC- Building Systems Energy Management program is a registered pre-apprenticeship program under The Division of Apprentice Standards. The program combines mechanical, electrical concepts with engineering design principles for use in residential, commercial, and industrial applications. Specific emphasis is placed on hands on refrigeration and HVAC concepts, as well as (CAD) computer aided drafting design and layout used in the HVAC industry. These skills will be applied in labs and classrooms as pertaining to the ever evolving HVAC industry. Through lecture and lab procedures, the program provides students with the theoretical and practical knowledge necessary to enter this growing field. Graduating students will be awarded an Associate of Applied Science Degree in Building Systems Energy Management.

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.

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
students become proficient in broadcast vocal performance, working television studio and the Dale Dorman Radio Studio. In-studio production, and on-air experiences including a complete editing, and writing. The curriculum combines academic classwork, 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 nonlinear 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.

**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.

**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 school 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.

**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
Radiographers have the opportunity to broaden their professional care profession. With recent advances in imaging technology, radiologic technologists are integral members of the health and private contractors. Training. Radiologic technologists are employed by hospitals, clinics, and private contractors. 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.

**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 makes 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.

**Psychology**

**Associate in Arts Degree**

The Psychology program prepares students to continue their studies for a baccalaureate degree in Psychology.

**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.

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.

**Social Science Transfer**

**Associate in Arts Degree**

The Social Science Transfer program prepares students to continue their studies for a baccalaureate degree in any of the social sciences.

**Theater Arts**

**Associate in Science Degree**

The Theater Arts program gives 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.

**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.
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 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.

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.

*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, both independently 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. Qualified 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.

BOARD-APPROVED CERTIFICATE PROGRAMS

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.

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 recommendation 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, sterilizing 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.
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.

COLLEGE-APPROVED CERTIFICATE PROGRAMS

Alternative Fuels and Emissions
College-approved Certificate

The Alternative Fuels and Emissions Certificate program prepares students for careers as bus and truck mechanics and diesel engine specialists with the basic skills needed to operate, diagnose, repair, and overhaul buses and trucks, including maintaining all types of diesel engines in the transportation, construction, and agricultural industry sectors. This short-term certificate is designed to provide accessible training opportunities for individuals facing employment barriers, including unemployed, underemployed, low-income, justice-involved individuals and Veterans. The program provides an accelerated pathway to a post-secondary credential and employment in a high-demand field.

Computer Repair Technician
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.

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:

Prepare students for entry-level training positions in companies where accounting departments may be specialized or all inclusive. Examples: accounts payable, accounts receivable, inventory control, or payroll.

Prepare students who are currently employed, performing the functions of a bookkeeper, and having the desire to enhance their opportunity for growth within their present organization.

Graduates of this program can anticipate qualifying for entry-level accounting positions. The certificate prepares students for positions that provide technical assistance to 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.

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.

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.

Early Childhood 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 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.

**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.

**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.

**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.

**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.

**Microsoft Office Specialist College-approved Certificate**

The Microsoft Office Specialist 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.

**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.

**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.

**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.

**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:

- Submit documentation of high school graduation or GED completion (transcript or diploma). All foreign high school transcripts must be evaluated.
- Submit all official transcripts from other institutions attended.
- Submit one letter of reference.
- 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.
- Attend the required information session.
- 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.
- Students must carry malpractice liability insurance (arranged by the College at no cost to the student).
- Clinical placement for accepted students requires a Criminal Offender Record Information (CORI) check be completed.
- 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).

**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.
Architectural Technology

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

## Academic Map

### Entering Fall 2019

**Based on Full-time Enrollment**

### Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 107</td>
<td>Methods &amp; Materials of Construction</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 121</td>
<td>Working Drawings I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 123</td>
<td>Graphic Communication</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 107</td>
<td>Computer-Aided Drafting</td>
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</table>

**Total Credits:** 16

### Semester 2

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<td>ARCH 122</td>
<td>Working Drawings II with CAD</td>
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</tr>
<tr>
<td>ARCH 230</td>
<td>Construction Planning</td>
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</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<tr>
<td>Math I Elective</td>
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</tr>
<tr>
<td>HU ---</td>
<td>Humanities Elective</td>
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<tr>
<td>SS ---</td>
<td>Social Science Elective</td>
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**Total Credits:** 15

### Semester 3

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<td>ARCH 115</td>
<td>Site Development</td>
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<tr>
<td>ARCH 204</td>
<td>Plumbing and Heating Systems</td>
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</tr>
<tr>
<td>ARCH 207</td>
<td>Building Codes and Construction Management</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 251</td>
<td>Architectural Detail Drawings</td>
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<td>Physics I Elective</td>
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**Total Credits:** 17

### Semester 4

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<td>Lighting and Acoustics</td>
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<tr>
<td>ARCH 217</td>
<td>Applied Structural Design</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 252</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 226</td>
<td>Architecture Design</td>
<td></td>
</tr>
<tr>
<td>ARCH 401</td>
<td>Architecture Internship</td>
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</tr>
<tr>
<td>Physics II Elective</td>
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</tbody>
</table>

**Total Credits:** 17

### About 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 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
The courses for the Architectural Technology program must be taken in the semester sequence as shown in the Program Map. Architectural courses are only offered in specific semesters and have many prerequisites and co-requisites. This program requires two Math and two Physics courses. Students should note that the first Physics class needs to be taken in the first semester. Students will need a math placement score that is high enough to allow them to take a Physics course. For the Humanities requirement, it is recommended to take a History of Art, Anthropology, or Visual Arts course.

For students who intend to transfer to a bachelor’s degree program related to Architecture, Interior Design or Construction management, it is recommended to take Math and Physics courses that are 4 credit courses. This will require a higher math placement test score.

For students who intend to transfer to a bachelor’s degree program related to Architecture, please note that two year degree programs are not NAAB certified program. However, Massasoit is working on articulation agreements with local NAAB accredited architectural schools for the transfer of as many courses as possible into a NAAB program.

We highly recommend meeting with a faculty member from the Architectural Technology Program.

If students elect to take MATH 125 and PHYS 132, these courses are only offered in the fall. If students elect to take MATH 126 and PHYS 133 these courses are only offered in the spring.

Math I Elective: MATH 125 Technical Math I or higher
Math II Elective: MATH 126 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 at massasoit.edu/electives.

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.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

After Graduation/Completion

Consider internships and/or volunteer work in your major/minor field.

Keep in contact with the Architectural Technology department in order to build up an Alumni Network.

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Carine Sauvignon
emergenttech@massasoit.mass.edu
x2106

Architectural Technology
Associate in Applied Science

Program Notes

Math I Elective: MATH 125 Technical Math I or higher
Math II Elective: MATH 126 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 at massasoit.edu/electives.

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.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

BROCKTON
1 Massasoit Boulevard
Brockton, MA 02302
CANTON
900 Randolph Street
Canton, MA 02021
MIDDLEBOROUGH
49 Union Street
Middleborough, MA 02346

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-26450-14-60-A-25.
This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 121</td>
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<tr>
<td>CHEM 151</td>
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<td>MATH 203+</td>
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<td>LA - - -</td>
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<td>ENGL 101</td>
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### Semester 2
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<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 122</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 152</td>
<td>4</td>
</tr>
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<td>ENGL 102</td>
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<td>PSYC 101</td>
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### Semester 3
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<tr>
<td>CHEM 201</td>
<td>5</td>
</tr>
<tr>
<td>MATH 217+</td>
<td>4</td>
</tr>
<tr>
<td>HU - - -</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 104</td>
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### Semester 4
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<tr>
<td>MATH 221+</td>
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<td>BIOL 234</td>
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<td>CHEM 202</td>
<td>5</td>
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<td>HU - - -</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### About 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 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Milestones
You should complete Biological Principles I and General Chemistry I by the end of your second semester, and should meet with a biology advisor to review your progress and plans before registering for third semester classes.

### Route to Success
**Summer and/or Winter Session classes may be available for your program to help you finish on time.** See your advisor and/or visit the online course search for availability.

### Ready to Go
Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

**Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.**
Biology Transfer

Program Notes

You should not enroll in this program unless you are ready to take College Algebra (Math 203). If you are not prepared for College Algebra, but are interested in pursuing a degree in biology, please contact the science and math division at extension 1508 or sciencemath@massasoit.mass.edu to make an appointment with a biology advisor to help you create a plan to get ready for College Algebra.

This program is designed to prepare you for transfer to a four-year institution to pursue a bachelor's degree in the biological sciences or related field. Because different institutions may require additional coursework, you are strongly encouraged to contact the science and math division (extension 1508 or sciencemath@massasoit.mass.edu) to make an appointment with a biology advisor to discuss options.

You must complete Calculus I or higher in this program, and it is recommended that you consider completing Calculus II if possible. You should make sure to plan out your math courses so that you are ready to take Calculus I in your fourth semester.

Students wishing to use the MassTransfer STEM block should select humanities electives and not general electives.

It is strongly recommended that you consider joining the STEM Scholars program, which is a cohort program that provides support, coaching and opportunities to explore career choices and develop skills for successfully transferring to a four-year institution. Contact extension 1508 or stemstarter@massasoit.edu.

Other Electives: Students choosing a humanities, lab science, liberal arts, modern language, general, or science elective can select from the Course Elective Guide at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

<table>
<thead>
<tr>
<th>Location</th>
<th>Office Type</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Brockton</td>
<td>A240, Upper Level</td>
<td>x1949</td>
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<tr>
<td>Canton</td>
<td>Enrollment Center</td>
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<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

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<tr>
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<td>Brockton</td>
<td>A131A, Lower Level</td>
<td>x1479</td>
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Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

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<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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Academic Resource Center
massasoit.edu/arc

<table>
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<td>Canton</td>
<td>First Floor, C126</td>
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<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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Division Dean
Dr. Doug Brown
sciencemath@massasoit.edu
x1508

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu
### Academic Map
**Entering Fall 2019**
**Based on Full-time Enrollment**

#### Business Administration Careers - Accounting

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

#### Semester 1
<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
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<tr>
<td>ACCT 108</td>
<td>Computerized Business Applications</td>
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<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
<td>MATH ---</td>
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#### Semester 2
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<td>ACCT 106</td>
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</tr>
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<td>ACCT 107</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 170</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>ECON 201</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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#### Semester 3
<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ACCT 201</td>
<td>Intermediate Accounting</td>
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<tr>
<td>ACCT 211</td>
<td>Taxation</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 201</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>LA ---</td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>SC ---</td>
<td>Science Elective</td>
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#### Semester 4
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<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 112</td>
<td>Payroll Applications/Quickbooks</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 113</td>
<td>SAGE 50</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 221</td>
<td>Cost Accounting</td>
<td>3</td>
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<tr>
<td>BUSN ---</td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>LA ---</td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
</tbody>
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- ENGL 099: Introductory Writing
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- MATH 010: Fundamentals of Mathematics
- MATH 011: Introductory Algebra

### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

#### Ready to Go
Courses have no prerequisites or developmental courses.

#### Semester-specific Course Offerings
Courses are not offered all semesters.

#### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

#### Electives
For details on eligible electives, please see reverse.

Taking **15 credits/semester** or **30 credits/year** will help you stay on track to finish your degree in two years.

You’ve Arrived!
Program Notes

This program prepares students for careers in accounting, auditing, financial advising, or tax preparation.

Math Elective: MATH 152 Topics in Math I or higher

Other Electives: Students choosing a business, liberal arts, science, or general elective can select from the Course Elective Guide at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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Institute of Management Accountants: www.imanet.org

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Academic Resource Center
massasoit.edu/arc

Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

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massasoit.edu/transfer
x1461

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massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration, Grant # TC-26450-14-60-A-25.
This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
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</tr>
<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 201</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH ---</td>
<td>Math Elective</td>
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</tbody>
</table>

Total Credits: 16

### Semester 2
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<td>ACCT 106</td>
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<td>Managerial Accounting</td>
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<td>ACCT 108</td>
<td>Computerized Business Applications</td>
<td>3</td>
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<tr>
<td>BUSN 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 260</td>
<td>Organizational Behavior</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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Total Credits: 16

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<tr>
<th>Course Code</th>
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<td>ECON 201</td>
<td>Principles of Economics I</td>
<td>3</td>
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<tr>
<td>BU ---</td>
<td>Business Elective</td>
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<tr>
<td>LA ---</td>
<td>Liberal Arts Elective</td>
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<tr>
<td>SC ---</td>
<td>Science Elective</td>
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Total Credits: 15

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<tr>
<td>BU ---</td>
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<tr>
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Total Credits: 15

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### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go
Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

This program is designed for students who wish to pursue a career in business but are uncertain of their specific career path. Upon completion of this program, students are prepared to pursue many different business careers in a variety of industries.

Math Elective: MATH 152 Topics in Math I or higher

Other Electives: Students choosing a business, liberal arts, science, or general elective can select from the Course Elective Guide at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 108</td>
<td>Computerized Business Applications</td>
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<tr>
<td>BUSN 103</td>
<td>Introduction to Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 133</td>
<td>Introduction to Tourism</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH - - -</td>
<td>Math Elective</td>
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## Semester 2

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<tbody>
<tr>
<td>ACCT 104</td>
<td>Fundamentals of Financial Reporting</td>
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<tr>
<td>ECON 201</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Economics II</td>
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<tr>
<td>SS - - -</td>
<td>Social Science Elective</td>
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<tr>
<td>BUSN 106</td>
<td>Conference and Event Planning</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 134</td>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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## Semester 3

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<tr>
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<tbody>
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<td>BUSN 101</td>
<td>Food/Beverage Service Management</td>
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<td>BUSN 107</td>
<td>Hospitality Law</td>
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<td>ACCT 107</td>
<td>Principles of Managerial Accounting</td>
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<tr>
<td>TRGE 101</td>
<td>Destination Geography I</td>
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<td>TRGE 102</td>
<td>Destination Geography II</td>
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<tr>
<td>LA - - -</td>
<td>Liberal Arts Elective</td>
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<tr>
<td>BUSN 113</td>
<td>Managerial Communications</td>
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<tr>
<td>BUSN 131</td>
<td>Hotel Operations</td>
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<tr>
<td>BUSN 135</td>
<td>Hospitality Human Resources</td>
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<td>BUSN 136</td>
<td>ServSafe Certification</td>
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<tr>
<td>TRGE 101</td>
<td>Destination Geography I</td>
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<tr>
<td>TRGE 102</td>
<td>Destination Geography II</td>
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<tr>
<td>LA - - -</td>
<td>Liberal Arts Elective</td>
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<tr>
<td>ACCT - - -</td>
<td>Accounting Elective</td>
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<tr>
<td>BUSN - - -</td>
<td>Business Elective</td>
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<tr>
<td>CULA - - -</td>
<td>Culinary Elective</td>
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<tr>
<td></td>
<td><strong>Total Credits</strong></td>
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### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

All hospitality-related courses are semester-specific. It is important to follow the recommended sequence to stay on track for graduation.

This program is designed for students who wish to pursue careers in areas such as Hotel and Restaurant Management or Event Planning.

Math Elective: MATH 152 Topics in Math I or higher

Other Electives: Students choosing a liberal arts or science elective can select from the Course Elective Guide at massasoit.edu/electives.

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Business Administration Careers - Management  

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<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tbody>
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<tr>
<td>ACCT 108 Computerized Business Applications 3</td>
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<td>BUSN 110 Introduction to Business 3</td>
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</tr>
<tr>
<td>ECON 201 Principles of Economics I 3</td>
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<tr>
<td>ENGL 101 English Composition I 3</td>
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<td>MATH --- Math Elective 3</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 104 Fundamentals of Financial Reporting 4</td>
<td></td>
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<tr>
<td>BUSN 112 Principles of Management 3</td>
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<tr>
<td>BUSN 170 Business Communication 3</td>
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<td>ENGL 102 English Composition II 3</td>
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</tr>
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<td>LA --- Liberal Arts Elective 3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSN 125 Small Business Management 3</td>
<td>CHOOSE ONE</td>
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<tr>
<td>BUSN 127 Human Resource Management 3</td>
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<td>BUSN 120 Principles of Marketing 3</td>
<td></td>
</tr>
<tr>
<td>ACCT 107 Managerial Accounting 4</td>
<td></td>
</tr>
<tr>
<td>BUSN 201 Business Law I 3</td>
<td></td>
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<tr>
<td>SC --- Science Elective 3</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUSN 260 Organizational Behavior 3</td>
<td></td>
</tr>
<tr>
<td>BUSN --- Business Elective 3</td>
<td></td>
</tr>
<tr>
<td>BUSN --- Business Elective 3</td>
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Route to Success

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Ready to Go

Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings

Courses are not offered all semesters.

Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

Electives

For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

This program prepares students for entry-level management positions, such as supervisor, assistant manager, or management trainee.

Math Elective: MATH 152 Topics in Math I or higher
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massasoit.edu/registrar
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<thead>
<tr>
<th>Location</th>
<th>Office</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>Brockton</td>
<td>A240, Upper Level</td>
<td>x1949</td>
</tr>
<tr>
<td>Canton</td>
<td>Enrollment Center</td>
<td>x2677</td>
</tr>
<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
</tr>
</tbody>
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x1991

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<tr>
<td>Brockton</td>
<td>A131A, Lower Level</td>
<td>x1479</td>
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<tr>
<td>Canton</td>
<td>Enrollment Center</td>
<td>x2008</td>
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<tr>
<th>Location</th>
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<th>Extension</th>
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<tbody>
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<td>Brockton</td>
<td>Student Center, Lower Level</td>
<td>x1461</td>
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<tr>
<td>Canton</td>
<td>First Floor, C120</td>
<td>x2677</td>
</tr>
<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
</tr>
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</table>

Academic Resource Center
massasoit.edu/arc

<table>
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<tr>
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<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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</tbody>
</table>

Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

After Graduation/Completion

Create a LinkedIn profile and begin building your professional network.
Visit Career Services (Student Center, Brockton Campus) for assistance in writing your resume and conducting a job search.
Consider joining and/or visiting sites of professional organization such as Society for Human Resource Management: www.shrm.org
Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

This program prepares students for entry-level management positions, such as supervisor, assistant manager, or management trainee.

Create a LinkedIn profile and begin building your professional network.
Visit Career Services (Student Center, Brockton Campus) for assistance in writing your resume and conducting a job search.
Consider joining and/or visiting sites of professional organization such as Society for Human Resource Management: www.shrm.org
Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.
# Business Administration Careers - Marketing

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Academic Map

**Entering Fall 2019**

**Based on Full-time Enrollment**

---

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tr>
<td>1</td>
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<tr>
<td>ACCT 108 Computerized Business Applications</td>
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<tr>
<td>BUSN 110 Introduction to Business</td>
<td>3 □</td>
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<tr>
<td>ECON 201 Principles of Economics</td>
<td>3 □</td>
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<tr>
<td>ENGL 101 English Composition I</td>
<td>3 □</td>
</tr>
<tr>
<td>MATH --- Math Elective</td>
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**15**

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<thead>
<tr>
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<tr>
<td>ACCT 104 Fundamentals of Financial Reporting</td>
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<td>BUSN 120 Principles of Marketing</td>
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<td>BUSN 170 Business Communication</td>
<td>3 □</td>
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<tr>
<td>ENGL 102 English Composition II</td>
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<tr>
<td>LA --- Liberal Arts Elective</td>
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**16**

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<tr>
<td>BUSN 123 Advertising</td>
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<td>ACCT 107 Principles of Managerial Accounting</td>
<td>4 □</td>
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<tr>
<td>BUSN 112 Principles of Management</td>
<td>3 □</td>
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<tr>
<td>BUSN 201 Business Law I</td>
<td>3 □</td>
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<tr>
<td>SC --- Science Elective</td>
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**15**

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<tr>
<th>Semester</th>
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<tr>
<td>BUSN 122 Sales</td>
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<tr>
<td>BUSN 124 Retailing</td>
<td>3 □</td>
</tr>
<tr>
<td>BUSN --- Business Elective</td>
<td>3 □</td>
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<td>LA --- Liberal Arts Elective</td>
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</tr>
<tr>
<td>General Elective</td>
<td>3 □</td>
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</tbody>
</table>

**15**

---

### About 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 011 Introductory Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

- Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

This program prepares students for entry-level sales and marketing positions, such as marketing assistant/coordinator, sales associate, and customer service representative.

Math Elective: MATH 152 Topics in Math I or higher

Other Electives: Students choosing a business, liberal arts, science, or general elective can select from the Course Elective Guide at massasoit.edu/electives.

After Graduation/Completion

Create a LinkedIn profile and begin building your professional network.

Visit Career Services (Student Center, Brockton Campus) for assistance in writing your resume and conducting a job search.

Consider joining and/or visiting sites of professional organization such as:

- Hospitality Sales and Marketing Association International: www.hsmai.org
- American Marketing Association: www.ama.org

to keep up to date with industry jobs, innovations, market research, and more.

Attend conferences focused on your specific interests.

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant #TC-16450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
Business Administration Transfer

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 108</td>
<td>Computerized Business Applications</td>
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<td>ECON 201</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>SPCH 105</td>
<td>Speech Communication</td>
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<tr>
<td>MATH ---</td>
<td>Math Elective</td>
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**Total Credits for Semester 1:** 15

### Semester 2

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<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 201</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<tr>
<td>LS ---</td>
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**Total Credits for Semester 2:** 17

### Semester 3

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<td>MATH 158</td>
<td>Introduction to Statistics</td>
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<tr>
<td>BUSN 112</td>
<td>Principles of Management</td>
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<tr>
<td>HU ---</td>
<td>Humanities Elective</td>
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<tr>
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**Total Credits for Semester 3:** 16

### Semester 4

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<tr>
<th>Course Code</th>
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<td>ACCT 107</td>
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<td>BUSN 120</td>
<td>Principles of Marketing</td>
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<tr>
<td>SS ---</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>HU ---</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUSN ---</td>
<td>Business Elective</td>
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<tr>
<td>MATH ---</td>
<td>Math Elective</td>
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</table>

**Total Credits for Semester 4:** 16

### About 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 060 Math Literacy
- MATH 011 Introductory Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year

Will help you stay on track to finish your degree in two years.
Business Administration Transfer

Program Notes

In year two, when choosing your four-year college, review your options for the business or math elective in semester four to ensure you will meet the requirements of the four-year college/university to which you are transferring.

To determine whether you should enroll in one of these courses, please consult the appropriate transfer agreement and/or contact the Admissions Office of the four-year school.

Math Elective: MATH 203 College Algebra or higher.
Note: Most four-year institutions require business administration graduates to have successfully completed pre-calculus. 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 at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Brockton A131A, Lower Level x1479
Canton Enrollment Center x2008

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C126 x2516
Middleborough Main Office x4002

Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

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This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
CONGRATULATIONS

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Chemistry Transfer

Entering Fall 2019
Based on Full-time Enrollment

You should complete General Chemistry II and Precalculus by the end of your second semester, and should meet with a chemistry advisor to review your progress and plans before registering for third semester classes.

### Semester 1 Credits
- PSYC 101 General Psychology 3
- CHEM 151 General Chemistry I 4
- MATH 203+ College Algebra or higher 4
- CHEM 202 Organic Chemistry II 5
- ENGL 101 English Composition I 3

Total Credits: 16

### Semester 2 Credits
- CHEM 152 General Chemistry II 4
- MATH 217+ Precalculus or higher 4
- ENGL 102 English Composition II 3
- SS- - - Social Science Elective 3

Total Credits: 14

### Semester 3 Credits
- CHEM 201 Organic Chemistry I 5
- MATH 221+ Calculus I or higher 4
- PHYS 161 General Physics 4
- HU- - - Humanities Elective 3

Total Credits: 16

### Semester 4 Credits
- MATH 222+ Calculus II or higher 4
- PHYS 162 General Physics II 4
- CHEM 202 Organic Chemistry II 5
- HU- - - Humanities Elective 3

Total Credits: 16

About 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 011 Introductory Algebra
- MATH 012 Intermediate Algebra

Milestones

You should complete General Chemistry II and Precalculus by the end of your second semester, and should meet with a chemistry advisor to review your progress and plans before registering for third semester classes.

Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go

Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings

Courses are not offered all semesters.

Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

Electives

For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

Associate in Science

Electives

For details on eligible electives, please see reverse.
Program Notes

You should not enroll in this program unless you are ready to take College Algebra (MATH 203). If you are not prepared for College Algebra, but are interested in pursuing a degree in chemistry, please contact the science and math division at extension 1508 or sciencemath@massasoit.mass.edu to make an appointment with a chemistry advisor to help you create a plan to get ready for College Algebra.

This program is designed to prepare you for transfer to a four-year institution to pursue a bachelor’s degree in the chemical sciences or related field. Because different institutions may require additional coursework, you are strongly encouraged to contact the science and math division (extension 1508 or sciencemath@massasoit.mass.edu) to make an appointment with a chemistry advisor to discuss options.

You must complete Calculus II or higher in this program. You should make sure to plan out your math courses so that you are ready to take Calculus II in your fourth semester.

Students wishing to use the MassTransfer STEM block should select humanities electives and not general electives.

It is strongly recommended that you consider joining the STEM Scholars program, which is a cohort program that provides support, coaching and opportunities to explore career choices and develop skills for successfully transferring to a four-year institution. Contact extension 1508 or stemstarter@massasoit.edu.

A minimum of 62 credits and 17 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Dr. Doug Brown
sciencemath@massasoit.edu
x1508

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant #TC-16450-14-60-A-25.

This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
# Computer Information Systems - Programming

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

## Academic Map

### Entering Fall 2019

Based on Full-time Enrollment

### Upon completion of the Object-oriented Programming Certificate, students are eligible to receive the Java Programming Certificate. Meet with your Academic Advisor for concurrent enrollment information.

### Milestones

Upon completion of the Object-oriented Programming Certificate, students are eligible to receive the Java Programming Certificate. Meet with your Academic Advisor for concurrent enrollment information.

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Electives

For details on eligible electives, please see reverse.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### About 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 011 Introductory Algebra

## Semester 1

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<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>3</td>
<td>CTIM 180</td>
<td>Computer and Information Security</td>
</tr>
<tr>
<td>3</td>
<td>CTIM 281</td>
<td>Software Design and Development</td>
</tr>
<tr>
<td>3</td>
<td>CTIM 157</td>
<td>Introduction to Java</td>
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<tr>
<td>3</td>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>3</td>
<td>MATH</td>
<td>Math Elective</td>
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</table>

**Total Credits:** 15

### Semester 2

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<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>CTIM 171</td>
<td>Computer Configuration and Hardware</td>
</tr>
<tr>
<td>3</td>
<td>CTIM 271</td>
<td>Database Concepts and Practices</td>
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<tr>
<td>3</td>
<td>CTIM 168</td>
<td>Advanced Java</td>
</tr>
<tr>
<td>3</td>
<td>ENGL 102</td>
<td>English Composition II</td>
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<td>3</td>
<td>HU</td>
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<tr>
<td>3</td>
<td>SS</td>
<td>Social Science Elective</td>
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**Total Credits:** 15

### Semester 3

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<th>Course Code</th>
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**Total Credits:** 15

### Semester 4

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<tr>
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<td>CTIM 250</td>
<td>Current Issues in Computing</td>
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<tr>
<td>3</td>
<td>CTIM 278</td>
<td>Data Communications</td>
</tr>
<tr>
<td>3</td>
<td>CTIM 236</td>
<td>Programming in C++</td>
</tr>
<tr>
<td>3</td>
<td>CTIM</td>
<td>CTIM Elective</td>
</tr>
<tr>
<td>3</td>
<td>SC</td>
<td>Science Elective</td>
</tr>
</tbody>
</table>

**Total Credits:** 15

---

**CONGRATULATIONS**

**You’ve Arrived!**

---

**Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.**
**Program Notes**

Be aware of prerequisites and review the Degree Works PLAN regularly.

Students must complete program modification forms to add below College-approved certificates as concurrent curriculum.

Upon successful completion of CTIM 281, CTIM 157 & CTIM 168 you are eligible to receive the Java Programming Certificate.

---

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

Math Electives: MATH 152 Topics in Math I or higher

Other Electives: Students choosing a humanities, science, or social science elective can select from the Course Elective Guide at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

---

**After Graduation/Completion**

Check in with Career Services

Attend College/Job Fairs for future job placement

Upon successful completion of this degree, you will be able to construct programs in at least three widely used programming languages. You will be able to build on the constructs of sequence, selection, and repetition to develop programs using objects, methods, data abstraction, inheritance, and polymorphism. You will be prepared for jobs such as analyst programmer, application developer, computer programmer, internet programmer, and software developer.

Consider joining and/or visiting sites of professional organization such as:

Association for Computing Machinery: www.acm.org

Association for Women in Computing: www.awc-hq.org

Consortium for Computing Sciences in Colleges Northeast: www.ccsne.org

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

---

**Resources for Academic Success at Massasoit**

All College phone numbers are 508-588-9100 + extension.

**Registrar’s Office**

massasoit.edu/registrar

registrar@massasoit.mass.edu

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**Testing & Assessment**

massasoit.edu/testing

x1991

**Financial Aid**

massasoit.edu/finaid

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**Advisement & Counseling Center**

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advisementcounseling@massasoit.edu

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**Division Dean**

Donna Wright
dwright10@massasoit.mass.edu

x1677

**Resources for Future Planning**

**Transfer Services**

massasoit.edu/transfer

x1461

**Career Services**

massasoit.edu/careerservices

x1406

508-588-9100

massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-16415-14-40-A-25.

This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CTIM 101</td>
<td>Beginning Windows</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 104</td>
<td>Intermediate Windows</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 102</td>
<td>Beginning Word</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 105</td>
<td>Intermediate Word</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 103</td>
<td>Beginning Excel</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 106</td>
<td>Intermediate Excel</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 178</td>
<td>Help Desk Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 281</td>
<td>Software Design &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH - - -</td>
<td>Math Elective</td>
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**Credits:** 15

### Semester 2

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<td>3</td>
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<tr>
<td>CTIM 104</td>
<td>Intermediate Windows</td>
<td>3</td>
</tr>
<tr>
<td>CTIM - - -</td>
<td>CTIM Elective 1</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 105</td>
<td>Intermediate Word</td>
<td>3</td>
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<tr>
<td>CTIM 108</td>
<td>Advanced Word</td>
<td>3</td>
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<td>CTIM 106</td>
<td>Intermediate Excel</td>
<td>3</td>
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<tr>
<td>CTIM 109</td>
<td>Advanced Excel</td>
<td>3</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<td>LA - - -</td>
<td>Liberal Arts Elective</td>
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<td>Liberal Arts Elective</td>
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**Credits:** 15

### Semester 3

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<tr>
<td>CTIM 114</td>
<td>Beginning PowerPoint</td>
<td>3</td>
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<tr>
<td>CTIM 115</td>
<td>Intermediate PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 117</td>
<td>Beginning Access</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 118</td>
<td>Intermediate Access</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 171</td>
<td>Computer Configuration and Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 180</td>
<td>Computer Information and Security</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 213</td>
<td>Administrative Management</td>
<td>3</td>
</tr>
<tr>
<td>HU - - -</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>SS - - -</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 287</td>
<td>HTML5 for Websites and Applications</td>
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</table>

**Credits:** 15

### Semester 4

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CTIM 221</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 250</td>
<td>Current Issues in Computing</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 278</td>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>CTIM - - -</td>
<td>Programming Elective</td>
<td>3</td>
</tr>
<tr>
<td>SC - - -</td>
<td>Science Elective</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**Credits:** 17

**Total Credits:** 67

### Milestones

- **Semester 3:** A+ certification

### Route to Success

**Summer and/or Winter Session classes may be available for your program to help you finish on time.** See your advisor and/or visit the online course search for availability.

### About 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 060** Math Literacy
- **MATH 011** Introductory Algebra

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Taking 15 credits/semester or 30 credits/year

**will help you stay on track to finish your degree in two years.**
Program Notes

Beginning Windows/Word/Excel: Students with prior knowledge of Windows OR Word OR Excel may enroll in the Intermediate-level course.

Math Elective: MATH 152 Topics in Math I or higher

Programming Elective: CTIM 157 Intro to Java Programming, CTIM 285 Python, or CTIM 371 Programming in C++

Other Electives: Students choosing a humanities, science, or social science elective can select from the Course Elective Guide at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

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fao@massasoit.mass.edu

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advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

After Graduation/Completion

Check in with Career Services
Attend College/Job Fairs for future job placement

Upon successful completion of this degree, you will be able work in positions such as Desktop Support Technician, Desktop Support Analyst, and Helpdesk Technician.

Consider joining and/or visiting sites of professional organization such as:
Association of Information Technology Professionals: www.aitp.org
Association for Computing Machinery: www.acm.org
Association for Women in Computing: www.awc-hq.org

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

Resources for Future Planning

Transfer Services
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MASSASOIT
COMMUNITY COLLEGE

Computer Science Transfer

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Entering Fall 2019
Based on Full-time Enrollment

Students can earn a certification in Java programming upon completion of CTIM 157 Intro to Java, CTIM 168 Advanced Java, and CTIM 281 Software Design & Development.

About 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 093 Preparing for College Reading III
- ENGL 094 Reading and Writing Seminar
- ENGL 095 Introductory Writing
- ENGL 096 Institutional Writing
- MATH 001-003 Prep College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 060 Math Literacy
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

Milestones
Students can earn a certification in Java programming upon completion of CTIM 157 Intro to Java, CTIM 168 Advanced Java, and CTIM 281 Software Design & Development.

Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go
Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings
Courses are not offered all semesters.

Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

Associate in Science

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tr>
<td>1</td>
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<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 281</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 157</td>
<td>3</td>
</tr>
<tr>
<td>HIST -</td>
<td>3</td>
</tr>
<tr>
<td>MATH 203</td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td></td>
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<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ENGL 102</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>3</td>
</tr>
<tr>
<td>HIST -</td>
<td>3</td>
</tr>
<tr>
<td>MATH 217</td>
<td>4</td>
</tr>
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<td>CTIM 168</td>
<td>3</td>
</tr>
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<td>16</td>
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<td>3</td>
<td></td>
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<tr>
<td>PHYS 161</td>
<td>4</td>
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<td>MATH 221</td>
<td>4</td>
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<tr>
<td>CTIM, Humanities, or Social Science Elective</td>
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<td>ENGL -</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 236</td>
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<td>MATH 218</td>
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<tr>
<td>17</td>
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</tbody>
</table>
The completion of the Computer Science Transfer degree is aligned to enable students to enter into a 4-year college or university as juniors so they are able to complete their program of study in two years.

Upon successful completion of CTIM 281, CTIM 157 & CTIM 168 you are eligible to apply for the Java Programming Certificate.

**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, HIST 108 World History I, HIST 109 World History II, or HIST 131 The United States since 1945

**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.

**Other Electives:** Students choosing a humanities, lab science, or modern language elective can select from the Course Elective Guide at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

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**Program Notes**

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registrar@massasoit.mass.edu

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**Division Dean**

Donna Wright
dwright10@massasoit.mass.edu
x1677

**Resources for Future Planning**

**Transfer Services**

massasoit.edu/transfer
x1461

**Career Services**

massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu
Criminal Justice - Career

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1
- **Semester 1 Credits**
- **CJUS 101** Introduction to Criminal Justice
- **CJUS 305** Criminal Law
- **CJUS 306** Criminal Procedures
- **CJUS ** Criminal Justice Elective
- **GOVT 105** American National Government
- **GOVT 200** State and Local Government
- **SOCI 104** Principles of Sociology
- **SPCH 105** Speech Communication
- **ENGL 101** English Composition I
- **ENGL 102** English Composition II
- **PSYC 101** General Psychology
- **MATH ** Math Elective
- **PSYC ** Psychology Elective
- **SECU ** Security Elective
- **CHOOSE ONE**

**Credits:** 15

### Semester 2
- **Semester 2 Credits**
- **CJUS 302** Corrections
- **CJUS 305** Criminal Law
- **CJUS 306** Criminal Procedures
- **CJUS ** Criminal Justice Elective
- **SECU ** Security Elective
- **ENGL 101** English Composition I
- **ENGL 102** English Composition II
- **PSYC 101** General Psychology
- **MATH ** Math Elective
- **PSYC ** Psychology Elective
- **SECU ** Security Elective
- **CHOOSE ONE**

**Credits:** 15

### Semester 3
- **Semester 3 Credits**
- **CJUS 302** Corrections
- **CJUS 305** Criminal Law
- **CJUS 306** Criminal Procedures
- **CJUS ** Criminal Justice Elective
- **SECU ** Security Elective
- **SOCI 203** Criminology
- **MATH ** Math Elective
- **PSYC ** Psychology Elective
- **SOCI 203** Criminology
- **MATH ** Math Elective
- **PSYC ** Psychology Elective
- **SECU ** Security Elective
- **CHOOSE ONE**

**Credits:** 16

### Semester 4
- **Semester 4 Credits**
- **CJUS 316** Police, Community, and Society
- **CJUS ** Criminal Justice Elective
- **CJUS ** Criminal Justice Elective
- **SECU ** Security Elective
- **SECU ** Security Elective
- **SOCI ** Sociology Elective
- **LA ** Liberal Arts Elective
- **SC ** Science Elective
- **CHOOSE ONE**

**Credits:** 16

---

**About 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 011** Introductory Algebra
- **MATH 012** Intermediate Algebra

---

**Route to Success**

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

**Ready to Go**

Courses have no prerequisites or developmental courses.

**Semester-specific Course Offerings**

Courses are not offered all semesters.

**Minimum Grade Requirement**

Students must earn a minimum grade to remain in the program.

**Electives**

For details on eligible electives, please see reverse.

**Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.**
Criminal Justice - Career

Program Notes

Security (SECU) classes are also Criminal Justice electives. Criminal Law (CJUS 305) is a prerequisite for Criminal Procedure (CJUS306). Introduction to Criminal Justice (CJUS 101) is a prerequisite for most of the CJ classes. Students are encouraged to take Statistics (MATH 158) for their mathematics requirement. Criminology is a sociology class (not CJ!) and has Principles of Sociology as a prerequisite.

All core classes are offered in online format as well as face to face. Generally all required core classes are offered in both fall and spring. Many find that a mix of traditional face-to-face classes with online options works best to complete the program and accommodate their life activities (work, school, military, etc.).

Students may be able to earn a certificate in addition to their Associate degree by carefully selecting classes. Please see your advisor or member of the Criminal Justice department to discuss the Law Enforcement certificate and the Corrections certificate options and to make sure to choose the correct elective for the Law Enforcement certificate.

Math Elective: MATH 152 Topics in Math I or higher

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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu
x1903

After Graduation/Completion

Massasoit’s Criminal Justice program continues to be Quinn Bill (PCIPP) certified. For those planning careers in policing in Massachusetts, this may qualify you for premium educational incentive pay. For others it serves as a quality standard recognized by Criminal Justice employers and academic institutions.

Careers in policing, corrections, and some other areas of criminal justice are exam driven. Watch for exam offerings and take them in advance of your anticipated graduation. Contact a member of the Criminal Justice department for guidance.

By completing the requirements of this program, you may be eligible for the Law Enforcement certificate. Please review the requirements with an advisor and complete a program modification form if you would like to earn the certificate.

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant #TC-16450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
## Criminal Justice - Transfer

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Academic Map

#### Entering Fall 2019

Based on Full-time Enrollment

#### Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 105</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 105</td>
<td>Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 15

### About 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 011**: Introductory Algebra

#### Semester 2

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CJUS 302</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJUS 305</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH - - -</td>
<td>Math Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 15

### Route to Success

**Summer and/or Winter Session classes may be available for your program to help you finish on time.** See your advisor and/or visit the online course search for availability.

- **Ready to Go**
  - Courses have no prerequisites or developmental courses.

- **Semester-specific Course Offerings**
  - Courses are not offered all semesters.

- **Minimum Grade Requirement**
  - Students must earn a minimum grade to remain in the program.

- **Electives**
  - For details on eligible electives, please see reverse.

- **Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.**

---

**C O N G R A T U L A T I O N S**

**You’ve Arrived!**
Program Notes

Students should plan to meet with a CJ Faculty member early in their program to review their planned classes. Students may be able to earn a certificate in addition to their associate degree by carefully selecting classes. Many find that a mix of traditional face-to-face classes with online options works best to complete the program and accommodate their life activities (work, school, military, etc.). Take Introduction to Criminal Justice as early as possible! (MATH 001/010 Prep Math I/ Fundamentals of Math may be waived to a co-requisite).

Security (SECU) classes are also Criminal Justice electives. Criminal Law (CJUS 305) is a prerequisite for Criminal Procedure (CJUS 306). Introduction to Criminal Justice (CJUS 101) is a prerequisite for most of the CJ classes.

Students are encouraged to take Statistics (MATH 158) for their mathematics requirement.

Criminology is a sociology class (not CJ) and it has Principles of Sociology as a prerequisite.

All core classes are offered in online format as well as face to face. Generally all required core classes are offered.

Math Elective: MATH 158 Intro to Statistics or higher

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

Other Electives: Students choosing a humanities, lab science, liberal arts, modern language, or science elective can select from the Course Elective Guide at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor’s degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Brockton A131A, Lower Level x1479
Canton Enrollment Center x2008

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C120 x2516
Middleborough Main Office x4002

Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu
x1903

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration, Grant # TC-26450-14-60-A-25.
This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Please note that program-specific courses are only offered on the Canton Campus.

### Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DIES 108</td>
<td>Electrical Systems</td>
<td>3 ☐</td>
</tr>
<tr>
<td>DIES 123</td>
<td>Truck Components I</td>
<td>3 ☐</td>
</tr>
<tr>
<td>DIES 223</td>
<td>Compressed Natural Gas Engines</td>
<td>3 ☐</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3 ☐</td>
</tr>
<tr>
<td>MATH - -</td>
<td>Math Elective</td>
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**Total Credits:** 15

### Semester 2

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<td>DIES 107</td>
<td>Engine Principles I</td>
<td>3 ☐</td>
</tr>
<tr>
<td>DIES 118</td>
<td>Engine Machining</td>
<td>3 ☐</td>
</tr>
<tr>
<td>DIES 124</td>
<td>Truck Components II</td>
<td>3 ☐</td>
</tr>
<tr>
<td>DIES 141</td>
<td>Fundamentals of Standby Power</td>
<td>4 ☐</td>
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<td></td>
<td>Physics I Elective</td>
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**Total Credits:** 16

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<td>DIES 122</td>
<td>Fuel Systems</td>
<td>3 ☐</td>
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<td>DIES 222</td>
<td>Electronic Engine Diagnostics</td>
<td>3 ☐</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3 ☐</td>
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<td></td>
<td>Physics II Elective</td>
<td>3 ☐</td>
</tr>
<tr>
<td>LA - -</td>
<td>Liberal Arts Elective</td>
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**Total Credits:** 15

### Semester 4

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<tr>
<td>DIES 133</td>
<td>Governing and Computer Control Systems</td>
<td>3 ☐</td>
</tr>
<tr>
<td>DIES 134</td>
<td>Multi-Cylinder Overhaul</td>
<td>4 ☐</td>
</tr>
<tr>
<td>DIES 241</td>
<td>Environmental Healthy and Safety</td>
<td>3 ☐</td>
</tr>
<tr>
<td>DIES - -</td>
<td>Diesel Elective</td>
<td>3 ☐</td>
</tr>
<tr>
<td>DIES 401</td>
<td>Diesel Internship</td>
<td>3 ☐</td>
</tr>
<tr>
<td>HIST 131</td>
<td>US Since 1945</td>
<td>3 ☐</td>
</tr>
<tr>
<td>HIST 251</td>
<td>American Labor History</td>
<td>3 ☐</td>
</tr>
</tbody>
</table>

**Total Credits:** 16

### About 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 060 Math Literacy
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Milestones

Multi-Cylinder Overhaul is a Capstone course offered in the last semester that combines all of the knowledge gained through the program to properly diagnose and repair running engines in equipment being utilized in many different applications.

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

**Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.**
Diesel Technology

Associate in Applied Science

Program Notes

It is strongly recommended that the student follow the intended semester sequence since courses build upon the knowledge attained from the previous semester.

If students elect to take MATH 125 and PHYS 132, these courses are only offered in the fall.

If students elect to take MATH 126 and PHYS 133 these courses are only offered in the spring.

Math Elective: MATH 125 Technical Math I or higher


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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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registrar@massasoit.mass.edu

Testing & Assessment
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fao@massasoit.mass.edu

Advisement & Counseling Center
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advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Carine Sauvignon
emergenttech@massasoit.mass.edu
x2106

After Graduation/Completion

Explore your career and education options with CareerGPS at careergps.mass.edu.

Math Elective: MATH 125 Technical Math I or higher


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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Resources for Future Planning

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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECED 101 Positive Guidance</td>
<td>3</td>
</tr>
<tr>
<td>ECED 102 Development in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECED 105 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 105 Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 107 Oral Interpretation</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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### Semester 2
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECED 111 Early Childhood Curriculum: A Multi-Cultural Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ECED 112 Health, Nutrition, and Safety Needs of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECED 401 Practicum I in Child Care Education</td>
<td>3</td>
</tr>
<tr>
<td>ECED 407 Seminar I in Child Care Education</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td>3</td>
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<tr>
<td>SOCI 104 Principles of Sociology</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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### Semester 3
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECED 201 Administration, Supervision, and Management of Child Care Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECED 217 The Young Child with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECED 231 Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED 405 Practicum II in Child Care Management</td>
<td>3</td>
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<tr>
<td>ECED 408 Seminar II in Child Care Management</td>
<td>2</td>
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<tr>
<td>ENGL 102 English Composition II</td>
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<td><strong>Total Credits</strong></td>
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### Semester 4
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<tr>
<td>ECED 221 Child Care Policies and Issues</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 208 Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>Department-approved Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH ---- Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>SC ---- Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### About 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
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- ENGL 099 Introductory Writing
- MATH 001-003 Prep College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 060 Math Literacy
- MATH 011 Introductory Algebra

### Milestones
After completion of ECED 101 Positive Guidance, ECED 102 Development in Early Childhood Education, ECED 111 Early Childhood Curriculum and one of the following: ECED 105, ECED 112, ECED 217, ECED 231, students have completed the EEC Lead Teacher Qualifying Courses College Approved Certificate.

After completion of the first year of this associate degree program students have met all of the requirements of the Child Care Certificate program.

After completion of ECED 102 Development in Early Childhood, ECED 401 Practicum I in Early Childhood, and ECED 407 Seminar I in Early Childhood, students can apply to the Massachusetts Department of Early Education and Care for Teacher licensure.

### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go
Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
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 ECED 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 125 and 126

After Graduation/Completion

After graduation students can apply to the Massachusetts Department of Early Education and Care for Lead Teacher Licensure. After working in the field of early childhood education for an additional six months they can apply for Director II Certification.

If considering earning a bachelor's degree, both Bridgewater State University and the University of Massachusetts Boston have early childhood program options for students interested in working with young children in settings other than public school.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

<table>
<thead>
<tr>
<th>Location</th>
<th>Department</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>Brockton</td>
<td>A240, Upper Level</td>
<td>x1949</td>
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<tr>
<td>Canton</td>
<td>Enrollment Center</td>
<td>x2677</td>
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<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

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<th>Location</th>
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<td>Brockton</td>
<td>A131A, Lower Level</td>
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<td>Canton</td>
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Advisement & Counseling Center
massasoit.edu/advisement-counseling
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<td>x2677</td>
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<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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</tbody>
</table>

Academic Resource Center
massasoit.edu/arc

Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu
x1903

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508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-16450-14-60-A-25.
This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
Early Childhood Education & Administration - Transfer

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Academic Map
Entering Fall 2019
Based on Full-time Enrollment

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>ECED 101</td>
<td>Positive Guidance</td>
</tr>
<tr>
<td>ECED 102</td>
<td>Development in Early Childhood</td>
</tr>
<tr>
<td>ECED 105</td>
<td>Intro to Early Childhood Education</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**About 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 091</td>
<td>Preparing for College Reading I</td>
</tr>
<tr>
<td>ENGL 092</td>
<td>Preparing for College Reading II</td>
</tr>
<tr>
<td>ENGL 095</td>
<td>Reading and Writing Seminar</td>
</tr>
<tr>
<td>ENGL 099</td>
<td>Introductory Writing</td>
</tr>
<tr>
<td>MATH 001-003</td>
<td>Prep College Math I-III</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Fundamentals of Mathematics</td>
</tr>
<tr>
<td>MATH 011</td>
<td>Introductory Algebra</td>
</tr>
<tr>
<td>MATH 012</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

**Milestones**
After completion of ECED102 Development in Early Childhood, ECED401 Practicum I in Early Childhood, and ECED 407 Seminar I in Early Childhood, students can apply to the Massachusetts Department of Early Education and Care for Teacher licensure.

After completion of ECED101 Positive Guidance, ECED102 Development in Early Childhood Education, ECED111 Early Childhood Curriculum and ECED105, Introduction to Early Childhood Education students have completed the EEC Lead Teacher Qualifying Courses College Approved Certificate.

**Route to Success**
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

**Ready to Go**
Courses have no prerequisites or developmental courses.

**Semester-specific Course Offerings**
Courses are not offered all semesters.

**Minimum Grade Requirement**
Students must earn a minimum grade to remain in the program.

**Electives**
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

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

Literature Elective: Any literature course

Social Science Requirement: ECON201 Principles of Economics I, GEOG 201 Human Geography, HIST101 History of Western Civilization I, HIST102 History of Western Civilization II, PSYC201 Abnormal Psychology, PSYC202 Child Psychology, or SOCI208 Family and Community


Other Electives: Students choosing a humanities, lab science, liberal arts, modern language, or science elective can select from the Course Elective Guide at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

After graduation students can apply to the Massachusetts Department of Early Education and Care for Teacher Licensure.

This program was designed to facilitate transfer to an early childhood preparation program at public four-year institutions in Massachusetts.
### Elementary Education

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

#### Academic Map

Entering Fall 2019

Based on Full-time Enrollment

#### Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BIOL 143</td>
<td>Environmental Science</td>
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<tr>
<td>BIOL 121</td>
<td>Biological Principles I</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>HIST 103</td>
<td>US History I</td>
<td>3</td>
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<tr>
<td>MATH 127</td>
<td>Math for Elementary Teachers I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
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**Credits:** 16

#### Semester 2

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<td>English Composition II</td>
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<td>ENGL 121</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIST 108</td>
<td>World History I</td>
<td>3</td>
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<td>MATH 128</td>
<td>Math for Elementary Teachers II</td>
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<td></td>
<td>Physical Science Elective</td>
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**Credits:** 16

#### Semester 3

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<tr>
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<th>Course Name</th>
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<tbody>
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<td>Intro to Elementary Education</td>
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<td>EDUC 201</td>
<td>MTEL Prep for CSLT</td>
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</tr>
<tr>
<td>ENGL 213</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 105</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
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<td>SPCH 105</td>
<td>Speech Communication</td>
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**Credits:** 16

#### Semester 4

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>ECON 201</td>
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<tr>
<td>EDUC 205</td>
<td>Language and Literacy Learning</td>
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<td>ENGL 214</td>
<td>American Literature II</td>
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<td>GEOG 201</td>
<td>Human Geography</td>
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</tr>
<tr>
<td>PSYC 202</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credits:** 15

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### About 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 060 Math Literacy
- MATH 011 Introductory Algebra

---

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
# Engineering Transfer - Chemical

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Please note that program-specific courses are only offered on the Canton Campus.

**Academic Map**

Entering Fall 2017

Based on Full-time Enrollment

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<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>1</td>
<td>18</td>
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<tr>
<td>ENGT 140</td>
<td>Intro to Engineering</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MATH 221</td>
<td>Calculus I</td>
</tr>
<tr>
<td>HU - - -</td>
<td>Humanities Elective</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>CHEM 152</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>MATH 222</td>
<td>Calculus II</td>
</tr>
<tr>
<td>PHYS 161</td>
<td>General Physics I</td>
</tr>
<tr>
<td>SS - - -</td>
<td>Social Science Elective</td>
</tr>
<tr>
<td>3</td>
<td>17</td>
</tr>
<tr>
<td>CHEM 201</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>ENGT 272</td>
<td>Engineering Materials</td>
</tr>
<tr>
<td>MATH 223</td>
<td>Calculus III</td>
</tr>
<tr>
<td>LS - - -</td>
<td>Lab Science Elective</td>
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<td>18</td>
</tr>
<tr>
<td>ENGT 276</td>
<td>Engineering Thermodynamics</td>
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<td>CHEM 202</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>MATH 230</td>
<td>Differential Equations</td>
</tr>
<tr>
<td>HU - - -</td>
<td>Humanities Elective</td>
</tr>
<tr>
<td>SS - - -</td>
<td>Social Science Elective</td>
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**About 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:

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- 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 060 Math Literacy
- MATH 010 Fundamentals of Mathematics
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

**Route to Success**

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

**Ready to Go**

Courses have no prerequisites or developmental courses.

**Semester-specific Course Offerings**

Courses are not offered all semesters.

**Minimum Grade Requirement**

Students must earn a minimum grade to remain in the program.

**Electives**

For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

---

**Associate in Science**

**You’ve Arrived!**
**Program Notes**

This curriculum is for students who want to transfer into a 4-year institution to complete their bachelor's degree in chemical engineering.

Students in this program are strongly encouraged to work closely with an engineering staff member and meet with them to determine courses for future semesters. Transfer requirements are different from one 4-year institution to the next and we want to make sure that students take the courses that will provide a smooth transfer into a 4 year engineering program.

Students should begin researching transfer institution options as early as possible in order to tailor their courses at Massasoit Community College if possible, and to understand the expectations and opportunities that each 4-year college offers.

---

**Other Electives:** Students choosing a humanities, lab science, liberal arts, modern language, or science elective can select from the Course Elective Guide at massasoit.edu/electives. It is strongly suggested that students choosing these courses work with engineering faculty to ensure the elective they plan to take will be accepted when they transfer.

---

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer opportunities through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

---

A minimum of 71 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

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**Resources for Future Planning**

**Transfer Services**
massasoit.edu/transfer
x1461

**Career Services**
massasoit.edu/careerservices
x1406

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**Brockton**
1 Massasoit Boulevard
Brockton, MA 02302

**Canton**
900 Randolph Street
Canton, MA 02021

**Middleborough**
49 Union Street
Middleborough, MA 02346

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**Resources for Academic Success at Massasoit**

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**Registrar's Office**
massasoit.edu/registrar
registrar@massasoit.mass.edu

**Testing & Assessment**
massasoit.edu/testing
x1991

**Financial Aid**
massasoit.edu/finaid
fao@massasoit.mass.edu

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**Advisement & Counseling Center**
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

**Academic Resource Center**
massasoit.edu/arc

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**Division Dean**
Emergentech@massasoit.mass.edu
x2106

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508-588-9100
massasoit.edu
# Engineering Transfer - Civil

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Please note that program-specific courses are only offered on the Canton Campus.

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<tr>
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<tr>
<td><strong>1</strong></td>
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</tr>
<tr>
<td>ENGT 140 Intro to Engineering</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 151 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 221 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>HU - - - Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>18</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 222 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 161 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 152 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>SS - - - Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>18</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td></td>
</tr>
<tr>
<td>ENGT 273 Statics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 223 Calculus III</td>
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<td>PHYS 162 General Physics II</td>
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<td>LS - - - Lab Science Elective</td>
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<td>ENGT 274 Dynamics</td>
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<td>ENGT 275 Strength of Materials</td>
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<td>MATH 230 Differential Equations</td>
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<td>HU - - - Humanities Elective</td>
<td>3</td>
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<tr>
<td><strong>15</strong></td>
<td></td>
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</table>

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- MATH 001-003 Prep College Math I-III
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### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year

will help you stay on track to finish your degree in two years.
Program Notes

This curriculum is for students who want to transfer into a 4-year institution to complete their bachelors of science in civil engineering degree.

Students in this program are strongly encouraged to work closely with an engineering staff member and meet with them to determine courses for future semesters. Transfer requirements are different from one 4-year institution to the next and we want to make sure that students take the courses that will provide a smooth transfer into a 4 year engineering program.

Students should begin researching transfer institution options as early as possible in order to tailor their courses at Massasoit Community College if possible, and to understand the expectations and opportunities that each 4-year college offers.

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For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Consider joining and/or visiting sites of professional organizations such as:

American Society of Civil Engineers (ASCE) www.asce.org
Earthquake Engineers Research Institute (EERI) www.eeri.org
United States Society of Dams (USSD) www.usdams.org
American Concrete Institute (ACI) www.concrete.org
American Society for Engineering Education (ASEE) www.asee.org
ASM International www.asminternational.org

Consider attending conferences in the area to learn more about product design and what different opportunities exist. Pursue research, mentorship, and projects at your 4-year school. An articulation agreement with UMass Dartmouth exists for Civil Engineering at Massasoit Community College.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

<table>
<thead>
<tr>
<th>Location</th>
<th>Office</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Brockton</td>
<td>A240, Upper Level</td>
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<td>Cantor</td>
<td>Enrollment Center</td>
<td>x2677</td>
</tr>
<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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</table>

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fa@massasoit.mass.edu

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<thead>
<tr>
<th>Location</th>
<th>Office</th>
<th>Extension</th>
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<td>A131A, Lower Level</td>
<td>x1479</td>
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<tr>
<td>Canton</td>
<td>Enrollment Center</td>
<td>x2008</td>
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Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

<table>
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<tr>
<th>Location</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Student Center, Lower Level</td>
<td>x1461</td>
</tr>
<tr>
<td>Canton</td>
<td>First Floor, C120</td>
<td>x2677</td>
</tr>
<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
</tr>
</tbody>
</table>

Academic Resource Center
massasoit.edu/arc

Division Dean
Carine Sauvignon
emergenttech@massasoit.mass.edu
x2106

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu
CONGRATULATIONS

Engineering Transfer - Electrical

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<td>ENGT 140 Intro to Engineering 4</td>
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<td></td>
<td></td>
<td>CHEM 151 General Chemistry I 4</td>
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<td>ENGL 101 English Composition I 3</td>
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<td>MATH 221 Calculus I 4</td>
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<tr>
<td></td>
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<td>HU --- Humanities Elective 3</td>
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<td>2</td>
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<td>ENGT 114 Digital Circuits 4</td>
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<td>ENGT 270 Circuit Theory I 4</td>
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<td>ENGL 102 English Composition II 3</td>
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<td>MATH 222 Calculus II 4</td>
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<td>PHYS 161 General Physics I 4</td>
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<td>ENGT 271 Circuit Theory II 4</td>
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<td>MATH 223 Calculus III 3</td>
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<td>PHYS 162 General Physics II 4</td>
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<td>ENGT 107 Computer-Aided Drafting 3</td>
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<td>CTIM 375 Computer Programming and Data Structures with C 3</td>
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<td>SS --- Social Science Elective 3</td>
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</table>

About 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 060 Math Literacy
- MATH 011 Introductory Algebra

Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go

Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings

Courses are not offered all semesters.

Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

Electives

For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
### Program Notes

This curriculum is for students who want to transfer into a 4-year institution to complete their bachelor's degree in electrical engineering.

Students in this program are strongly encouraged to work closely with an engineering staff member and meet with them to determine courses for future semesters. Transfer requirements are different from one 4-year institution to the next and we want to make sure that students take the courses that will provide a smooth transfer into a 4-year engineering program.

Students should begin researching transfer institution options as early as possible in order to tailor their courses at Massasoit Community College if possible, and to understand the expectations and opportunities that each 4-year college offers.

Students considering transfer to UMass Boston for Electrical Engineering should be aware that Math 223 (calculus III) from Massasoit Community College will not transfer. Please discuss this with Engineering faculty. An articulation agreement with UMass Dartmouth exists for electrical and computer engineering at Massasoit.

**Other Electives:** Students choosing a humanities, lab science, liberal arts, modern language, or science elective can select from the Course Elective Guide at massasoit.edu/electives. It is strongly suggested that students choosing these courses work with engineering faculty to ensure the elective they plan to take will be accepted when they transfer.

This program is intended for students who wish to continue their education to pursue a bachelor’s degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 71 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

### After Graduation/Completion

Consider joining and/or visiting sites of professional organizations such as:

- **Institute of Electronic and Electrical Engineers** [www.ieee.org](http://www.ieee.org)
- **Institution of Engineering and Technology** [www.theiet.org](http://www.theiet.org)
- **Association for Computing Machinery** [www.acm.org](http://www.acm.org)
- **Audio Engineering Society** [www.aes.org](http://www.aes.org)

Consider attending conferences in the area to learn more about product design and what different opportunities exist. Pursue research, mentorship, and projects at your 4-year school.

---

### Resources for Academic Success at Massasoit

**Registrar's Office**

massasoit.edu/registrar

registrar@massasoit.mass.edu

<table>
<thead>
<tr>
<th>Location</th>
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<tr>
<td>Middleborough</td>
<td>Main Office</td>
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**Testing & Assessment**

massasoit.edu/testing

x1991

**Financial Aid**

massasoit.edu/finaid

fao@massasoit.mass.edu

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**Advisement & Counseling Center**

massasoit.edu/advisement-counseling

advisementcounseling@massasoit.edu

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<td>Brockton</td>
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**Academic Resource Center**

massasoit.edu/arc

<table>
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<td>x4002</td>
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</table>

**Division Dean**

Carine Sauvignon

emergenttech@massasoit.mass.edu

x2106

### Resources for Future Planning

**Transfer Services**

massasoit.edu/transfer

x1461

**Career Services**

massasoit.edu/careerservices

x1406

508-588-9100

massasoit.edu

---

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-16450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Academic Map

**Entering Fall 2019**  
Based on Full-time Enrollment

#### Associate in Science  
**Engineering Transfer - Mechanical**

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<thead>
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<td>ENGT 140</td>
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<td>General Chemistry I</td>
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<td>English Composition I</td>
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<td>ENGT 274</td>
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<td>ENGT 275</td>
<td>Strength of Materials</td>
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<td>ENGL 276</td>
<td>Thermodynamics</td>
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<td>MATH 230</td>
<td>Differential Equations</td>
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<td>HU - - -</td>
<td>Humanities Elective</td>
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<tr>
<td>SS - - -</td>
<td>Social Science Elective</td>
</tr>
</tbody>
</table>

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**About 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 060 Math Literacy
- MATH 011 Introductory Algebra

---

**Route to Success**

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

**Ready to Go**

Courses have no prerequisites or developmental courses.

**Semester-specific Course Offerings**

Courses are not offered all semesters.

**Minimum Grade Requirement**

Students must earn a minimum grade to remain in the program.

**Electives**

For details on eligible electives, please see reverse.

**Taking 15 credits/semester or 30 credits/year**

will help you stay on track to finish your degree in two years.
Engineering Transfer - Mechanical

Program Notes

This curriculum is for students who want to transfer into a 4-year institution to complete their bachelors of science in mechanical engineering degree. Students in this program are strongly encouraged to work closely with an engineering staff member and meet with them to determine courses for future semesters. Transfer requirements are different from one 4-year institution to the next and we want to make sure that students take the courses that will provide a smooth transfer into a 4-year engineering program.

Students should begin researching transfer institution options as early as possible in order to tailor their courses at Massasoit Community College if possible, and to understand the expectations and opportunities that each 4-year college offers.

Students considering transfer to UMass Dartmouth for mechanical engineering should be aware that ENGT 275 (Strength of Materials) from Massasoit will not transfer directly into UMD's Strength of Materials class. Instead, credit for this course is given to the UMD MNE 101 (Intro to Mechanical Engineering) course as part of the articulation agreement. This does not affect Civil Engineers. Please discuss this with Engineering faculty.

An articulation agreement with UMass Dartmouth exists for the Mechanical Engineering program. Students considering a transfer to UMass Lowell for Mechanical Engineering should be aware that Chemistry II is not required by that program. Students should talk to Engineering faculty at Massasoit Community College about taking another science course in place of CHM 152.

Other Electives: Students choosing a humanities, lab science, liberal arts, modern language, or science elective can select from the Course Elective Guide at massasoit.edu/electives. It is strongly suggested that students choosing these courses work with engineering faculty to ensure the elective they plan to take will be accepted when they transfer.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 76 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Consider joining and/or visiting sites of professional organizations such as:
American Society of Mechanical Engineers (ASME) www.asme.org
Institution for Mechanical Engineers (IME) www.imeche.org
International Academy of Production Engineering (CIRP) www.cirp.net
Society of Automotive Engineers (SAE) www.sae.org
Society of Manufacturing Engineers (SME) www.sme.org

Consider attending conferences in the area to learn more about product design and what different opportunities exist. Pursue research, mentorship, and projects at your 4-year school.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

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fao@massasoit.mass.edu

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advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Carine Sauvignon
emergenttech@massasoit.mass.edu
x2106

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

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massasoit.edu

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Fire Science Technology

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Academic Map

#### Entering Fall 2019

**Based on Full-time Enrollment**

#### About 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:

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 091</td>
<td>Preparing for College Reading I</td>
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<tr>
<td>ENGL 092</td>
<td>Preparing for College Reading II</td>
<td></td>
</tr>
<tr>
<td>ENGL 095</td>
<td>Reading and Writing Seminar</td>
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</tr>
<tr>
<td>ENGL 099</td>
<td>Introductory Writing</td>
<td></td>
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<tr>
<td>MATH 001-003</td>
<td>Prep College Math I-III</td>
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<td>MATH 010</td>
<td>Fundamentals of Mathematics</td>
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<td>MATH 011</td>
<td>Introductory Algebra</td>
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<td>MATH 012</td>
<td>Intermediate Algebra</td>
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<td>MATH 060</td>
<td>Math Literacy</td>
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<tr>
<td>MATH 070</td>
<td>College Algebra</td>
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#### Milestones

As students complete certain courses, they may be eligible to receive a series of course completion certificates from the National Fire Academy’s FESHE (Fire & Emergency Services Higher Education) program. Students should consult with Departmental faculty for FESHE program requirements.

#### Route to Success

**Summer and/or Winter Session classes may be available for your program to help you finish on time.** See your advisor and/or visit the online course search for availability.

**Ready to Go**

Courses have no prerequisites or developmental courses.

**Semester-specific Course Offerings**

Courses are not offered all semesters.

**Minimum Grade Requirement**

Students must earn a minimum grade to remain in the program.

**Electives**

For details on eligible electives, please see reverse.

### Semester-by-Semester Course Offerings

#### Semester 1

<table>
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<tr>
<th>Course Code</th>
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<td>FIRE 101</td>
<td>Principles of Emergency Services</td>
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<td>FIRE 103</td>
<td>Fundamentals of Fire Prevention</td>
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<td>CHEM 131</td>
<td>Survey of Chemistry</td>
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<td>CHEM 151</td>
<td>General Chemistry I</td>
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<td>MATH - - -</td>
<td>Math Elective</td>
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<td>Legal Aspects of Emergency Services</td>
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<td>FIRE - - -</td>
<td>Fire Science Elective</td>
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<tr>
<td>ENGL 102</td>
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<td>PHYS 120</td>
<td>Science of Fire and Combustion</td>
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<td>PSYC 101</td>
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#### Semester 3

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<td>Hazardous Material Incident Response</td>
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<tr>
<td>FIRE 213</td>
<td>Building Construction, Blueprint, and Plan Review</td>
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<tr>
<td>FIRE 301</td>
<td>Fire Company Officership - Tactics and Strategy</td>
<td>3</td>
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<td>GOVT 105</td>
<td>American National Government</td>
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<td>GOVT 200</td>
<td>State and Local Government</td>
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<td>SOCI 104</td>
<td>Principles of Sociology</td>
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<tr>
<td>FIRE 205</td>
<td>Fire Service Safety and Survival</td>
<td>3</td>
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<td>FIRE 206</td>
<td>Fire Protection Systems and Equipment</td>
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<tr>
<td>FIRE 208</td>
<td>Fire Hydraulics and Water Distribution Systems</td>
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<td>SPCH 105</td>
<td>Speech Communications</td>
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#### Semester Credits

15

#### Semester Credits

15

#### Semester Credits

15

#### Semester Credits

15

#### C O N G R A T U L A T I O N S

You’ve Arrived!
Program Notes

These electives are semester-specific course offerings.

FIRE 105 - Fire Department Organization and Administration - Spring Only
FIRE 215 - Terrorism and Domestic Response - Fall Only

Fire Science Elective – FIRE 105, FIRE 215, other course with Department Approval.

Firefighter I and II Certification can be substituted for FIRE 101 with department approval.

Emergency Medical Services Certification can be substituted for the Fire Science Elective with department approval.

Math Elective: MATH 158 Intro to Statistics or higher
Other Electives: Students choosing a fire science elective may choose any course within that subject not already required by the program.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

The Fire Science Technology program's focus is twofold. It serves individuals who wish to enter into the Fire Science profession. It is also designed to provide career fire department personnel with a comprehensive program whereby they may be able to upgrade their educational levels and improve their effectiveness in the use of modern fire science techniques.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
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massasoit.edu/advisement-counseling
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Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C120 x2516
Middleborough Main Office x4002

Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu
x1903

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

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Human Services - Career

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### Semester 1

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<td>GOVT 200 State and Local Government</td>
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### Semester 4

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<td>HSRV 107 Fostering Equality and Diversity</td>
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<td>HSRV 406 Field Experience and Seminar in Human Services II</td>
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<td>HSRV - - - Human Services Elective</td>
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<tr>
<td>SC - - - Science Elective</td>
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<td>General Elective</td>
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<tr>
<td><strong>Total Credits</strong></td>
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</table>

### About 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 060 Math Literacy
- MATH 011 Introductory Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

Students should arrange to meet with a Human Services Faculty member early in their program to choose and review course selections.

Many students have discovered that a combination of face-to-face, completely online, or hybrid (a combination of online and face-to-face schedule) courses may accommodate their various active lifestyles (family, work, school, military, etc.).

Group Dynamics, Introduction to Social Welfare, and Interviewing Techniques are all core courses of the program and are prerequisites to the Field Experience and Seminar course. Students are permitted to take only one Field Experience and Seminar at a time. Also, please note that human services courses may not be offered during each semester or may have limited registration. Please review the course schedule and plan accordingly.

Why Choose a Human Services Career?

This program is intended for students who are uncertain if they would like to move on to a four-year college or university, or who desire to be employment-ready upon graduation. It differs from the Human Services Transfer Program, which is designed for students intent on pursuing a four-year degree. The required two Field Experience and Seminar courses are designed to expose students to the rigors and nuances of the human service settings, thus preparing them to be effective and productive in their field of choice. Students are encouraged to fulfill their two placements of 135 hours each in various settings in order to experience exposure to multiple work environments and to help them make an informed choice of their career path.

Math Elective: MATH 115 Contemporary Math or higher, excluding MATH 125, 126, 127, and 128

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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Create a LinkedIn profile and begin building your professional network.

Visit Career Services (Student Center, Brockton Campus) for assistance in writing your resume and conducting a job search.

Consider joining and/or visiting sites of professional organizations such as:

National Association of Social Worker: www.socialworkers.org
American Counseling Association: www.counseling.org
American Psychological Association: www.apa.org
National Organization for Human Services: www.nationalhumanservices.org
Massachusetts Mental Health Counselors Association: www.mamhca.org
Attend conferences and workshops relevant to your field.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

Testing & Assessment
massasoit.edu/testing
   x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Brockton A131A, Lower Level x1479
Canton Enrollment Center x2008

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C126 x2516
Middleborough Main Office x4002

Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu
x1903

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
**Human Services - Transfer**

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Academic Map

#### Entering Fall 2019

**Based on Full-time Enrollment**

**You’ve Arrived!**

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<tr>
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### Course Offerings

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<td>SOCI 104</td>
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<td>Lab Science Elective</td>
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- ENGL 091 Preparing for College Reading I
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- ENGL 099 Introductory Writing
- MATH 001-003 Prep College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

Math Elective: MATH 152 Topics in Math I or higher

Other Electives: Students choosing a humanities, lab science, liberal arts, modern language, or science elective can select from the Course Elective Guide at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Explore colleges and universities with your specialized major
Consider internships and/or volunteer work in your major/minor field.
Consider joining and/or visiting sites of professional organizations such as:

National Association of Social Workers www.socialworkers.org
American Counselling Association www.counseling.org
American Psychological Association www.apa.org
National Organization for Human Services www.nationalhumanservices.org
Massachusetts Mental Health Counselors Association www.mamhca.org

Attend conferences and workshops relevant to your field.

Resources for Future Planning

Transfer Services
massasoit.edu/transfer x1461

Career Services
massasoit.edu/careerservices x1406

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing x1991

Financial Aid
massasoit.edu/finaid fao@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu x1903

508-588-9100 massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration, Grant # TC-16450-14-60-A-25.
This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
HVAC – Building Systems Energy Management

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Please note that program-specific courses are only offered on the Canton Campus.

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<td>HVAC 113 Intro to HVAC/R</td>
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<td>ENGT 107 Computer Aided Drafting</td>
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<td>HVAC 114 Heat Principles and Application</td>
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<td>ENGT 109 Intermediate CAD</td>
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<td>SPCH 105 Speech Communications</td>
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<td>HVAC 201 Refrigeration Principles and Application</td>
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<td>HVAC 206 Hydronic and Piping Design</td>
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<td>HVAC 213 HVAC Equipment Controls</td>
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<td>DIES 141 Fundamentals Standby Power</td>
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<td>HVAC 223 Service Procedures</td>
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<td>HVAC 224 HVAC Systems Control</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

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- ENGL 092 Preparing for College Reading II
- ENGL 094 Reading and Writing Seminar
- ENGL 099 Introductory Writing
- MATH 001-003 Prep College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 060 Math Literacy
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

Milestones

After students complete HVAC 223 Service Procedures in the 3rd semester, they have the opportunity to acquire EPA and 410 certifications.

Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go

Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings

Courses are not offered all semesters.

Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

Electives

For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

You’ve Arrived!
Program Notes

Articulation agreements are in place for students coming from vocational technical high schools. Students should speak to an HVAC program advisor for clarification on which courses are eligible for transfer.

Students coming from Southeastern Regional Vocational Technical High School are able to receive credits for HVAC 111, HVAC 113, HVAC 201, and ENGT 401.

Math Elective: MATH 125 Technical Math I or higher

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 68 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

After graduation and completion of 4,000 hours of work students will be eligible to take the Refrigeration state license exam. Students should speak with an HVAC advisor for information on eligibility.

After graduation students will have completed:

S22 CRM 9.00: Refrigeration and Air Conditioning Systems = 545 Hours
S27 CMR 12.00: Massachusetts Electrical Code (Amendments) = 250 Hours

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

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Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C126 x2516
Middleborough Main Office x4002

Division Dean
Carine Sauvignon
emergenttech@massasoit.mass.edu
x2106

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461
Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

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Congratulations

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Liberal Arts Studies

**You’ve Arrived!**

### Academic Map

**Entering Fall 2019**

**Based on Full-time Enrollment**

<table>
<thead>
<tr>
<th>Semester</th>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<td>PSYC 101</td>
<td>General Psychology</td>
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<td>History Elective</td>
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<td>MATH ---</td>
<td>Math Elective</td>
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<td>SC ---</td>
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<tr>
<td>ENGL 102</td>
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<td>SOCI 104</td>
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<td>History Elective</td>
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<td>Math Elective</td>
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### About 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 060 Math Literacy
- MATH 011 Introductory Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

- **Ready to Go**
  - Courses have no prerequisites or developmental courses.

- **Semester-specific Course Offerings**
  - Courses are not offered all semesters.

- **Minimum Grade Requirement**
  - Students must earn a minimum grade to remain in the program.

- **Electives**
  - For details on eligible electives, please see reverse.

- **Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.**
**Program Notes**

Meet with an Academic Advisor and begin to tailor your program to meet your individual needs.

---

**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, HIST 108 World History I, HIST 109 World History II, or HIST 131 The United States since 1945

**Math Electives:** MATH 152 Topics in Math I 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

**Other Electives:** Students choosing a lab science, science, or general elective can select from the Course Elective Guide at massasoit.edu/electives.

---

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

---

**Resources for Academic Success at Massasoit**

All College phone numbers are 508-588-9100 + extension.

**Registrar’s Office**

massasoit.edu/registrar
registrar@massasoit.mass.edu

<table>
<thead>
<tr>
<th>Location</th>
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<td>Brockton</td>
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<tr>
<td>Canton</td>
<td>Enrollment Center</td>
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<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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**Testing & Assessment**

massasoit.edu/testing
x1991

**Financial Aid**

massasoit.edu/finaid
fao@massasoit.mass.edu

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**Advisement & Counseling Center**

massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

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**Academic Resource Center**

massasoit.edu/arc

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**Division Dean**

Karyn Boutin
kboutin@massasoit.mass.edu
x1903

**Resources for Future Planning**

**Transfer Services**

massasoit.edu/transfer
x1461

**Career Services**

massasoit.edu/careerservices
x1406

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Visit Career Services, and explore your career and education options with CareerGPS at careergps.mass.edu.

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The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
# Liberal Arts Transfer

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

## Academic Map

### Entering Fall 2019

**Based on Full-time Enrollment**

### You’ve Arrived!

<table>
<thead>
<tr>
<th>Semester</th>
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<tr>
<td>1</td>
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### Semester 1

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<td>PSYC 101</td>
<td>General Psychology</td>
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</tr>
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<td>HIST ---</td>
<td>History Elective</td>
<td>3</td>
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<tr>
<td>MATH ---</td>
<td>Math Elective</td>
<td>3</td>
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<tr>
<td>ML</td>
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<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HIST ---</td>
<td>History Elective</td>
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<tr>
<td>MATH ---</td>
<td>Math Elective</td>
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<td>SPCH 107</td>
<td>Oral Interpretation</td>
<td>3</td>
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<tr>
<td>ENGL ---</td>
<td>Literature Elective</td>
<td>3</td>
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<tr>
<td>HU ---</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>LA or CTIM</td>
<td>Liberal Arts or Computer Elective</td>
<td>3</td>
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<tr>
<td>LS ---</td>
<td>Lab Science Elective</td>
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### Semester 4

<table>
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<th>Course Code</th>
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<tr>
<td>HU ---</td>
<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td>LA ---</td>
<td>Liberal Arts Elective</td>
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</tr>
<tr>
<td>LA ---</td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>LS ---</td>
<td>Lab Science Elective</td>
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</table>

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### About 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 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

Decide on your intended field of study for when you transfer early in the LAT program so that you can tailor your electives to your plans after completing your associate degree. The language requirement consists of two consecutive semesters of the same language. If you wish to continue in the same modern language you studied in high school, please consult the department website and/or Modern Language Department Chair.

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, HIST 108 World History I, HIST 109 World History II, or HIST 131 The United States since 1945

Math Electives: MATH 152 Topics in Math 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 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 at massasoit.edu/electives.

Resources for Future Planning

This program is intended for students who wish to continue their education to pursue a bachelor’s degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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 - Science

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Academic Map

**Entering Fall 2019**

**Based on Full-time Enrollment**

<table>
<thead>
<tr>
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<tr>
<td>ENGL 101 English Composition I</td>
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<td>HIST --- History Elective</td>
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<td>ENGT 140 Intro to Engineering</td>
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<td>LA --- Liberal Arts Elective</td>
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<td>CTIM --- Computer Elective</td>
<td>3</td>
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<td>LS --- Lab Science Elective</td>
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<tr>
<td>MATH --- Math Elective</td>
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<td>ENGL 102 English Composition II</td>
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<td>HIST --- History Elective</td>
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<td>MATH --- Math Elective</td>
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<td>LA --- Liberal Arts Elective</td>
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<td>CTIM --- Computer Elective</td>
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<td>LS --- Lab Science Elective</td>
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<td><strong>16</strong></td>
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<td><strong>3</strong></td>
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<td>PSYC 101 General Psychology</td>
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<td>MATH --- Math Elective</td>
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<td>SC --- Science Elective</td>
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<td>SC --- Science Elective</td>
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<td>ENGL --- Literature Elective</td>
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<td><strong>15</strong></td>
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<td><strong>4</strong></td>
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<td>SPCH 105 Speech Communication</td>
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<td>HU --- Humanities Elective</td>
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<td>LA --- Liberal Arts Elective</td>
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<td>SC --- Science Elective</td>
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<td><strong>15</strong></td>
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</table>

### About Developmental Courses

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- 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 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year

Will help you stay on track to finish your degree in two years.
Program Notes

Science Transfer Students: It is essential that you take major-level science classes (BIOL 121, BIOL 122, CHEM 151, CHEM 152, PHYS 161, PHYS 162), and appropriate math classes. It is strongly recommended that you consider joining the STEM Scholars program and/or meeting with a STEM advisor, who can help you plan out your courses. Contact the Science and Math Division at x1508 for more information or to schedule an appointment.

Pre-Allied Health Students: Most allied health programs require Anatomy and Physiology I & II (BIOL 201 and 202), and some also require Microbiology (BIOL 231). These three courses have a prerequisite of Biological Principles I (BIOL 121). Biological Principles I, or an equivalent course from another school must be taken prior to enrolling in any of these classes. Students who feel they have a strong understanding of the concepts covered in Biological Principles I can take a challenge exam through the testing center to test out of the prerequisite requirement. Other courses may be required, or increase chances of being admitted, depending on the program. Please contact the Nursing and Allied Health Division for more information.

Pre-Veterinary Technology Students: Admission to the Veterinary Technology program at Massasoit requires that students have completed Biological Principles I (BIOL 121) and have completed or tested out of developmental math and English. Completing certain other courses may result in an increased score on the admissions rubric. For more information, please contact the Veterinary Technology program at x2380.

By the end of the second semester, students should have completed all developmental math coursework in order to be on track and graduate on time.

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, HIST 108 World History I, HIST 109 World History II, or HIST 131 The United States since 1945

Math Electives: MATH 158 Intro to Statistics or MATH 203 College Algebra or higher


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 at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.
CONGRATULATIONS

You’ve Arrived!

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

S-T-E-M-O-N 1

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<thead>
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<td>NURS 101</td>
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<td>BIOL 201</td>
<td>Anatomy and Physiology I 4</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I 3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology 3</td>
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</table>

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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:

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- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go
Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings
Courses are not offered all semesters.

Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
The Massasoit Community College Nurse Education program began in 1968 and graduated its first class in 1970. Massasoit offers nursing options both part time and full time. Our program is committed to providing an education based on professional nursing standards. Most of our graduates are employed in local health care facilities. The nursing program strives to assist students in realizing their full potential. The faculty and staff value respect, caring, esteem, nurturing, and critical thinking in each other, our students, and the community.

A CORI/SORI background check will be required for all students before clinical experience. Unsatisfactory CORI status will prevent students from participating in the clinical experience.

Nursing courses have both a theory and clinical component. A student must pass both in order to successfully complete the course.

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.

**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.

Graduates of the program are eligible to take the NCLEX Exam for Licensure for Registered Nurses. The program is fully accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Rd, N.E., Suite 850, Atlanta, GA, 30326. Telephone: 404-975-5000, Fax: 404-975-5020

Full approval has been granted to the program by the Massachusetts Board of Registration in Nursing, 239 Causeway Street, Boston, MA, 02114. Telephone: 617-973-0900

A minimum grade of C- (78) is required in all nursing courses.

**Math Competency**: The math competency for graduation may be fulfilled by passing MATH 012 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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1
- **NURS 212** Nursing I-E  
  - Credits: 6
- **BIOL 201** Anatomy and Physiology I  
  - Credits: 4
- **PSYC 101** General Psychology  
  - Credits: 3

**Credits:** 13

### Semester 2
- **NURS 214** Nursing III-E  
  - Credits: 5
- **BIOL 202** Anatomy and Physiology II  
  - Credits: 4
- **ENGL 101** English Composition I  
  - Credits: 3

**Credits:** 12

### Semester 3
- **NURS 213** Nursing II-E  
  - Credits: 5
- **ENGL 102** English Composition II  
  - Credits: 3
- **LA - - -** Liberal Arts Elective  
  - Credits: 3

**Credits:** 11

### Semester 4
- **NURS 304** Nursing A  
  - Credits: 6
- **PSYC 205** Human Growth and Development  
  - Credits: 3

**Credits:** 9

### Semester 5
- **NURS 305** Nursing B  
  - Credits: 6
- **BIOL 231** Microbiology  
  - Credits: 4

**Credits:** 10

### Semester 6
- **NURS 306** Nursing C  
  - Credits: 5
- **NURS 307** Nursing Trends  
  - Credits: 1
- **SOCI 104** Principles of Sociology  
  - Credits: 3

**Credits:** 10

### About Developmental Courses
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### Route to Success
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### Ready to Go
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### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

Taking **15 credits/semester** or **30 credits/year** will help you stay on track to finish your degree in two years.
The Massasoit Community college Nurse Education program began in 1968 and graduated its first class in 1970. Massasoit offers nursing options both part time and full time. Our program is committed to providing an education based on professional nursing standards. Most of our graduates are employed in local health care facilities. The nursing program strives to assist students in realizing their full potential. The faculty and staff value respect, caring, esteem, nurturing, and critical thinking in each other, our students, and the community.

A CORI/SORI background check will be required for all students before clinical experience. Unsatisfactory CORI status will prevent students from participating in the clinical experience.

Nursing courses have both a theory and clinical component. A student must pass both in order to successfully complete the course.

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.

Graduates of the program are eligible to take the NCLEX Exam for Licensure for Registered Nurses. The program is fully accredited by the:

Accreditation Commission for Education in Nursing, Inc, 3343 Peachtree Rd, N.E., Suite 850, Atlanta, GA, 30326 | Telephone: 404-975-5000, Fax: 404-975-5020

A minimum grade of C+ (78) is required in all nursing courses.

Math Competency: The math competency for graduation may be fulfilled by passing MATH 012 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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

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Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

Testing & Assessment
massasoit.edu/testing x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Brockton A131A, Lower Level x1479
Canton Enrollment Center x2008

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C120 x2516
Middleborough Main Office x4002

Division Dean
Susan Clover, MS, RN, ACM
sclaver@massasoit.mass.edu x1789

Resources for Future Planning

Transfer Services
massasoit.edu/transfer x1461
Career Services
massasoit.edu/careerservices x1406

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
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### About 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
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- MATH 010 Fundamentals of Mathematics
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Milestones
You should complete Calculus II by the end of your second semester, and should meet with a math advisor to review your progress and plans before registering for third semester classes.

### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

- **Ready to Go**
  - Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

- **Taking 15 credits/semester or 30 credits/year** will help you stay on track to finish your degree in two years.
Program Notes

You should not enroll in this program unless you are ready to take Calculus I or higher. If you are not prepared for Calculus I, but are interested in pursuing a degree in math, please contact the science and math division at extension 1508 or sciencemath@massasoit.mass.edu to make an appointment with a math advisor to help you create a plan to get ready for Calculus I.

This program is designed to prepare you for transfer to a four-year institution to pursue a bachelor’s degree in math or a math intensive subject such as physics. Because different institutions may require additional coursework, you are strongly encouraged to contact the science and math division (extension 1508 or sciencemath@massasoit.mass.edu) to make an appointment with a math advisor to discuss options.

Calculus III is offered on the Canton campus in the fall, and on the Brockton campus in the spring.

Differential Equations is offered on the Brockton campus in the fall and the Canton campus in the spring.

Please be sure to plan your schedule accordingly.

Other Electives: Students choosing a humanities, lab science, liberal arts, modern language, general, or science elective can select from the Course Elective Guide at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor’s degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 61 credits and 18 courses is required for completion. The same course may not be used to satisfy two different course requirements.
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- MATH 010 Fundamentals of Mathematics
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

There are two tracks within the Media Arts program: **Radio** and **Video Production**.

Students interested in the **Television** track should take MDIA 112, MDIA 116, MDIA 212, and a practicum in television in their fourth semester.

Students interested in the **Video Production** track should take MDIA 113, MDIA 108, MDIA 213, and a practicum in radio in their fourth semester.

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### Routes to Success

**Summer and/or Winter Session classes may be available for your program to help you finish on time.** See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

Taking **15 credits/semester** or **30 credits/year** will help you stay on track to finish your degree in two years.
Program Notes

Massachusetts is the third top paying state in the country for employment in Media, Arts, Entertainment, and Sports Media with over 200 radio stations and 68 television stations within driving distance from Massasoit, plus numerous cable, print, and multimedia corporations. We are located in the 7th largest TV market and 10th largest radio market in the United States. Due to these factors, there are two tracks available to Media Arts students.

Students who are interested in the Radio track should take MDIA 108 Radio Broadcasting, MDIA 113 Radio Production, MDIA 213 Advanced Radio Production, MDIA Broadcast Writing and Presentation, and MDIA 401 Practicum in Radio. MDIA 213 Advanced Radio Production is designed to build upon the skills learned in MDIA 113 Radio Production. Students wishing to take both courses should plan to take MDIA 113 Radio Production in semesters 1, 2, or 3.

Students who are interested in the Video Production track should take MDIA 112 Television Production, MDIA 116 Digital Video Editing, MDIA 114 Advanced TV Production, and MDIA 401 Practicum in TV.

MDIA 401 Practicum in Television or Radio has a prerequisite of MDIA 112 TV Studio Production or MDIA 113 Radio Production and departmental approval. Students wishing to take Practicum should plan on taking MDIA 112 TV Studio Production or MDIA 113 Radio Production in semesters 1, 2, or 3.

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, HIST 108 World History I, HIST 109 World History II, or HIST 131 The United States since 1945

Math Electives: MATH 152 Topics of Math I or higher

Math Electives: Any 3-credit MDIA course, 3-credit Journalism course, or any 3-credit Film course.

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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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Resources for Academic Success at Massasoit

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massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fa@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Dr. Rita Jones-Hyde
rjoneshyde@massasoit.mass.edu
x1810

Resources for Future Planning

Transferring Credits
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

Massasoit.edu

After Graduation/Completion

You will leave Massasoit with the skills to work in the industry or transfer to another college. Students do not just learn about media; they perform the duties of those working in the media industry. This has given Massasoit’s Media Arts program a great reputation in the industry and placement for internships and employment. Skills learned in this industry also carry over to areas of business, web design, communication, public relations, education, and sports management. Almost any industry uses aspects of media, and Massasoit students can benefit by learning skills in podcasting, broadcasting, digital media content, and video production.

The Media Arts program allows students to be eligible for Mass Transfer and A2B Pathway for state alignment. Graduates will have the tools and skills to advance in a variety of media related programs and industries.

Massasoit.edu
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1
<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<td>PSYC 101</td>
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**Total Credits: 18**

### Semester 2
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<tr>
<td>NURS 204</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 202</td>
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</tr>
<tr>
<td>ENGL 102</td>
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<tr>
<td>LA - - -</td>
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</table>

**Total Credits: 18**

### Semester 3
<table>
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<tr>
<th>Course</th>
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<td>NURS 301</td>
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<td>BIOL 231</td>
<td>4</td>
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<tr>
<td>PSYC 205</td>
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**Total Credits: 16**

### Semester 4
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<td>NURS 302</td>
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<tr>
<td>NURS 303</td>
<td>1</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>3</td>
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</table>

**Total Credits: 13**

### About 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 060 Math Literacy
- MATH 011 Introductory Algebra

### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go
Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
The Massasoit Community college Nurse Education program began in 1968 and graduated its first class in 1970. Massasoit offers nursing options both part time and full time. Our program is committed to providing an education based on professional nursing standards. Most of our graduates are employed in local health care facilities. The nursing program strives to assist students in realizing their full potential. The faculty and staff value respect, caring, esteem, nurturing, and critical thinking in each other, our students, and the community.

A CORI/SORI background check will be required for all students before clinical experience. Unsatisfactory CORI status will prevent students from participating in the clinical experience.

Nursing courses have both a theory and clinical component. A student must pass both in order to successfully complete the course.

Graduates of the program are eligible to take the NCLEX Exam for Licensure for Registered Nurses. The program is fully accredited by the:

Accreditation Commission for Education in Nursing, Inc, 3343 Peachtree Rd, N.E., Suite 850, Atlanta, GA, 30326 | Telephone: 404-975-5000, Fax: 404-975-5020

Full approval has been granted to the program by the:
Massachusetts Board of Registration in Nursing, 239 Causeway Street, Boston, MA, 02114 | Telephone: 617-973-0900

A minimum grade of C+ (78) is required in all nursing courses.

Math Competency: The math competency for graduation may be fulfilled by passing MATH 012 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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Massasoit Community College maintains formal articulation agreements with Emmanuel College, Regis College, University of Massachusetts Dartmouth and Boston, Framingham State University, Salve Regina University, Worcester State University, Laboure College, Simmons College, and Curry College.

After Graduation/Completion

Massasoit Community College maintains formal articulation agreements with Emmanuel College, Regis College, University of Massachusetts Dartmouth and Boston, Framingham State University, Salve Regina University, Worcester State University, Laboure College, Simmons College, and Curry College.
### Nurse Education - Part Time

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

#### Academic Map

**Entering Fall 2019**  
Based on Full-time Enrollment

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tr>
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<td>6</td>
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<table>
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<tr>
<th>Semester 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 212</td>
<td>Nursing I-E</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
</tr>
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</table>

<table>
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<tr>
<th>Semester 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 214</td>
<td>Nursing III-E</td>
</tr>
<tr>
<td>BIOL 202</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 213</td>
<td>Nursing II-E</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<td>LA - - - -</td>
<td>Liberal Arts Elective</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 304</td>
<td>Nursing A</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Human Growth and Development</td>
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<table>
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<tr>
<th>Semester 5</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS 305</td>
<td>Nursing B</td>
</tr>
<tr>
<td>BIOL 231</td>
<td>Microbiology</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 6</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS 306</td>
<td>Nursing C</td>
</tr>
<tr>
<td>NURS 307</td>
<td>Nursing Trends</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
</tr>
</tbody>
</table>

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### Route to Success

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### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

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### Electives

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<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16</td>
<td>PSYC 101 General Psychology 3&lt;br&gt;ENGL 101 English Composition I 3&lt;br&gt;SPCH 105 Speech Communication 3&lt;br&gt;SPCH 107 Oral Interpretation 3&lt;br&gt;HIST - - - History Elective 3&lt;br&gt;ML - - - Modern Language Elective 3</td>
</tr>
<tr>
<td>2</td>
<td>15</td>
<td>PSYC 202 Child Psychology 3&lt;br&gt;PSYC 203 Adolescence Psychology 3&lt;br&gt;PSYC 205 Human Growth &amp; Development 3&lt;br&gt;Biol 121 Biological Principles I 4&lt;br&gt;ENGL 102 English Composition II 3&lt;br&gt;HIST - - - History Elective 3&lt;br&gt;ML - - - Modern Language Elective 3</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
<td>PSYC 201 Abnormal Psychology 3&lt;br&gt;PSYC 208 Psychology of Personality 3&lt;br&gt;Biol 122 Biological Principles II 4&lt;br&gt;Biol 160 Human Genetics, Reproduction, and Society 4&lt;br&gt;ECON 201 Principles of Economics I 3&lt;br&gt;ANTH 101 Intro to Anthropology 3&lt;br&gt;GEOG 201 Human Geography 3&lt;br&gt;MATH 158 Introduction to Statistics 3&lt;br&gt;SOCI 104 Principles of Sociology 3</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
<td>PSYC 209 Social Psychology 3&lt;br&gt;PSYC 206 Psychology of Learning 3&lt;br&gt;PSYC 220 Statistics for Psychology and Social Sciences 4&lt;br&gt;PHIL 201 Ethical Dilemmas 3&lt;br&gt;ENGL - - - Literature Elective 3&lt;br&gt;LA - - - Liberal Arts Elective 3</td>
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Ready to Go
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Semester-specific Course Offerings
Courses are not offered all semesters.

Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
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, HIST 108 World History I, HIST 109 World 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 at massasoit.edu/electives.

*Students who plan on transferring to Bridgewater State University must take a Psychology course as their Liberal Arts Elective.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

**Registrar's Office**
massasoit.edu/registrar
registrar@massasoit.mass.edu

**Testing & Assessment**
massasoit.edu/testing
x1991

**Financial Aid**
massasoit.edu/finaid
fao@massasoit.mass.edu

**Advisement & Counseling Center**
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

**Academic Resource Center**
massasoit.edu/arc

**Division Dean**
Karyn Boutin
kboutin@massasoit.mass.edu
x1903

**Resources for Future Planning**

**Transfer Services**
massasoit.edu/transfer
x1461

**Career Services**
massasoit.edu/careerservices
x1406

After Graduation/Completion

Consider internships and/or volunteer work in your major/minor field.

Consider joining and/or visiting American Psychological Association www.apa.org

Attend conferences.

Pursue research, mentorship, and projects at your 4-year school.

Explore your career and education options with CareerGPS at careergps.mass.edu.

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant #TC-16645-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Academic Map

#### Entering Fall 2019

**Based on Full-time Enrollment**

<table>
<thead>
<tr>
<th>Semester</th>
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<tr>
<td>RADT 133 RADT Anatomy/Positioning Lecture I</td>
<td>2</td>
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<tr>
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<td>BIOL 201 Anatomy and Physiology I</td>
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<td>ENGL 101 English Composition I</td>
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<td>MATH - - - Math Elective</td>
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<td>RADT 102 Image Production and Evaluation</td>
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<td>RADT 112 RADT Anatomy/Positioning Lab II</td>
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<td>RADT 120 RADT Principles of Digital Imaging</td>
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<tr>
<td>RADT 134 RADT Anatomy/Positioning Lecture II</td>
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<td>RADT 142 RADT Clinical Experience II A</td>
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<td>BIOL 202 Anatomy and Physiology II</td>
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<td>ENGL 102 English Composition II</td>
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<td>RADT 143 RADT Clinical Experience II B</td>
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<td>RADT 105 Medical Imaging</td>
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<td>RADT 113 RADT Anatomy/Positioning Lab III</td>
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<tr>
<td>RADT 131 Radiation Science I</td>
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<td>RADT 137 RADT Anatomy/Positioning Lecture III</td>
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<td>RADT 144 RADT Clinical Experience III</td>
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<td>PSYC 101 General Psychology</td>
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<td>SOCI 104 Principles of Sociology</td>
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<td><strong>CHOOSE ONE</strong></td>
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<tr>
<td>RADT 106 Seminar/Quality Control</td>
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<td>RADT 132 Radiation Science II and Protection</td>
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<td>RADT 138 RADT Pathology/Sectional Anatomy</td>
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<td>LA - - - Liberal Arts Elective</td>
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#### About 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 093 Preparing for College Reading III
- ENGL 094 Introductory Writing
- MATH 001-003 Prep College Math I-III
- MATH 004 Fundamentals of Mathematics
- MATH 005 Math Literacy
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

#### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

#### Ready to Go

Courses have no prerequisites or developmental courses.

#### Semester-specific Course Offerings

Courses are not offered all semesters.

#### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

#### Electives

For details on eligible electives, please see reverse.

Taking **15 credits/semester** or **30 credits/year** will help you stay on track to finish your degree in two years.
### Resources for Academic Success at Massasoit

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<td><a href="mailto:registrar@massasoit.mass.edu">registrar@massasoit.mass.edu</a></td>
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<th>Academic Resource Center</th>
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<table>
<thead>
<tr>
<th>Division Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Clover, MS, RN, ACM</td>
</tr>
<tr>
<td><a href="mailto:sclover@massasoit.mass.edu">sclover@massasoit.mass.edu</a></td>
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<tr>
<th>Career Services</th>
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<tr>
<td>massasoit.edu/careerservices</td>
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<td>x1406</td>
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### Radiologic Technology

**Program Notes**

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) and follows the American Society of Radiologic Technologists (ASRT) curriculum.

The Radiologic Technology program at Massasoit Community College is a selective and highly competitive admissions program. All applicants are reviewed by a committee by means of a rubric in order to assure fair and ethical selection practices.

Students accepted to the program are assigned to a clinical education center by the program placement committee. The committee makes the assignment after considering the residence of the student and after reviewing the geographic composition of the class as a whole and according to a student's needs. The clinical objectives for each clinical practicum course will determine the room rotation schedules within a clinical practicum site. In order to meet the educational needs of all students the clinical assignments may be changed at any time as determined by the Program Director, Clinical Coordinators and Clinical Instructors.

NOTE: The ARRT requires all examinees to disclose any prior felony or misdemeanor conviction. If this situation applies to a student, it is recommended they contact the ARRT at (612) 687-0048 to discuss their particular case. This process is to prevent the student from having completed the A.S. degree program and being ineligible to take the a ARRT exam.

A CORI/SORI background check will be required for all students before clinical experience. Unsatisfactory CORI status will prevent students from participating in the clinical experience. Some sites may also implement drug screening.

Radiography involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of radiological technical functions. Therefore, all applicants should possess sufficient visual, auditory, gross and fine motor, communication, and intellectual and emotional skills to perform direct care tasks.

**Math Elective:** MATH 158 Intro to Statistics or higher

**Other Electives:** Students choosing a business, liberal arts, science, or general elective can select from the Course Elective Guide at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 73 credits and 27 courses is required for completion. The same course may not be used to satisfy two different course requirements.

### After Graduation/Completion

Upon graduation, Radiologic Technology students receive an Associate in Science Degree. Program graduates are eligible to apply for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Individuals who pass the examination are known as Registered Technologists in (Radiography), RT(R).

Successful completion of national certification makes the graduate eligible for National state licensure.

As a registered technologist you have the ability to work in any clinic, hospital, Industrial and veterinary hospital across United States.

Once you pass the ARRT examination and receive your license, you can be certified as a CT Technologist, MRI Technologist, Mammography Technologist, or Special Procedures Technologist.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RESP 101 Fundamentals of Respiratory Care I</td>
<td>7</td>
</tr>
<tr>
<td>RESP 113 Respiratory Care Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>RESP 115 Respiratory Care Equipment</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 201 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 131 Survey of Chemistry</td>
<td>CHOOSE ONE</td>
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<tr>
<td>CHEM 151 General Chemistry I</td>
<td>3</td>
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### Semester 2
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RESP 102 Fundamentals of Respiratory Care II</td>
<td>7</td>
</tr>
<tr>
<td>RESP 112 Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 202 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH -- -- Math Elective</td>
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### Semester 3
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RESP 103 Fundamentals of Respiratory Care III</td>
<td>7</td>
</tr>
<tr>
<td>RESP 111 Introduction to Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RESP 121 Respiratory Care - Clinical Cardio Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
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### Semester 4
<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>RESP 104 Fundamentals of Respiratory Care IV</td>
<td>7</td>
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<tr>
<td>RESP 116 Seminar II in Respiratory Care</td>
<td>3</td>
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<tr>
<td>RESP 117 Cardiopulmonary Diagnostics and Evaluation</td>
<td>1</td>
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<tr>
<td>BIOL 231 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td>3</td>
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</tbody>
</table>

### About 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 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Milestones
All students prior to graduation will successfully take both the TMC and Clinical Simulation Self-Assessment Examination.

### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go
Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Respiratory Care is the allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. The respiratory therapist sees a diverse group of patients ranging from newborn and pediatric patients to adults and the elderly. Conditions often requiring respiratory care include asthma, emphysema, chronic obstructive lung disease, pneumonia, and cystic fibrosis. Respiratory therapists identify, prevent, and rehabilitate acute or chronic dysfunction, to promote respiratory health and function.

The students in Respiratory Care will do clinical work at the following sites: Massachusetts General Hospital, Floating Hospital for Children at Tufts Medical Center, Boston Medical Center, Good Samaritan Medical Center, New England Sinai Hospital, Brockton Hospital, and South Shore Hospital. A CORI/SORI background check will be required for all students before clinical experience; a National Background check is required for all students attending MGH clinical.

All students must obtain a current Basic Life Support card through the American Heart Association prior to entry into the program. Students will earn Advanced Cardiac Life Support credentials in their final semester.

The Respiratory Care program is fully accredited by the Commission on Accreditation for Respiratory Care (COARC). Information about pass rates and other outcomes data can be found at www.coarc.com.

**Program Notes**

- A minimum grade of C (75) is required in all respiratory courses for graduation.
- Math Elective: MATH 158 Intro to Statistics or higher
- Other Electives: Students choosing a liberal arts elective can select from theCourse Elective Guide at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

- 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.

**After Graduation/Completion**

Upon completion of the program, graduates are required to take two National Board Exams. Both exams are given by the NBRC (National Board for Respiratory Care). The RRT credential is nationally recognized as the “standard of excellence” for respiratory care professionals.

The examinations for the RRT credential objectively and uniformly measure essential knowledge, skills, and abilities required of advanced respiratory therapists. The NBRC evaluates the competency of respiratory therapists and ensures that graduates of accredited respiratory care education programs have every opportunity to earn the RRT credential.

The first examination for earning the RRT is the Therapist Multiple-Choice (TMC) Examination. The TMC Examination evaluates the abilities required of respiratory therapists at entry into practice and determines eligibility for the Clinical Simulation Examination (CSE). The CSE consists of 22 problems (20 scored items and 2 pretest items). The clinical setting and patient situation for each problem are designed to simulate reality and be relevant to the clinical practice of respiratory care.

**Resources for Future Planning**

- Transfer Services
  massasoit.edu/transfer
  x1461
- Career Services
  massasoit.edu/careerservices
  x1406

**After Graduation/Completion**

1. [Program Notes](#)
2. [Resources for Academic Success at Massasoit](#)
3. [After Graduation/Completion](#)
4. [Resources for Future Planning](#)
MASSASOIT COMMUNITY COLLEGE

Social Science Transfer

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
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<tr>
<td>SOCI 104 Principles of Sociology</td>
<td>3</td>
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<tr>
<td>SPCH 105 Speech Communication</td>
<td>3</td>
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<tr>
<td>SPCH 107 Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>HIST - History Elective</td>
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<tr>
<td>ECON 201 Principles of Economics I</td>
<td>3</td>
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<td>ANTH 101 Introduction to Anthropology</td>
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Total Credits: 15

### Semester 2

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<tr>
<td>ENGL 102 English Composition II</td>
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</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HIST - History Elective</td>
<td>3</td>
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<tr>
<td>HU - Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>ML - Modern Language Elective</td>
<td>3</td>
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<td>SS - Social Science Elective</td>
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Total Credits: 15

### Semester 3

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<td>MATH 158 Introduction to Statistics</td>
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<td>MATH - Math Elective</td>
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<tr>
<td>PSYC - Psychology Elective</td>
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</tr>
<tr>
<td>SOCI - Sociology Elective</td>
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<td>ENGL - Literature Elective</td>
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<td>LS - Lab Science Elective</td>
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Total Credits: 16

### Semester 4

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<td>LS - Lab Science Elective</td>
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<td>HU - Humanities Elective</td>
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<td>ML - Modern Language Elective</td>
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<td>General Elective</td>
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<tr>
<td>General Elective</td>
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</table>

Total Credits: 16

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

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About 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:

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This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.
**Program Notes**

Start thinking about the school you wish to transfer to by the end of your second semester.

Meet with a Social Science faculty member and with your Academic Advisor every semester.

**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, HIST 108 World History I, HIST 109 World History II, or HIST 131 The United States since 1945

**Math Elective:** MATH 152 Topics in Math I

**Psychology Elective:** Any PSYC course excluding PSYC 210 and PSYC 215 (4-course maximum limit)

**Sociology Elective:** Any SOCI course (4-course maximum limit)

**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 at massasoit.edu/electives.

This program is intended for students who wish to continue their education to pursue a bachelor's degree at a four-year college or university. Students enrolled in this program may consider transfer options through MassTransfer with Massachusetts state colleges and universities or other transfer opportunities at private institutions.

For more information about transfer opportunities, program pathways, course equivalencies, and upcoming transfer events, please visit massasoit.edu/transfer.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

**After Graduation/Completion**

Consider internships and/or volunteer work in your major/minor field.

Consider joining and/or visiting sites of professional organizations such as:

- American Sociological Association  [www.asanet.org](http://www.asanet.org)
- American Psychological Association  [www.apa.org](http://www.apa.org)
- American Anthropological Association  [www.americananthro.org](http://www.americananthro.org)
- The American Society of Criminology  [www.asc41.com](http://www.asc41.com)
- Society for the Study of Social Problems  [www.sssp1.org](http://www.sssp1.org)
- Eastern Sociological Society  [www.essnet.org](http://www.essnet.org)

Attend conferences and pursue research, mentorship, and projects at your 4-year school.

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**Resources for Academic Success at Massasoit**

All College phone numbers are 508-588-9100 + extension.

**Registrar’s Office**

massasoit.edu/registrar

registrar@massasoit.mass.edu

<table>
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**Testing & Assessment**

massasoit.edu/testing

x1991

**Financial Aid**

massasoit.edu/finaid

fao@massasoit.mass.edu

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**Advisement & Counseling Center**

massasoit.edu/advisement-counseling

advisementcounseling@massasoit.edu

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**Academic Resource Center**

massasoit.edu/arc

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<td>Middleborough</td>
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<td>x4002</td>
</tr>
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</table>

**Division Dean**

Karyn Boutin
 kboutin@massasoit.mass.edu

x1903

---

**Resources for Future Planning**

**Transfer Services**

massasoit.edu/transfer

x1461

**Career Services**

massasoit.edu/careerservices

x1406

508-588-9100

massasoit.edu

---

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-16450-14-60-A-25.

This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
## Theatre Arts

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Course Offerings

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tr>
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</table>

### About 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
- MATH 001-003 Prep College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 011 Introductory Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking Credits

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

---

**You’ve Arrived!**
Theatre Arts

Program Notes

Start thinking about the school you wish to transfer to by the end of your second semester. Theater Arts 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.

- Math Elective: MATH 152 Topics in Math I or higher
- Other Electives: Students choosing a fine arts, lab science, science, or general elective can select from the Course Elective Guide at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Consider internships and/or volunteer work in your major/minor field.

Pursue active work in community theatrical organizations or after school theatre programs.

Consider joining and/or visiting sites of professional organizations such as:
- StageSource www.stagesource.com
- Actor’s Equity Association www.actorsequity.org
- Stage Manager’s Association www.stagemanagers.org
- International Alliance of Theatrical Stage Employees www.iatse.net

Pursue research, mentorship, and projects at your 4-year school.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
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fao@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Dr. Rita Jones-Hyde
rjoneshyde@massasoit.mass.edu
x1810

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Please note that program-specific courses are only offered on the Canton Campus.

**Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VTSC 101 Intro to Veterinary Technology</td>
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<tr>
<td>BIOL 205 Vertebrate Anatomy &amp; Physiology I</td>
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<tr>
<td>VTSC 232 Veterinary Microbiology</td>
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<tr>
<td>CHEM 151 General Chemistry I</td>
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</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
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<tr>
<td>MATH 158+ Intro to Statistics or higher</td>
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**Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VTSC 211 Veterinary Clinical Methods I</td>
<td>4</td>
</tr>
<tr>
<td>VTSC 226 Veterinary Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>VTSC 233 Veterinary Parasitology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 206 Vertebrate Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
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**Semester 3**

<table>
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<tr>
<th>Course</th>
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<tr>
<td>VTSC 212 Veterinary Clinical Methods II</td>
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<tr>
<td>VTSC 224 Veterinary Imaging</td>
<td>3</td>
</tr>
<tr>
<td>VTSC 235 Large Animal Medicine &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>VTSC 236 Laboratory Animals and Exotics</td>
<td>4</td>
</tr>
<tr>
<td>VTSC 240 Veterinary Anesthesia &amp; Surgery</td>
<td>4</td>
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</table>

**Semester 4**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VTSC 201 Veterinary Management</td>
<td>3</td>
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<tr>
<td>VTSC 221 Internship I</td>
<td>2</td>
</tr>
<tr>
<td>VTSC 222 Internship II</td>
<td>2</td>
</tr>
<tr>
<td>VTSC 238 Veterinary Pathology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**About 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:

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- MATH 001-003 Prep College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 060 Math Literacy
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

**Milestones**

Successful completion of the veterinary technology courses (VTSC) in sequence is required in order to remain in good standing and continue in the program.

**Route to Success**

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

**Ready to Go**

Courses have no prerequisites or developmental courses.

**Semester-specific Course Offerings**

Courses are not offered all semesters.

**Minimum Grade Requirement**

Students must earn a minimum grade to remain in the program.

**Electives**

For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

The Vet Tech program is a cohort program and requires full-time student participation. Veterinary Technology Program classes are only offered once a year during their respective semesters.

Students interested in enrolling in the program are encouraged to complete the general education courses prior to enrolling to reduce the program course load and provide more focus on the veterinary specific courses. The general education courses should be completed prior to enrollment or in the recommended semester, as they serve as prerequisites for many of the veterinary technology specific courses.

In order to remain in the program, students must maintain a grade of C or higher in all courses.

Students must wear program uniforms during lab work and off campus experiences. Large Animal Medicine and Management and Laboratory Animals and Exotics are taught on the campus of Norfolk County Agricultural High School in Walpole. Students are responsible for arranging transportation to and from the campus.

Students must have documented tetanus and rabies immunity, via proof of vaccination series or immunity blood titer, in order to be accepted into the program.

For information about the program, please contact Silvia Coviello, Program Coordinator, at x2380.

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.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Students are advised to register for and take the Veterinary Technician National Exam (VTNE) immediately after graduating from the program.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Brockton A131A, Lower Level x1479
Canton Enrollment Center x2008

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C126 x2516
Middleborough Main Office x4002

Division Dean
Dr. Doug Brown
sciencemath@massasoit.edu
x1508

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
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### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go
Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
**Visual Arts - Art & Graphic Design**

**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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

**After Graduation/Completion**

Students should consider continuing their education with institutions that have articulation agreements with the Visual Arts degree programs at Massasoit. For example, Lesley University will accept all college level courses passed at Massasoit for students who have completed an associate degree in Visual Arts with options in Art & Graphic Design or Fine Arts and meet Lesley’s program admission requirements.

**Resources for Academic Success at Massasoit**

All College phone numbers are 508-588-9100 + extension.

- **Registrar’s Office**
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  registrar@massasoit.mass.edu

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- **Financial Aid**
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</table>

- **Division Dean**
  Carine Sauvignon
  emergenttech@massasoit.mass.edu
  x2106

- **Resources for Future Planning**

  - **Transfer Services**
    massasoit.edu/transfer
    x1461
  - **Career Services**
    massasoit.edu/careerservices
    x1406

---

**Brockton**
1 Massasoit Boulevard
Brockton, MA 02302

**Canton**
900 Randolph Street
Canton, MA 02021

**Middleborough**
49 Union Street
Middleborough, MA 02346

508-588-9100
massasoit.edu

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# Academic Map

## Entering Fall 2019

Based on Full-time Enrollment

## Visual Arts - Fine Arts

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

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### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking Credits

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

## Academic Map

### Based on Full-time Enrollment

#### You’ve Arrived!

<table>
<thead>
<tr>
<th>Semester</th>
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### Courses

#### Semester 1

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<td>ARTG 113</td>
<td>Color and Design I</td>
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<tr>
<td>ARTG 263</td>
<td>Sculpture I</td>
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<td>ARTG</td>
<td>Art Elective</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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<td>ARTG 114</td>
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<td>ARTG 221</td>
<td>Painting I</td>
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<tr>
<td>ARTG</td>
<td>Printmaking Elective</td>
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<tbody>
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<td>ARTG 101</td>
<td>History of Art I</td>
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<tr>
<td>ARTG 205</td>
<td>Three-Dimensional Design</td>
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</tr>
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<td>ARTG</td>
<td>Art Elective</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology or Principles of Sociology</td>
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</tr>
<tr>
<td>SOCI 104</td>
<td></td>
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<td>MATH</td>
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#### Semester 4

<table>
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<tr>
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<tr>
<td>ARTG 102</td>
<td>History of Art II</td>
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<td>ARTG</td>
<td>Art Elective</td>
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<tr>
<td>ARTG</td>
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<td>3</td>
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<tr>
<td>SC</td>
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<tr>
<td>LA</td>
<td>Liberal Arts Elective</td>
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</table>
**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 at massasoit.edu/electives.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

---

**After Graduation/Completion**

Students should consider continuing their education with institutions that have articulation agreements with the Visual Arts degree programs at Massasoit. For example, Lesley University will accept all college level courses passed at Massasoit for students who have completed an associate degree in Visual Arts with options in Art & Graphic Design or Fine Arts and meet Lesley’s program admission requirements.

---

**Resources for Academic Success at Massasoit**

All College phone numbers are 508-588-9100 + extension.

**Registrar's Office**  
massasoit.edu/registrar  
registrar@massasoit.mass.edu

<table>
<thead>
<tr>
<th>Location</th>
<th>Office/Center</th>
<th>Phone Extension</th>
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<tbody>
<tr>
<td>Brockton</td>
<td>A240, Upper Level</td>
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<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
</tr>
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**Testing & Assessment**  
massasoit.edu/testing  
x1991

**Financial Aid**  
massasoit.edu/finaid  
fao@massasoit.mass.edu

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**Advisement & Counseling Center**  
massasoit.edu/advisement-counseling  
advisementcounseling@massasoit.edu

<table>
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<th>Phone Extension</th>
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<tbody>
<tr>
<td>Brockton</td>
<td>Student Center, Lower Level</td>
<td>x1461</td>
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<tr>
<td>Canton</td>
<td>First Floor, C120</td>
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<td>Middleborough</td>
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<td>x4002</td>
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</table>

**Academic Resource Center**  
massasoit.edu/arc

<table>
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<td>Canton</td>
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<tr>
<td>Middleborough</td>
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<td>x4002</td>
</tr>
</tbody>
</table>

**Division Dean**  
Carine Sauvignon  
emergenttech@massasoit.mass.edu  
x2106

**Resources for Future Planning**

**Transfer Services**  
massasoit.edu/transfer  
x1461

**Career Services**  
massasoit.edu/careerservices  
x1406

---

**Brockton**  
1 Massasoit Boulevard  
Brockton, MA 02302

**Canton**  
900 Randolph Street  
Canton, MA 02021

**Middleborough**  
49 Union Street  
Middleborough, MA 02346

508-588-9100  
massasoit.edu
Dental Assistant

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Please note that program-specific courses are only offered on the Canton Campus.

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DENT 102 Dental Materials I</td>
<td>3</td>
</tr>
<tr>
<td>DENT 103 Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>DENT 105 Dental Office Management</td>
<td>3</td>
</tr>
<tr>
<td>DENT 106 Dental Science I</td>
<td>5</td>
</tr>
<tr>
<td>DENT 107 Chairside Assisting</td>
<td>6</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
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</table>

Total Credits: 23

### Semester 2

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>DENT 111 Dental Science II</td>
<td>3</td>
</tr>
<tr>
<td>DENT 112 Clinical Externship</td>
<td>6</td>
</tr>
<tr>
<td>DENT 113 Dental Materials II</td>
<td>2</td>
</tr>
<tr>
<td>DENT 114 Dental Radiography II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 17

---

**About 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 099** Introductory Writing
- **ENGL 101** English Composition I
- **ENGL 093** Reading and Writing Seminar
- **ENGL 099** Introductory Writing
- **MATH 001-003** Prep College Math I-III
- **MATH 010** Fundamentals of Mathematics
- **MATH 011** Introductory Algebra
- **MATH 012** Intermediate Algebra

---

**Milestones**

**Semester 1:** Students with a C+ or better in Dental Materials I, Dental Radiography I and Clinical Assisting will continue to the second semester and complete their clinical training hours.

**Semester 2:** Students will earn a certificate of completion of community service.

---

**Route to Success**

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

---

**Ready to Go**

Courses have no prerequisites or developmental courses.

---

**Semester-specific Course Offerings**

Courses are not offered all semesters.

---

**Minimum Grade Requirement**

Students must earn a minimum grade to remain in the program.

---

**Electives**

For details on eligible electives, please see reverse.

---

**Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.**
Program Notes

English Composition I and General Psychology are the only transferable courses with the approval of admissions.

Prior to applying, students must attend an information session.

Applicants are required to take college placement tests in Reading, Writing, and Mathematics.

Admission to the program is based on the Dental Assistant rubric.

The Dental Assistant program qualifies for financial aid.

In addition to regular tuition and fees, students are responsible for the purchase of the clinical uniform available through Alexander Uniforms. This includes scrubs, lab coat, clinic coats, safety glasses, and name pin. The uniform is needed for the first day of class.

CPR is mandatory and will be offered during the first semester.

Medical forms with the required immunizations are to be completed before the first day of class.

Students accepted into the program must pass a CORI, administered through the Allied Health department of the college.

The Dental Assistant Program is accredited by the ADA Commission on Dental Accreditation.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Students who pass and graduate from the Dental Assisting Program will earn a certificate allowing them to apply to the Dental Assisting National Board (DANB) to obtain their CDA Certification.

Graduates are required to register with the Board of Dental Registration (BORID) in the Commonwealth of Massachusetts to work in the state. Proof of their CDA Certificate or Radiography Exam results from DANB are required for registering.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Please note that program-specific courses are only offered on the Canton Campus.

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MEDA 104 Basic Laboratory Procedures I</td>
<td>3</td>
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<tr>
<td>MEDA 107 Medical Assisting Techniques I</td>
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<tr>
<td>MEDA 108 Anatomy, Physiology, and Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 109 Pharmacology</td>
<td>3</td>
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<tr>
<td>MEDA 229 Medical Office Management I</td>
<td>5</td>
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<tr>
<td>PHIL 111 Medical Law and Ethics</td>
<td>2</td>
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</tbody>
</table>

Total: 18 Credits

### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>MEDA 116 Clinical Externship</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 119 Anatomy, Physiology, and Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 120 Medical Assisting Techniques II</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 121 Basic Laboratory Procedures II</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 230 Medical Office Management II</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td>3</td>
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</tbody>
</table>

Total: 20 Credits

### About 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 060 Math Literacy
- MATH 012 Intermediate Algebra

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.
The Medical Assistant program at Massasoit Community College is funded by a $20,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.

The program qualifies for financial aid. A grade of C or better is needed for completion. All students must attend an information session prior to applying. Students are assigned to a clinical affiliation for the last seven weeks of the second semester for thirty-five hours per week/five days per week.

In addition to regular tuition and fees, students are responsible for the purchase of uniforms, medical liability insurance, health insurance, CPR course, and other associated items (stethoscope, stop watch, etc.).

The Medical Assistant Program is nationally accredited by the Commission on Accreditation of Allied Health programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB).

**CMS RULE COVERAGE:** On August 23, 2012, the Centers for Medicare and Medicaid Services (CMS) issued a final rule on State 2 of the Medicare and Medicaid Electronic Health Record (EHR) Incentive Program. The CMS decided that Credentialed Medical Assistants including CMAs (AAMA) – in addition to “Licensed health care professionals” would be permitted to enter medication, laboratory, and diagnostic imaging orders into the computerized provider order entry (CPOE) system. The CMS rules for States 1 and 2 of the Incentive Programs are final, and proposed rules for Stage 3 were issued by CMS on March 20, 2015.

In order to graduate from Massasoit Community College Medical Assisting Program you must:

1. Complete all courses within the curriculum.
2. Complete all medical assisting courses with a grade of “C” or higher.
3. Complete all required clinical training hours.
4. Make formal application for graduation in the Office of the Registrar during the prescribed time in the Spring semester of the program.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Graduates will participate in the national CMA (AAMA) examination to become a Certified Medical Assistant. This Exam can be administered at the completion of clinical externship.

**Resources for Academic Success at Massasoit**

All College phone numbers are 508-588-9100 + extension.

**Registrar's Office**

massasoit.edu/registrar
registrar@massasoit.mass.edu

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<tr>
<td>Middleborough</td>
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</tr>
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</table>

**Testing & Assessment**

massasoit.edu/testing
x1991

**Financial Aid**

massasoit.edu/finaid
fao@massasoit.mass.edu

<table>
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**Advisement & Counseling Center**

massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

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**Academic Resource Center**

massasoit.edu/arc

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</table>

**Division Dean**

Susan Clover, MS, RN, ACM
sclover@massasoit.mass.edu
x1789

**Resources for Future Planning**

**Transfer Services**

massasoit.edu/transfer
x1461

**Career Services**

massasoit.edu/careerservices
x1406

**508-588-9100**

massasoit.edu

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The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
### Office Technologies

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

#### About 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
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- **ENGL 095** Reading and Writing Seminar
- **ENGL 099** Introductory Writing
- **MATH 001-003** Prep College Math I-III
- **MATH 010** Fundamentals of Mathematics
- **MATH 011** Introductory Algebra
- **MATH 012** Intermediate Algebra

#### Milestones

Upon completion of the Office Technologies certificate, students are eligible to receive the Microsoft Office Specialist Certificate. Meet with your Academic Advisor for concurrent enrollment information.

#### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

#### Electives

For details on eligible electives, please see reverse.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Congratulations

You’ve Arrived!

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<tr>
<td>CTIM 100</td>
<td>Computer Keyboarding</td>
</tr>
<tr>
<td>CTIM 101</td>
<td>Beginning Windows</td>
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<tr>
<td>CTIM 102</td>
<td>Beginning Word</td>
</tr>
<tr>
<td>CTIM 103</td>
<td>Beginning Excel</td>
</tr>
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<td>CTIM 104</td>
<td>Intermediate Windows</td>
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<td>CTIM 105</td>
<td>Intermediate Word</td>
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<td>CTIM 114</td>
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<td>CTIM 115</td>
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<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
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<td>BUSN 170</td>
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<td>ACCT 112</td>
<td>Payroll Applications/Quickbooks</td>
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<td>ACCT 113</td>
<td>SAGE 50</td>
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<td>CTIM 106</td>
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<td>Advanced Word</td>
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<td>Advanced Excel</td>
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<td>CTIM 148</td>
<td>Computer Keyboarding Workshop</td>
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<tr>
<td>CTIM 271</td>
<td>Database Concepts and Practices</td>
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<tr>
<td>CTIM 287</td>
<td>HTML5 for Websites and Applications</td>
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</table>

**You've Arrived!**
Program Notes

Students with prior knowledge of Windows, Word, Excel, and/or PowerPoint may enroll in the Intermediate-level courses for these applications with departmental approval. The program is designed to blend practical skills necessary for people seeking careers as an administrative support specialist. Students will gain hands-on experience using a variety of computer software packages including word processing, spreadsheets, databases, computerized accounting, and presentation graphics.

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.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

Testing & Assessment
massasoit.edu/testing x1991

Financial Aid
massasoit.edu/finaid fao@massasoit.mass.edu

Brockton A131A, Lower Level x1479
Canton Enrollment Center x2008

Advisement & Counseling Center
massasoit.edu/advisement-counseling advisementcounseling@massasoit.edu

Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C126 x2516
Middleborough Main Office x4002

Division Dean
Donna Wright
dwright10@massasoit.mass.edu x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer x1461
Career Services
massasoit.edu/careerservices x1406

Board-approved Certificate

After Graduation/Completion

Students will have sufficient background to sit for the MOS (Microsoft Office Specialist) certification exams in Word, Excel, and PowerPoint.

Upon successful completion of this program, you will be able to secure a position as an administrative support specialist and/or a Microsoft Office software specialist.

Consider joining and/or visiting sites of professional organization such as:

Association of Information Technology Professionals: www.aitp.org
Association for Computing Machinery: www.acm.org
Association for Women in Computing: www.awc-hq.org

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

Students with prior knowledge of Windows, Word, Excel, and/or PowerPoint may enroll in the Intermediate-level courses for these applications with departmental approval. The program is designed to blend practical skills necessary for people seeking careers as an administrative support specialist. Students will gain hands-on experience using a variety of computer software packages including word processing, spreadsheets, databases, computerized accounting, and presentation graphics.

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.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 33 credits and 18 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Students will have sufficient background to sit for the MOS (Microsoft Office Specialist) certification exams in Word, Excel, and PowerPoint.

Upon successful completion of this program, you will be able to secure a position as an administrative support specialist and/or a Microsoft Office software specialist.

Consider joining and/or visiting sites of professional organization such as:

Association of Information Technology Professionals: www.aitp.org
Association for Computing Machinery: www.acm.org
Association for Women in Computing: www.awc-hq.org

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Alternative Fuels and Emissions

**College-approved Certificate**

**Route to Success**

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DIES 107</td>
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<td>DIES 108</td>
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<tr>
<td>DIES 123</td>
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<td>DIES 223</td>
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<tr>
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<td>DIES 124</td>
<td>3</td>
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<td>DIES 222</td>
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<td>DIES 226</td>
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</table>

**About 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 011  Introductory Algebra
- MATH 012  Intermediate Algebra

**Minimum Grade Requirement**

Students must earn a minimum grade to remain in the program.

**Electives**

For details on eligible electives, please see reverse.

**Taking 15 credits/semester or 30 credits/year** will help you stay on track to finish your degree in two years.
Program Notes

This certificate is for Diesel Students only. Diesel students must speak with a diesel advisor before enrolling in the program.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 24 credits and 8 courses is required for completion. The same course may not be used to satisfy two different course requirements.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

<table>
<thead>
<tr>
<th>Location</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Brockton</td>
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<tr>
<td>Canton</td>
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<td>x2677</td>
</tr>
<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

<table>
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<th>Location</th>
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<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Brockton</td>
<td>A131A, Lower Level</td>
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</tr>
<tr>
<td>Canton</td>
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</tr>
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</table>

Advisement & Counseling Center
massasoit.edu/advisement-counseling
.advisementcounseling@massasoit.edu

<table>
<thead>
<tr>
<th>Location</th>
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<th>Phone</th>
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<tbody>
<tr>
<td>Brockton</td>
<td>Student Center, Lower Level</td>
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<td>Canton</td>
<td>First Floor, C120</td>
<td>x2677</td>
</tr>
<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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</table>

Academic Resource Center
massasoit.edu/arc

<table>
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<tr>
<td>Brockton</td>
<td>Student Center, Lower Level</td>
<td>x1801</td>
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<tr>
<td>Canton</td>
<td>First Floor, C126</td>
<td>x2516</td>
</tr>
<tr>
<td>Middleborough</td>
<td>Main Office</td>
<td>x4002</td>
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</tbody>
</table>

Division Dean
Carine Sauvignon
e mergenttech@massasoit.mass.edu
x2106

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu
**Computerized Accounting**

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
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<td>ACCT 108</td>
<td>Computerized Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 112</td>
<td>Payroll Applications/Quickbooks</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 211</td>
<td>Taxation</td>
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</table>

**Total Credits:** 13

### Semester 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>ACCT 106</td>
<td>Principles of Financial Accounting II</td>
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<td>ACCT 113</td>
<td>SAGE 50</td>
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<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 111</td>
<td>Personal Finance</td>
<td>3</td>
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</tbody>
</table>

**Total Credits:** 13

---

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### About 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 060 Math Literacy
- MATH 011 Introductory Algebra

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year

...will help you stay on track to finish your degree in two years.
Computerized Accounting

Program Notes

This 26-credit certificate prepares students for entry-level training positions in accounts payable, accounts receivable, inventory control, or payroll. Consider enrolling in the Business Administration Careers — Accounting program to complete your associate degree. You’re already well on your way!

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

Testing & Assessment
massasoit.edu/testing x1991

Financial Aid
massasoit.edu/finaid fao@massasoit.mass.edu

Brockton A131A, Lower Level x1479
Canton Enrollment Center x2008

Advisement & Counseling Center
massasoit.edu/advisement-counseling advisementcounseling@massasoit.edu

Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C126 x2516
Middleborough Main Office x4002

Division Dean
Donna Wright
dwright10@massasoit.mass.edu x1677

After Graduation/Completion

Create a LinkedIn profile and begin building your professional network.

Visit Career Services (Student Center, Brockton Campus) for assistance in writing your resume and conducting a job search.

Consider joining and/or visiting sites of professional organization such as: Massachusetts Society of CPAs: www.mscpaonline.org Institute of Management Accountants: www.imanet.org

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Resources for Future Planning

Transfer Services
massasoit.edu/transfer x1461

Career Services
massasoit.edu/careerservices x1406

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-16460-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
Computer Repair Technician

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Academic Map
Entering Fall 2019
Based on Full-time Enrollment

You've Arrived!

Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

About 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:
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- ENGL 099 Introductory Writing
- MATH 001-003 Prep College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 060 Math Literacy
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

Ready to Go
Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings
Courses are not offered all semesters.

Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Computer Repair Technician

Program Notes

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.

CTIM Elective: Any 3-credit CTIM course or three 1-credit CTIM courses

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Resources for Future Planning

After Graduation/Completion

Job growth among computer support specialists reflects the rapid pace of improved technology. As computers and software become more complex, support specialists will be needed to provide technical assistance to customers and other users. New mobile technologies, such as wireless internet, will continue to create a demand for these workers to familiarize and educate computer users. Consulting opportunities for computer support specialists also should continue to grow as businesses increasingly need help managing, upgrading, and customizing ever more complex computer systems.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CJUS 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 200</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 105</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
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**Credits:** 15

### Semester 2

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CJUS 302</td>
<td>Corrections</td>
<td>3</td>
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<tr>
<td>SOCI 203</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJUS 340</td>
<td>Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJUS 345</td>
<td>Corrections Law &amp; Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credits:** 12

---

### Congratulations
You’ve Arrived!

### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### About Developmental Courses

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- MATH 010 Fundamentals of Mathematics
- MATH 060 Math Literacy
- MATH 011 Introductory Algebra

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester

or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

The Corrections Certificate can be earned as part of the Criminal Justice - Transfer program. If you are taking only the certificate and plan on completing it in two semesters, you will need a waiver from the Division Dean to use some courses as co-requisites.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

This certificate may indicate to prospective employers that you have specialized in this area of the broader Criminal Justice field.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu
x1903

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration, Grant # TC-26450-14-JA-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.

508-588-9100
massasoit.edu
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>HSRV 101</td>
<td>Introduction to Social Welfare</td>
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</tr>
<tr>
<td>HSRV 103</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HSRV 221</td>
<td>Special Topics in Human Services</td>
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</tr>
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<td>HSRV 222</td>
<td>Developmental Disabilities</td>
<td>3</td>
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<tr>
<td>HSRV 405</td>
<td>Field Experience and Seminar in Human Services I</td>
<td>4</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Milestones

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

---

**About 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 060 Math Literacy
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

---

**Route to Success**

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

**You’ve Arrived!**
Program Notes

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. Applicants are accepted into the program on an ongoing basis.

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 may be applied towards an associate degree in the Human Services program.

Begin advising process with program coordinator.

Consider making an appointment with Academic Advisement and Counseling to discuss continuing your studies toward an AA degree in Human Services or becoming a dually enrolled student to obtain your Direct Support Certificate and Associates degree simultaneously.

Upon satisfactory completion of the requirements of HSRV 101 Introduction to Social Welfare, HSRV 102 Interviewing Techniques, and HSRV 103 Introduction to Group Dynamics be sure to obtain the Seminar and Field Experiences in Human Services Manual.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

The credits earned for the certificate can be applied towards an associate degree program and later transferred to a bachelor’s degree.

The certificate is designed to enhance the knowledge and skills of direct support workers in DDS settings and serves as a quality standard to further professional development and career advancement.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Brockton  A240, Upper Level  x1949
Canton  Enrollment Center  x2677
Middleborough  Main Office  x4002

Testing & Assessment
massasoit.edu/testing  x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Brockton  A131A, Lower Level  x1479
Canton  Enrollment Center  x2008

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Brockton  Student Center, Lower Level  x1461
Canton  First Floor, C120  x2677
Middleborough  Main Office  x4002

Academic Resource Center
massasoit.edu/arc

Brockton  Student Center, Lower Level  x1801
Canton  First Floor, C126  x2516
Middleborough  Main Office  x4002

Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu  x1903

Transfer Services
massasoit.edu/transfer  x1461
Career Services
massasoit.edu/careerservices  x1406

College-approved Certificate

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
# Early Childhood Education

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

## Academic Map

**Entering Fall 2019**

**Based on Full-time Enrollment**

<table>
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<tr>
<th>Semester</th>
<th>Credits</th>
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</thead>
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</tr>
<tr>
<td>ECED 101</td>
<td>Positive Guidance 3</td>
</tr>
<tr>
<td>ECED 102</td>
<td>Development in Early Childhood 3</td>
</tr>
<tr>
<td>ECED 105</td>
<td>Introduction to Early Childhood Education 3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I 3</td>
</tr>
<tr>
<td>SPCH 105</td>
<td>Speech Communication 3</td>
</tr>
<tr>
<td>SPCH 107</td>
<td>Oral Interpretation 3</td>
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<td><strong>Total</strong></td>
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<tbody>
<tr>
<td>2</td>
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<tr>
<td>ECED 111</td>
<td>Early Childhood Curriculum: A Multi-Cultural Perspective 3</td>
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<tr>
<td>ECED 112</td>
<td>Health, Nutrition, and Safety Needs of the Young Child 3</td>
</tr>
<tr>
<td>ECED 401</td>
<td>Practicum I in Child Care Education 3</td>
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<td>ECED 407</td>
<td>Seminar I in Child Care Education 2</td>
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<td>PSYC 101</td>
<td>General Psychology 3</td>
</tr>
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<td>SOCI 104</td>
<td>Principles of Sociology 3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

## About 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 011 Introductory Algebra
- MATH 012 Intermediate Algebra

## Milestones

After completion of ECED 101 Positive Guidance, ECED 102 Development in Early Childhood Education, ECED 111 Early Childhood Curriculum and one of the following: ECED 105, ECED 112, ECED 217, ECED 231, students have completed the EEC Lead Teacher Qualifying Courses College-approved Certificate.

After completion of ECED 102 Development in Early Childhood, ECED 401 Practicum I in Early Childhood, and ECED 407 Seminar I in Early Childhood, students can apply to the Massachusetts Department of Early Education and Care for Teacher licensure.

## Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

## Ready to Go

Courses have no prerequisites or developmental courses.

## Semester-specific Course Offerings

Courses are not offered all semesters.

## Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

## Electives

For details on eligible electives, please see reverse.

## Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Early Childhood Education

Program Notes

This program prepares students to work as a teacher in an early childcare setting.

- ECED401 Practicum I and ECED407 Seminar I are Co-requisites.
- ECED111 Early Childhood Curriculum is a pre/co-requisite to ECED401 and ECED407.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

After completion of the certificate, the requirements for Teacher through the Department of Early Education and Care have been met. Complete the application on the EEC website and send a sealed transcript and a copy of the practicum verification form to the Department of Early Education and Care.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

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<thead>
<tr>
<th>Location</th>
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Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

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massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

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Academic Resource Center
massasoit.edu/arc

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Division Dean
Karyn Boutin
kboutin@massasoit.mass.edu
x1903

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-16450-14-60-A-25.

This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
CONGRATULATIONS

EEC Lead Teacher Qualifying Courses

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Academic Map

Entering Fall 2019
Based on Full-time Enrollment

After completing ECED 102 Development in Early Childhood and 9 months of work experience in a licensed early childhood setting, students can apply to the Massachusetts Department of Early Education & Care for Teacher licensure.

You’ve Arrived!

<table>
<thead>
<tr>
<th>Semester</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>ECED 101</td>
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<td>ECED 102</td>
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<td>ECED 111</td>
<td>3</td>
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<tr>
<td>ECED - -</td>
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Ready to Go
Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings
Courses are not offered all semesters.

Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

About 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 060 Math Literacy
- MATH 012 Intermediate Algebra

Milestones
After completing ECED 102 Development in Early Childhood and 9 months of work experience in a licensed early childhood setting, students can apply to the Massachusetts Department of Early Education & Care for Teacher licensure.

Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.
Child Care Education Elective: ECED 105 Intro to Early Childhood Education; ECED 112 Health, Nutrition, and Safety Needs of the Young Child; ECED 217 The Young Child with Special Needs; or ECED 231 Infant and Toddler Care.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

After completion of the EEC Lead Teacher Qualifying Courses College-Approved Certificate and 36 months of work experience in a licensed early childhood setting, students can apply to the Massachusetts Department of Early Education & Care for Lead Teacher licensure.

Resources for Academic Success at Massasoit

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Karyn Boutin
kboutin@massasoit.mass.edu x1903

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Transfer Services
massasoit.edu/transfer x1461

Career Services
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massasoit.edu
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### Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

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<td>CULA 140 Culinary Concepts</td>
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</tr>
<tr>
<td>CULA 143 Foundations of Baking</td>
<td>3</td>
</tr>
<tr>
<td>CULA 156 Nutrition and Food Trends</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<td>CULA 123 Table Service</td>
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<tr>
<td>CULA 135 Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>CULA 146 American Regional Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>CULA 157 Meat Fabrication and Charcuterie</td>
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### About 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

- MATH 001-003 Prep College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Milestones

Upon successful completion of this program, a College-approved Food Production Certificate will be awarded. In addition, the student has the opportunity to earn additional certifications:

- Semester 1: NRAEF ServSafe Certification
- NRAEF ManageFirst Purchasing Certification
- NRAEF ManageFirst Nutrition Certification

- Semester 2: NRAEF ManageFirst Customer Service Certification

### Ready to Go

Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Food Production

Program Notes

All culinary lab classes have a culinary uniform and knife kit policy. Items needed for classes are as follows: chef jacket, chef pants, chef skull cap, chef apron, knife kits, and slip resistant shoes. Chef jackets and knife kits may be purchased from the Massasoit bookstore. All other items may be purchased from the Massasoit bookstore or other preferred locations. The Table Service class uniforms can be purchased at other locations and will be further explained during the first week of Table Service class.

Resources for Academic Success at Massasoit

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Academic Resource Center
massasoit.edu/arc

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Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

After Graduation/Completion

Consider joining and/or visiting sites of professional organization such as:

- American Cheese Society: www.cheesesociety.org
- American Culinary Federation: www.acfchefs.org
- American Hotel and Lodging Association: www.ahla.com
- American Wine Society: www.americanwinesociety.org
- Hospitality Sales and Marketing Association International: www.hsmai.org
- The American Institute of Food & Wine: www.aiwf.org
- Les Clefs d’Or International: www.lesclefsdor.net
- International Association of Culinary Professionals: www.iacp.com
- James Beard Foundation: www.jamesbeard.org
- North American Sommelier Association: www.nasommelier.com
- Research Chefs Association: www.culinology.org
- Seafood Watch: www.seafoodwatch.org
- Women Chefs and Restauranteurs: www.womenchefs.org

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 24 credits and 8 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Java Programming

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

You’ve Arrived!

<table>
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<tr>
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<td>CTIM 157 Introduction to Java</td>
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<tr>
<td>CTIM 168 Advanced Java</td>
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</tr>
<tr>
<td>CTIM 281 Intro to Software Design &amp; Development</td>
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About 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:

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<th>Course Code</th>
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</tr>
<tr>
<td>ENGL 095</td>
<td>Reading and Writing Seminar</td>
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<td>MATH 001-003</td>
<td>Prep College Math I-III</td>
</tr>
<tr>
<td>MATH 060</td>
<td>Math Literacy</td>
</tr>
<tr>
<td>MATH 012</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

Ready to Go
Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings
Courses are not offered all semesters.

Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Java Programming

Program Notes

This certificate fits into the AAS degree in Computer Information Systems – Programming and the Object-oriented Programming certificate. All courses within this certificate are required within the CIS Programming Option Degree.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Upon successful completion of this certificate, you will be able to construct programs in the JAVA programming language. You will be able to build on the constructs of sequence, selection, and repetition to develop programs using objects, methods, data abstraction, inheritance, and polymorphism.

Consider joining and/or visiting sites of professional organization such as:

Association for Computing Machinery: www.acm.org
Association for Women in Computing: www.awc-hq.org
Consortium for Computing Sciences in Colleges Northeast: www.ccsrne.org

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

Resources for Academic Success at Massasoit

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Division Dean
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dwright10@massasoit.mass.edu x1677

Resources for Future Planning

Transfer Services
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Career Services
massasoit.edu/careerservices x1406

508-588-9100
massasoit.edu
Law Enforcement

Congratulations

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

You’ve Arrived!

Courses have no prerequisites or developmental courses.

Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

About Developmental Courses
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Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Ready to Go
Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings
Courses are not offered all semesters.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

Academic Map
Entering Fall 2019
Based on Full-time Enrollment

College-approved Certificate

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<td>SOCI 203</td>
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</table>
The Law Enforcement Certificate can be earned as part of your Criminal Justice program.

If you are taking only the certificate and plan on completing it in two semesters, you will need a waiver from the Dean to use Criminal Law as a co-requisite with Criminal Procedure.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Explore your career and education options with CareerGPS at careergps.mass.edu.

Contact Information

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**After Graduation/Completion**

Explore your career and education options with CareerGPS at careergps.mass.edu.

The Law Enforcement Certificate can be earned as part of your Criminal Justice program.

If you are taking only the certificate and plan on completing it in two semesters, you will need a waiver from the Dean to use Criminal Law as a co-requisite with Criminal Procedure.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

Explore your career and education options with CareerGPS at careergps.mass.edu.
### Microsoft Office Specialist

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

#### Academic Map
**Entering Fall 2019**  
**Based on Full-time Enrollment**

#### You’ve Arrived!

### Courses have no prerequisites or developmental courses.

#### Semester-specific Course Offerings
Courses are not offered all semesters.

#### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

#### Electives
For details on eligible electives, please see reverse.

#### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

#### Ready to Go
Courses have no prerequisites or developmental courses.

#### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

### Semester 1

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### About 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 060: Math Literacy  
- MATH 011: Introductory Algebra  
- MATH 012: Intermediate Algebra
Microsoft Office Specialist

Program Notes

Students with prior knowledge of Windows, Word, Excel, and/or PowerPoint may enroll in the intermediate-level courses for these applications pending departmental approval. Students will gain hands-on experience on a variety of computer software packages including word processing, spreadsheets, databases, and presentation graphics.

CTIM 271 Database Concepts and Practices is offered in the Spring semester only.

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.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 14 credits and 10 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Successful graduates of this program should be able to secure employment in a wide variety of industries as administrative support specialists and/or Microsoft Office Specialists.

Students completing this certificate may be able to sit for the MOS (Microsoft Office Specialist) Certification exams in Word, Excel, and PowerPoint.

Consider joining and/or visiting sites of professional organization such as:
Association of Information Technology Professionals: www.aitp.org
Association for Computing Machinery: www.acm.org
Association for Women in Computing: www.awc-hq.org

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar’s Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

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Testing & Assessment
massasoit.edu/testing
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Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

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Academic Resource Center
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Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
Networking Specialist

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Please note that program-specific courses are only offered on the Canton Campus.

### About 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 060 Math Literacy
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

### Milestones
After completion of TCOM129 students are eligible to take the A+ national certification exam.

After completion of TCOM130 and TCOM131 students are eligible to take the Cisco CCENT exam.

After completion of TCOM132 and TCOM133 students are eligible to take the Cisco CCNA exam.

### Ready to Go
Courses have no prerequisites or developmental courses.

### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Networking Specialist

Program Notes

Prerequisite for TCOM 129 is ENGL 092, ENGL 099 and MATH 010
Prerequisite for TCOM 131 is TCOM 130
Prerequisite for TCOM 132 is TCOM 131
Prerequisite for TCOM 133 is TCOM 132

TCOM 132 is offered during the summer session.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Students will be awarded a Massasoit Community College certificate verifying the successful mastery of program requirements. Upon completion of the certificate program, students will be able to take the Cisco CCNA Certification exam. Registration and exam fee is the responsibility of the student. Massasoit Community College is an approved testing site and offers the A+ and Cisco certification exams.

Resources for Academic Success at Massasoit

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advisementcounseling@massasoit.mass.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
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emergenttech@massasoit.mass.edu
x2106

Resources for Future Planning

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x1461

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x1406

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-16450-14-60-A-25.
This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Semester 1
- **Credits**
- **BIOL 115** Survey of Human Form and Function  
  **Credits**: 3
- **BIOL 201 & BIOL 202** Anatomy and Physiology I and II  
  **Credits**: 2
- **EMSP 112** Paramedic Pharmacology  
  **Credits**: 2

### Semester 2
- **Credits**
- **EMSP 201** Paramedic I: Advanced Pre-Hospital Care  
  **Credits**: 9
- **EMSP 209** Paramedic Clinical Rotation I  
  **Credits**: 2

### Semester 3
- **Credits**
- **EMSP 202** Paramedic II: Advanced Pre-Hospital Care  
  **Credits**: 9
- **EMSP 210** Paramedic Clinical Rotation II  
  **Credits**: 2

### Semester 4
- **Credits**
- **EMSP 211** Paramedic Field Internship  
  **Credits**: 2

### About 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
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- **MATH 001-003** Prep College Math I-III
- **MATH 010** Fundamentals of Mathematics
- **MATH 011** Introductory Algebra
- **MATH 012** Intermediate Algebra

### Milestones
- **Semester 1**: Healthcare Provider CPR Certification
- **Semester 3**: Advanced Cardiac Life Support (ACLS) Certification
- **Semester 3**: Pediatric Advanced Life Support (PALS) Certification
- **Semester 3**: International Trauma Life Support (ITLS) Certification

### Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

### Ready to Go
Courses have no prerequisites or developmental courses.

### Semester-specific Course Offerings
Courses are not offered all semesters.

### Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

### Electives
For details on eligible electives, please see reverse.

### Taking 15 credits/semester or 30 credits/year
will help you stay on track to finish your degree in two years.
Program Notes

The Paramedic program is a selective admission program.

Students must obtain Emergency Medical Technician (EMT) certification and apply prior to entering program.

EMSP Minimum Grades

A grade of 80 (B-) or higher must be earned in EMSP 201 and higher.

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Successful completion of Paramedic certificate allows student to register for National EMS certification. For more information visit NREMT.org.

Resources for Academic Success at Massasoit

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**Registrar’s Office**

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**Advisement & Counseling Center**

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**Academic Resource Center**

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**Division Dean**

Karyn Boutin
kboutin@massasoit.mass.edu
x1903

Resources for Future Planning

**Transfer Services**

massasoit.edu/transfer
x1461

**Career Services**

massasoit.edu/careerservices
x1406
CONGRATULATIONS

You’ve Arrived!

Academic Map
Entering Fall 2019
Based on Full-time Enrollment

Pastry

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

About 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 060 Math Literacy
- MATH 010 Fundamentals of Mathematics
- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

You’ve Arrived!

Ready to Go
Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings
Courses are not offered all semesters.

Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.
Program Notes

All culinary lab classes have a culinary uniform and knife kit policy. Items needed for classes are as follows: chef jacket, chef pants, chef skull cap, chef apron, knife kits, and slip resistant shoes. Chef jackets and knife kits may be purchased from the Massasoit bookstore. All other items may be purchased from the Massasoit bookstore or other preferred locations.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

After Graduation/Completion

Consider joining and/or visiting sites of professional organization such as:

- American Cheese Society: www.cheesesociety.org
- American Culinary Federation: www.acfchefs.org
- American Hotel and Lodging Association: www.ahla.com
- American Wine Society: www.americanwinesociety.org
- Hospitality Sales and Marketing Association International: www.hsmai.org
- The American Institute of Food & Wine: www.aiwf.org
- Les Clefs d’Or International: www.lesclefsdor.net
- International Association of Culinary Professionals: www.iacp.com
- James Beard Foundation: www.jamesbeard.org
- North American Sommelier Association: www.nasommelier.com
- Research Chefs Association: www.culinology.org
- Seafood Watch: www.seafoodwatch.org
- Women Chefs and Restauranteurs: www.womenchefs.org

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Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu
CONGRATULATIONS
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Please note that program-specific courses are only offered on the Canton Campus.

Phlebotomy

You’ve Arrived!

Route to Success
Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go
Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings
Courses are not offered all semesters.

Minimum Grade Requirement
Students must earn a minimum grade to remain in the program.

Electives
For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

About Developmental Courses
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- MATH 010 Fundamentals of Mathematics
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- MATH 011 Introductory Algebra
- MATH 012 Intermediate Algebra

You’re on your way to becoming a Certified Phlebotomist. Your hard work and dedication will pay off in your career as a highly skilled and respected professional.
Phlebotomy

Program Notes

**Program Admission Requirements**
A completed application with the following requirements:
- Official copy of your transcript or GED certificate
- Assessment testing in reading and mathematics
- Attend a program informational session and interview with Program Director

**Admission into the Program**
In order to complete the admissions process into the Phlebotomy Program, all accepted applicants must meet the following requirements:
- Carry health insurance
- Complete health documentation requirements, which include- physical examination (including immunizations) and statement that applicant is able to participate fully in learning experience required in the program.
- Criminal Offender Record Information (CORI) check

Students are required to have lockers.

Students are required to purchase a departmental approved lab coat and badge (obtained through department).

Students are required to participate in a mandatory CPR class for a fee (waived if holds current CPR Certification).

Students are required to wear green scrubs.

Students are required to register for the National Board Certification Exam by the American Society for Clinical Pathology (ASCP).

**Phlebotomy Clinical Practicum MEDA401 prerequisite: C+ or higher in Principles and Methods of Phlebotomy MEDA301.**

**Clinical Practicum**
MEDA 401 Phlebotomy Clinical Practicum placement provided by Massasoit Community College and begins the 11th week of class.

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

**Resources for Academic Success at Massasoit**

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<tr>
<td>A131A, Lower Level</td>
<td>Enrollment Center</td>
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</table>

**Advisement & Counseling Center**
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

<table>
<thead>
<tr>
<th>Brockton</th>
<th>Canton</th>
<th>Middleborough</th>
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</thead>
<tbody>
<tr>
<td>Student Center, Lower Level</td>
<td>First Floor, C120</td>
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<tr>
<td>x1461</td>
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**Academic Resource Center**
massasoit.edu/arc

<table>
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</table>

**Division Dean**
Susan Clover, MS, RN, ACM
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x1789

**Resources for Future Planning**

<table>
<thead>
<tr>
<th>Transfer Services</th>
<th>Career Services</th>
</tr>
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<tr>
<td>massasoit.edu/transfer</td>
<td>massasoit.edu/careerservices</td>
</tr>
<tr>
<td>x1461</td>
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</tbody>
</table>

**After Graduation/Completion**
Eligible for the National Board Certification Exam by the American Society for Clinical Pathology (ASCP) with successful completion of the program.

**Program Admission Requirements**

- Official copy of your transcript or GED certificate
- Assessment testing in reading and mathematics
- Attend a program informational session and interview with Program Director

**Admission into the Program**
In order to complete the admissions process into the Phlebotomy Program, all accepted applicants must meet the following requirements:

- Carry health insurance
- Complete health documentation requirements, which include physical examination (including immunizations) and statement that applicant is able to participate fully in learning experience required in the program.
- Criminal Offender Record Information (CORI) check

Students are required to have lockers.

Students are required to purchase a departmental approved lab coat and badge (obtained through department).

Students are required to participate in a mandatory CPR class for a fee (waived if holds current CPR Certification).

Students are required to wear green scrubs.

Students are required to register for the National Board Certification Exam by the American Society for Clinical Pathology (ASCP).

**Phlebotomy Clinical Practicum MEDA401 prerequisite: C+ or higher in Principles and Methods of Phlebotomy MEDA301.**

**Clinical Practicum**
MEDA 401 Phlebotomy Clinical Practicum placement provided by Massasoit Community College and begins the 11th week of class.

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

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The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant # TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.
This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

### Route to Success

**Summer and/or Winter Session classes may be available for your program to help you finish on time.** See your advisor and/or visit the online course search for availability.

### About 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 060** Math Literacy
- **MATH 011** Introductory Algebra
- **MATH 012** Intermediate Algebra

### Semester-specific Course Offerings

Courses are not offered all semesters.

### Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

### Electives

For details on eligible electives, please see reverse.

### Ready to Go

Courses have no prerequisites or developmental courses.

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<th>Semester</th>
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<table>
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<th>Course Code</th>
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<tr>
<td>SECI 101</td>
<td>Introduction to Private Security</td>
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<tr>
<td>CJUS 223</td>
<td>Intro to Investigative and Forensic Services</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 180</td>
<td>Computer Information and Security</td>
<td>3</td>
</tr>
<tr>
<td>Elective (from list)</td>
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<td>3</td>
</tr>
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</table>

**Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.**
**Program Notes**

This is the first of two “stackable” certificates in security. All classes are available on-line making the program available to working individuals.

**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.

Security (SECU) courses can also be used as Criminal Justice electives, but the required CTIM course does not fit in the CJ program.

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

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.

**After Graduation/Completion**

This certificate, along with a Criminal Justice or business degree, may indicate to prospective employers that you have specialized in this area of the broader Criminal Justice field. As a stand-alone certificate it may be used to document your knowledge of the Private Security industry.

**Resources for Academic Success at Massasoit**

All College phone numbers are 508-588-9100 + extension.

**Registrar’s Office**

massasoit.edu/registrar
registrar@massasoit.mass.edu

<table>
<thead>
<tr>
<th>Location</th>
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<td>Brockton</td>
<td>A240, Upper Level</td>
<td>x1949</td>
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<tr>
<td>Canton</td>
<td>Enrollment Center</td>
<td>x2677</td>
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<tr>
<td>Middleborough</td>
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</table>

**Testing & Assessment**

massasoit.edu/testing
x1991

**Financial Aid**

massasoit.edu/finaid
fao@massasoit.mass.edu

<table>
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</table>

**Division Dean**

Karyn Boutin
kboutin@massasoit.mass.edu
x1903

**Resources for Future Planning**

**Transfer Services**

massasoit.edu/transfer
x1461

**Career Services**

massasoit.edu/careerservices
x1406

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*Note: Program tuition is not funded by the grant.*
PROGRAM ADVISORY COMMITTEES

**Architectural Technology**
Andrew J. Cannata, NCARB, AIA
Architect
Andrew J. Cannata AIA
Jim Carrol
Construction Project Manager
Ajax Consulting
Michelle Ezersky
Alumni-2018
Boston Architectural College
Russ Forsbert
Building Inspector
Town of Braintree
Michael Laracy
Alumni-2018
Roger Williams University
Deborah Marai
Project Manager
Pinck & Co.
Leo McCormack, NCARB, AIA
Architect
Leo McCormack AIA
Matthew Smith
Alumni-2015
Wentworth Institute of Technology

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Assistant Professor, Accounting and Finance
Bridgewater State University
Michael Lapsley
President
Rentometer, Inc.
Carole Martyn
Vice President, Training and Development
HarborOne Bank
Thomas Cotter
Student
UMass Amherst
Katie Murphy
Director of Human Resources
GZA GeoEnvironmental, Inc.
Richard Drea
Vice President
Conway Insurance Agency, Inc.

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Dean- Division of Professional Studies
Eastern Nazarene College
Lynne Mendes
Program & Research Specialist
UMASS/Boston
Nadine Hawes-Sturdivant
Massasoit Alumni
UMASS/Boston student
Crystal DeRosa
Teacher
Silver Lake Regional
Jackie Bessette
Teacher
Silver Lake Regional
Elliott Glass
Director of Career & Technical Ed
Silver Lake Regional

**Computer Technology and Information Management**
Jamison Abbott
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Desktop Metal, Inc.
Todd D’Entremont
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IBM
Paul Drummond
IT Specialist
Welch Health and Retirement Group
Mike Milos
Manager IT/Tech Programs
Yankeer Leisure Group
Jennifer O’Brien
BC Hire Internship Program Coordinator
Boston College High School
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Cardinal Cushion Centers
Terry Sonnemann
Programmer/Analyst
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Microsoft Corporation
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Plymouth County
Michael G. Bellotti
Sheriff
Norfolk County
Lori Costa
Corrections Program Officer I, NEADS Liaison
MA Department of Correction
Khadija Monk
Assistant Professor of Criminal Justice
East Bridgewater Police Department
Scott Allen
Chief of Police
East Bridgewater Police Department

**Culinary Arts**
Rebecca Naylor
Pastry Chef
Mass Maritime
Colleen Resendes
Pastry Chef
Mass Maritime
Janet Lightizer
Pastry Chef/Instructor
Tri County Vocational High School
JJ Fernandes
Owner
JJ’s Café
Brian McGowan
Cross Trainer/New Shack Opener
Shake Shack
Jamie Shell
Sales Rep.
Sysco
Shawn Medeiros
Sous Chef
Solstice Restaurant
Steve Earnst
Executive Chef
Legal Seafood: Chestnut Hill
Brandon Roderick
Owner
The Baker

**Dental Assistant**
Dr. Gerald Winkler
Dentist
Private Practice
Dr. Gerald Maher  
Dentist  
Private Practice  

Dr. Kevin Peruzzi  
Dentist  
Private Practice  

Dr. Paul Hubley  
Dentist  
Private Practice  

Marie Jones-Bridges, CDA, RDH  
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United Healthcare  

Diane Duddy, CDA  
Dental Assistant – retired  

Dorothy Beveridge, CDA, RN  
Alumnus  
Massasoit Community College  

Elizabeth Perry  
Community Representative  
Parent Talk - Non Profit  

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Private Practice  

Rebecca Horne, CDA  
Dental Assistant  
Private Practice  

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Massasoit Community College  

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Colleen M. Reynolds  
Special Education Specialist  
Norwood Public Schools  

Colleen M. Reynolds  
Special Education Specialist  
Willett Early Childhood Center  

Janet Hansbury  
Educator (retired)  
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Susan Pratt  
Technology Teacher  
Notre Dame Academy  

Dr. Lorne Ranstrom  
Dept. Chair, Div. of Teacher Education  
Eastern Nazarene College  

Dr. Judith Riordan  
Superintendent of Schools (retired)  
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Principal  
Butler Elementary School  

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Alumna  
Massasoit Elementary Ed. Program  

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Greg Sun  
Professor and Chair, Dept. of Engineering  
University of Massachusetts Boston  

Ramprasad Balasubramanian, Ph.D.  
Assoc. Dean, College of Engineer  
Professor, Computer and Information Science  
University of Massachusetts Dartmouth  

Elizabeth Proctor  
Human Resources Business Partner  
Instron  

Paula Martel  
HR Manager  
North Easton Machine  

Henry Heywood  
CEO  
Thompson & Litchner Co, Inc.  

Fire Science Technology  

John Nuttall  
Chief  
Abington Fire Department  

Shawn Goyette  
Student  
Fire Science Program - Massasoit Comm. College  

Charles Dooty  
Chief  
Canton Fire Department  

Lance Benjamino  
Chief  
Middleborough Fire Dept.  

Heating, Ventilation and Air Conditioning Technology  

Robert Persechin  
Principal  
RDK Engineers  

Kevin Todd  
Operations Manager Automation  
EMCOR Services Northeast, Inc.  

James Blanchard  
Senior Project Manager  
E.M. Duggan, Inc.  

Eric Edman  
Senior Associate  
BR+A Engineers  

Anthony Castelline  
Mechanical Engineer  
SMMA  

Michael Carr  
Principal  
Northeast Air  

Josh Smith  
SMMA  

John Ambrosino  
President  
Toatal Temperature Control  

John Fitzgerald  
Retired HVAC Professor  
Massasoit Community College  

Diesel Technology  

Paul Weckbacher  
Area Fleet Director  
Waste Management  

Ron Barton  
Recruitment Manager  
Southworth Milton Corp.  

Anthony Colton  
Training Manager  
Ryder Commercial Leasing  

Richard Montgomery  
Automotive Dept. Chair  
Blue Hills Regional  

Peter Carpenter  
Instructor  
Local 4 Training Center  

Ed Mchugh  
Fleet Manager  
Waste Management  

Rick Cicchetti  
Owner  
R & D Truck Repair  

John Scholl  
Head Instructor  
Portable Hoisting Engineers Local 4
Human Services

Deborah Archer
Family Service Manager
Self Help/Head Start

Ernest Ortega
Program Director
Brockton Area Assoc. for Retarded Citizens

Gina Millett
Clinical Director
Self Help/Head Start

Rebecca Shipman
Human Service Department
Massasoit Community College

Glen Prospere
Human Service Department
Massasoit Community College

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Dean - Public Service/Social Science Division
Massasoit Community College

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Former Student
Mass DDS

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Program Director
Brockton Housing Authority

Efrain Baez
Program Director
Stairway to Recovery

Faith Frazier
Director
BAMSI Helpline

Medical Assistant

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CMA (AAMA)
Dedham Medical/Norwood

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CMA (AAMA)
Dedham Medical/Norwood

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WDB Properties

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CMA (AAMA)
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CMA (AAMA)
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Regis College School of Nursing, Science and Health Professions

Diane Welsh, D.P.N.
Dean of Nursing
Regis College School of Nursing, Science and Health Professions

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ACNS Mental Health Chief Nurse
V.A. Medical Center

Cecilia Byron, R.N., M.S.
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Alumnai
Unknown

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Signature Health Care/Brockton Hospital

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Good Samaritan Medical Center

Jasmine LeFleur
Nurse manager nursing education
Signature Health Care/Brockton Hospital

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New England Sinai Hospital

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Lifecare of West Bridgewater

Shannon Adams, R.N.
Director of Nursing
Lifecare of West Bridgewater

Elizabeth Nightingale, R.N.
Nurse
Brockton VNA

Mary Beth Pepin, M.S., R.N.
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Southeastern Technical Institute

Judy Pellitier, R.N., M.S.
Director
Upper Cape Cod Regional Technical School

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Curry College

Melissa Torrence, R.N.
Director
Highpoint Treatment Center
Coleen Toronto, Ph.D.
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Curry College

Kelly Madden, R.N.
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Radius -Plymouth Rehabilitation and Healthcare

Gilda Cain, R.N.
Community Living Center
V.A. Medical Center

Anita Poncia
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Norwood Hospital

Katrina Greenhaldh
Director of Nursing
Lifecare Plymouth

Rachel MacPhail
Clinical Nurse Specialist L3
Norwood Hospital

Carrie Doyle
Manager L3
Norwood Hospital

Nicole White Gavazzi
Asst. Nurse Manager L3
Norwood Hospital

Sheila Dixon
Clinical Placement Coordinator
Norwood Hospital

Jennifer LeClerc
Nursing Education
Good Samaritan Medical Center

Dr. Desiree Hensel
Dean
Curry College School of Nursing

Linda Burke
Nursing Education
Good Samaritan Medical Center

Janice Hagman
Nursing Program Manager
South Shore Hospital

David A. Denneno APRN-BC,
MSN, M.Ed., CEN
Director Emergency Services
Sturdy Memorial Hospital

Brendan Hayden NRP
Director of EMS
Steward Health Care System

Keiko Orrall
Representative - 12th Bristol District
State House

Jack Pearsull NRP, REMT-B I/C
Paramedic Program Instructor
Superintendent EMS

Zackary Petitpas
Alumnus
Paramedic Program

Robert Schriever
Founder/Director of Marketing
Sudden Cardiac Arrest Association

Keith Thomas NRP
Lieutenant
Mansfield Fire Department

Matthew Butler
Alumnus
MCC Paramedic Program

Doug Walo
Dean
Massasoit Community College
Middleborough

Kenneth Williams, MD
Assistant Medical Director,
MCC Paramedic Program
Brown Emergency Medicine

Scott Meagher
Director, Paramedic Program
Massasoit Community College

Nicole Fleming, PBT (ASCP)CM
Collection Specialist I
American Red Cross

Perla Gilman, B.S. MLS (ASCP)CM
Department Chair/Assistant Professor, Medical Laboratory Technician Program
Bunker Hill Community College

Lisa Golemme, M.S. MLS (ASCP)CM
Medical Laboratory Scientist, Advisory Board Member
Community Interest Person

Radiologic Technology
Anthony Kapadokias, Ph.D., R.T. (R), (CT), QM, ASRT, ISRRT
Program Director
Massasoit Community College

Cheryl Burke, M.S., R.T.(R)(M)(CT)
Clinical Coordinator
Massasoit Community College

Dr. Jane Auger, MD
Radiologist
Norwood Hospital (Steward Inc.)

Christine O’Donnell,
A.S., R.T.(R)(M)(CVT)
Clinical Instructor
Norwood Hospital (Steward Inc.)

Susan Boulanger, B.A.
Radiology Administrator
Brockton Hospital Signature Health Care

Ellia Penny, A.S., R.T.(R)(M), R.N.
Clinical Instructor
Brockton Hospital Signature Health Care

Richard Tetrault, M.Ed.
Director of Diagnostic Imaging
Good Samaritan Medical Center
(Steward Inc.)

Annemarie Dwyer, A.S. R.T.(R)(M)(CVIT) Clinical Instructor
Good Samaritan Medical Center
(Steward Inc.)

Kathy Piazza CRA, RT, (CT)
Manager, Radiology and CT
Beth Israel Deaconess Hospital

Dawn Briand, R.T.(R)
Clinical Instructor
Beth Israel Deaconess Hospital

Roxanne Dacey, A.S., R.T.(R)
Clinical Instructor
Morton Hospital (Steward Inc.)

Vicki Stengal, B.A.
Director of Diagnostic Imaging
St. Anne's Hospital (Steward Inc.)

Zachary Desroches A.S., R.T.(R)
Clinical Instructor
St. Anne's Hospital (Steward Inc.)

Phlebotomy
Jetta Schifone, B.S. MLS (ASCP)CM
Program Director/Chairperson, Phlebotomy Program
Massasoit Community College

Anne Scalzo-McNeil, Ph.D.
Dean of Nursing and Allied Health
Massasoit Community College
Margaret Ferrante, M.S. MT (ASCP) Emeritus Director/Chairperson/ Founder, Phlebotomy Program
Massasoit Community College

Charlene Harris, PBT (ASCP)CM
Clinical Laboratory Instructor/ Assistant, Phlebotomy Program
Massasoit Community College

Linda Dente, B.S. CMA (AAMA) Program Director/Chairperson,
Medical Assisting Program
Massasoit Community College

Rebecca Kuehler, PBT (ASCP)CM
Alumni, Phlebotomy Program
Massasoit Community College
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
</tr>
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<tbody>
<tr>
<td>Maureen Shorrock, B.A.</td>
<td>Director of Diagnostic Imaging</td>
<td>South Shore Hospital</td>
</tr>
<tr>
<td>Kerri Brennan, B.S., R.T.(R)(M)</td>
<td>Clinical Instructor</td>
<td>South Shore Hospital</td>
</tr>
<tr>
<td>Joanne Kilmartin B.A.</td>
<td>Clinical Instructor</td>
<td>Falmouth Hospital (Cape Cod Health Care)</td>
</tr>
<tr>
<td>Lynne Fillion, A.S., R. T.(R)(IMR)</td>
<td>Clinical Instructor</td>
<td>Falmouth Hospital (Cape Cod Health Care)</td>
</tr>
<tr>
<td>Cheryl Crupi, B.A. R.T.(N)</td>
<td>Director of Imaging Services</td>
<td>Cape Cod Hospital (Cape Cod Health Care)</td>
</tr>
<tr>
<td>Elizabeth Hayden, A.S., R.T.(R)</td>
<td>Clinical Instructor</td>
<td>Cape Cod Hospital (Cape Cod Health Care)</td>
</tr>
<tr>
<td>Jocelyn Charest, B.A.</td>
<td>Manager</td>
<td>South Coast Clinical Instructors</td>
</tr>
<tr>
<td>Theresa Webb, A.S., R.T.(R)(CT)</td>
<td>Clinical Instructor</td>
<td>St. Luke's Hospital (S.Coast)</td>
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<tr>
<td>Cheryl Economos, A.S., R.T.(R)</td>
<td>Clinical Instructor</td>
<td>Charlton Memorial Hospital (S.Coast)</td>
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<tr>
<td>Soultana Baptiste, A.S., R.T.(R)</td>
<td>Clinical Instructor</td>
<td>Charlton Memorial Hospital (S.Coast)</td>
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<tr>
<td>Regina Paquette, A.S., CRT</td>
<td>Alumni</td>
<td>Briarwood Rehabilitation</td>
</tr>
<tr>
<td>Stephen Lauzier, A.S., RRT</td>
<td>Alumni/ HomeCare</td>
<td>Home Care-Clinical 1 Home Medical</td>
</tr>
<tr>
<td>Harneen Chernow, M.Ed.</td>
<td>Regional Director</td>
<td>1199SEIU Training &amp; Upgrading Fund</td>
</tr>
<tr>
<td>Holly Carini, A.S., RRT</td>
<td>Alumni/COPD Educator</td>
<td>Signature Healthcare/Brockton Hospital</td>
</tr>
<tr>
<td>Daniel Fisher, M.S., RRT</td>
<td>Department Manager</td>
<td>Boston Medical Center</td>
</tr>
<tr>
<td>Patricia Harron, RRT</td>
<td>Clinical Instructor</td>
<td>Massachusetts General Hospital</td>
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<tr>
<td>Kathleen Wood, M.Ed., NPS, RRT</td>
<td>Adjunct Faculty</td>
<td>Massasoit Community College</td>
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<tr>
<td>Martha DeSilva, M.Ed., RRT, ACCS, NPS, AE-C</td>
<td>Dept. Chair/Professor</td>
<td>Massasoit Community College</td>
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<tr>
<td>Charles Morse, A.S.,RRT</td>
<td>Alumni/former clinical instructor</td>
<td>Morton Hospital</td>
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<tr>
<td>Robert Kacmarek, Ph.D., RRT</td>
<td>Director of Respiratory Care</td>
<td>Massachusetts General Hospital</td>
</tr>
<tr>
<td>Anne Scalzo-McNeil, Ph.D.</td>
<td>Dean of Nursing and Allied Studies</td>
<td>Massasoit Community College</td>
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<tr>
<td>Pamela Evans, A.S., RRT</td>
<td>Supervisor/ Former Clinical Instructor</td>
<td>South Shore Hospital</td>
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<tr>
<td>Cheryl Bunick, A.S., RRT</td>
<td>Alumni/HomeCare</td>
<td>Home Care</td>
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<tr>
<td>David Walker, A.S., RRT</td>
<td>Clinical Instructor</td>
<td>Floating Hospital/Massasoit Comm College</td>
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<tr>
<td>Winston Cook, A.S., RRT</td>
<td>Public Member</td>
<td>New England Home Therapies</td>
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<tr>
<td>Jeanne Cohenno, A.S., RRT</td>
<td>Department Manager</td>
<td>Caritas Good Samaritan Med. Ctr.</td>
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<tr>
<td>Julie Hallett, A.S., RRT</td>
<td>Alumni</td>
<td>Massachusetts General Hospital</td>
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<tr>
<td>Manny Berthii, RRT</td>
<td>Vice President</td>
<td>Vibra</td>
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<tr>
<td>Donna Kelly, RRT</td>
<td>Supervisor</td>
<td>The Floating Hospital</td>
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<tr>
<td>Kristina Raposo, A.S., RRT</td>
<td>Clinical Instructor</td>
<td>New England Sinai Hospital Massasoit Comm College</td>
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<tr>
<td>Robert Murray, A.S., RRT</td>
<td>Department Manager</td>
<td>Morton Hospital</td>
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<tr>
<td>Cheryl Manning, A.S., RRT</td>
<td>Assistant Professor</td>
<td>Massasoit Community College</td>
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<tr>
<td>Ettore Mortarelli, B.S. RRT</td>
<td>Alumni</td>
<td>Carney Hospital</td>
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<tr>
<td>Michelle Hughes, M.Ed.</td>
<td>Director of Admissions</td>
<td>Massasoit Community College</td>
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<tr>
<td>Justin Daley A.S. RRT</td>
<td>Clinical Instructor</td>
<td>New England Sinai Hospital Massasoit Comm College</td>
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<tr>
<td>Kailee Andrews, A.S., RRT</td>
<td>Alumni</td>
<td>Southcoast Hospital Group</td>
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<tr>
<td>Charles Tartaglia</td>
<td>Community Representative</td>
<td>Community Member</td>
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<tr>
<td>Harold Allcloth, A.S., RRT</td>
<td>Department Manager</td>
<td>Vibra Rehabilitation</td>
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<tr>
<td>Faisal Hamada, M.D.</td>
<td>Respiratory Care Program Medical Director</td>
<td>Massasoit Community College</td>
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<tr>
<td>Jose Dias, M.S.</td>
<td>Admissions</td>
<td>Massasoit Community College</td>
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<tr>
<td>Sharon Southwick, B.S. RRT, AE-C</td>
<td>Clinical Instructor</td>
<td>South Shore Hospital/Massasoit Comm College</td>
</tr>
<tr>
<td>Leslie Lussier, RRT</td>
<td>Department Manager</td>
<td>Tufts Medical Center</td>
</tr>
<tr>
<td>Ronald Coutu, M.D.</td>
<td>Co Medical Director</td>
<td>Massasoit Community College</td>
</tr>
<tr>
<td>Amy Aguir, A.S., CRT</td>
<td>Clinical Instructor</td>
<td>New England Sinai Hospital Massasoit Comm College</td>
</tr>
</tbody>
</table>
Melissa Belyea, A.S., RRT  
Clinical Instructor  
New England Sinai Hospital/Massasoit Comm College

Veterinary Technology

Silvia Coviello, CVT, CVPM  
Advisory Board Chair/ Vet Tech Program Coord  
Massasoit Community College

Leila King, DVM  
Vet. Tech Program Director and Asst. Prof.  
North Shore Community College

Patrick Welch, DVM, MBA, DACVO  
Chief Knowledge Officer  
Ethos Veterinary Health

Patricia Suomala, Ed. D.  
Director of Career and Technical Education  
Worcester Technical High School

Tracey Johnson, MA, MBA  
Hospital Administrator  
VCA South Shore

Jean Higginson, DVM  
Assistant Prof. of Veterinary Technology  
Massasoit Community College

Elaine Dias Da Fonseca  
Vet. Tech. program Student, class of 2019  
Massasoit Community College

Visual Arts – Graphic Design Option

Michelle Debatis-Killon  
Head Graphic Designer  
Triad Advertising

Dan O’Brien  
Prepress Manager  
Albert Basse

Tom Neville  
Head Designer  
Neville Design

James Lynch  
Marketing  
Massasoit Community College

Donna Tone-Pah-Hote  
Alumna  
Massasoit Community College

Visual Arts – Fine Arts Option

Amy Montague  
Director  
Museum of Bird Art

Susan Kelley  
Fine Artist
**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 104  Fundamentals of Financial Reporting**
4 Credits
This course is an introduction to the fundamental concepts, principles, and techniques of financial accounting and financial reporting issues. The course adopts a user perspective of accounting by illustrating several specific accounting issues in a decision context. Topics include the basic financial statements (income statement, balance sheet, and the cash statement), internal control, ratio analysis, and the financial reporting of accounts receivable, inventory, long-term assets, liabilities, and stockholders' equity. Three lecture and one laboratory hours per week. Prerequisites: ACCT 107 Principles of Managerial Accounting. as merchandising and service applications for both profit and not-for-profit entities. Prerequisite: ACCT 108 Computerized Business Applications.

**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 001 Preparation for College Math I or MATH 010 Fundamentals of Mathematics; or waiver by placement testing results. Pre/Co-requisite: ACCT 108 Computerized Business Applications; 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. Prerequisites: ACCT 105 Principles of Financial Accounting I and ACCT 108 Computerized Business Applications; or departmental approval.

**ACCT 107  Principles of Managerial Accounting**
4 Credits
This is an introductory course in the uses of accounting data for management decisions. It is concerned with identifying, measuring, developing, and communicating accounting information to management for the purposes of planning, information processing, controlling, and decision making. Topics include: cost identification, cost behavior, cost-volume-profit relationships, manufacturing costs and systems, budgeting, including master budgets and flexible budgets, responsibility accounting, cost control, time value of money, just-in-time systems, and not-for-profit accounting. Coverage also extends to cash flows and financial statement analysis. Computerized applications are assigned as part of the course requirements, utilizing spreadsheets and other related applications. Prerequisites: ACCT 104 Fundamentals of Financial Reporting or ACCT 105 Principles of Financial Accounting I, and ACCT 108 Computerized Business Applications; or departmental approval.

**ACCT 108  Computerized Business Applications**
3 Credits
This course provides a hands-on experience in the use of business computer applications. Students use the Microsoft Windows operating system and the current version of Microsoft Office. Students learn to work with spreadsheet, database management system, word processing, and presentation software and to apply these skills to the functional areas of organizations. Topics include: document formatting, forms and reports design, creating smart interrelated spreadsheets with complex formulas and functions, representing data with meaningful graphs, relational database design, queries, remote collaboration, file sharing, and file and storage management. Case studies will be drawn from accounting, finance, marketing, information systems, operation management, and other areas of business. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Mathematics; waiver by placement testing results; 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; or waiver by placement testing results; or departmental approval.

**ACCT 113  Sage 50 Accounting**
3 Credits
Formerly ACCT 303. This course presents a realistic exposure to Sage 50 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; or 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; or 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/variable/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.
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 sociocultural anthropology. The emphasis is on the holistic nature of the discipline. Prerequisites: Preparing for College Reading II (ENG1092) or Introductory Writing (ENG1099) and Fundamentals of Mathematics (MATH101), or waiver by placement testing results, or Departmental Approval.

ANTH 400 Special Study in Anthropology
1 Credit
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. Pre/Corequisite: 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. Prerequisites: ARCH 107 Methods and Materials of Construction, ARCH 121 Working Drawings I, and 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. Pre/Co-requisites: PHYS 131 Survey of Physics, PHYS 141 Technical Physics I, PHYS 151 College Physics I, or PHYS 161 General Physics I; and MATH 011 Introductory Algebra (formerly MATH 101) 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 and 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. Pre/Corequisites: ARCH 230 Construction Planning; MATH 012 Intermediate Algebra (formerly MATH 112) 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. Pre/Corequisites: 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. Pre/Corequisite: 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 with 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 jamb. 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 with CAD.
ARTG 281 Computer-Aided Graphic Design; or permission of instructor.

Produced in professional comprehensive presentations. Two lecture and two laboratory hours per week. Prerequisite: ARTG 122 Working Drawings II with CAD and ARCH 251 Architectural Detail Drawings; or permission of instructor.

ARCH 401 Architectural Technology Internship

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

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

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 112 Typography

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 107 Drawing I or permission of instructor.

ARTG 102 History of Art II-High Renaissance to Present

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

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

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

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

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 111 Introduction to Graphic Design and Production

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

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 and Muse for Web Design

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

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. Prerequisite: ARTG 281 Computer-Aided Graphic Design; or permission of instructor.

ARCH 253 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. Prerequisite: ARTG 281 Computer-Aided Graphic Design; or permission of instructor.

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. Prerequisite: ARTG 281 Computer-Aided Graphic Design; or permission of instructor.
images, reformat images, create composite images, manipulate and change
color, and choose appropriate file formats. Instruction includes using Adobe
Muse 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 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, plasteline, 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 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 219 Typography II
3 Credits
This advanced class is a further exploration of expressive visual communication
through various typographic forms and structures. Topics include typographic
hierarchy, effective use of grids, contemporary legibility, and readability issue
for digital, screen, and print application. Two lecture and two laboratory hours
per week. Prerequisite: ARTG 112 Typography I.

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 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 sgrafitto, 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,
focused view as they complete their studies. Students who are strongly motivated to advance their knowledge of specific job opportunities in the art and graphic design and the 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 101 Science for Life
3 Credits
This course focuses on the nature of science as a reliable method of learning about the natural world. Students will learn how to apply evidence, concepts, and theories to distinguish science from non-science, bad science, and pseudoscience, by analyzing a variety of claims and case studies. This course is designed to increase science literacy and critical thinking skills for the non-science major. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Math; waiver by placement testing results; or departmental approval.

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 012 Intermediate Algebra (formerly MATH 112); 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 011 Introductory Algebra (formerly MATH 101); waiver by placement testing results; or departmental approval.
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. 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 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. Pre-Co-requisite: 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 160   Human Genetics, Reproduction, and Society  
4 Credits
This course addresses biological, ethical, and legal aspects of human reproduction and genetics. It includes such topics as cellular division, anatomy and physiology of the human reproductive systems, prenatal development, reproductive technologies, transmission genetics, DNA and chromosomes, and genetic technologies. Laboratory topics include activities related to human reproductive anatomy, transmission genetics, and molecular biology, with an emphasis on understanding the scientific process. This course is designed for the non-science major. Three lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 002 Preparation for College Math II or MATH 011 Introductory Algebra (formerly MATH 101) or MATH 060 Mathematical Literacy for College Students or higher; 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 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112); 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, 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 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112); 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. Prerequisite: 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 012/003 Intermediate Algebra/Prep Math III; 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 the second part of an introductory course sequence in the comparative anatomy and physiology of vertebrates, with a focus on domestic animals. Students will use anatomical models and preserved specimens of a variety of species, to study gross and microscopic anatomy of the endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Emphasis is placed upon the normal anatomy and physiology to provide sufficient knowledge of normal physiologic processes to understand the responses to drugs and disease processes discussed later in the veterinary science curriculum. This course is restricted to Veterinary Technician students or by departmental approval. Note: Dissection is required. Three lecture and two laboratory hours per week. Prerequisites: C- or higher in BIOL 205 Vertebrate Anatomy and Physiology I, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 012/003 Intermediate Algebra/Prep College Math III; 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 231   Microbiology  
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 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112) or higher; waiver by placement testing results; or departmental approval.

BIOL 400 Special Study in Biology
1 Credit
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 includes instruction for the proper service of food and beverages to customers. Guest lecturers may be invited, and students may take field trips. Special emphasis is placed on techniques of cost comparisons, ingredient costing, and cost reduction. An exam-based certification in Hospitality and Restaurant Management and Controlling Foodservice Costs through NRAEF is a component of this course. Prerequisite: 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 and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

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, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; or waiver by placement testing results.

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 lectures. 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 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. Techniques and practices commonly utilized by hospitality marketers in the areas of product, menu layout and design, pricing, place, promotion, strategy, and tactics are discussed. This course also includes a problem-solving approach, utilizing the case study method and lecture. An exam-based certification in Hospitality Marketing through NRAEF is a component of this course.

BUSN 135 Hospitality Human Resources 3 Credits
In this course, students examine fundamental principles and practices within the hospitality industry of personnel and human resource management. It provides an in-depth examination of areas including work environment, job description, recruitment, screening, hiring, supervision, training, terminations, employee benefits, and a lawful workplace. An exam-based certification in Hospitality Human Resource Management and Supervision through NRAEF is a component of this course.

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 170 Business Communication 3 Credits
This course prepares students to be effective workplace communicators. Working individually and in teams, students learn to think strategically and critically about business communication and develop their writing, presentation, and interpersonal communication skills. The course uses a workshop format that relies heavily on discussion and in-class exercises. Prerequisite: ENGL 101 English Composition I.

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 201 Business Law I 3 Credits
This course introduces the origins of the law, its nature, and its classification. It covers the federal and state court systems with emphasis on Massachusetts civil procedures. Students study contract law with emphasis on consumer laws related to deceptive and false advertising and commercial laws related to warranties. The course also examines legal remedies, including the new method of arbitration in the settlement of disputes. Prerequisites: 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 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. Throughout the course, students develop 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 260 Organizational Behavior 3 Credits
Formerly BUSN 301. 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.

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. Three lecture and two laboratory hours per week. Prerequisite: MATH 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112) or higher, ENGL 092 Preparing for College Reading II, and ENGL 099 Introductory Writing; or waiver by placement testing results or departmental approval.
As well as the new hierarchy of priorities assigned to the various federal, implications for the American criminal justice system. The course will pay terrorism. It will focus on this unique form of organizational crime and its results or Departmental Approval.

This course provides a history, development, and philosophy of criminal justice, 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. Three lecture and two laboratory hours per week. Prerequisites: CJUS 101 Introduction to Criminal Justice and MATH 002 Preparation for College Math II or MATH 011 Introductory Algebra (formerly MATH 101).

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, spectroscopy, chromatography, and spectroscopy. Students should gain a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced. Three lecture and two laboratory hours per week. Prerequisites: CJUS 101 Introduction to Criminal Justice and MATH 002 Preparation for College Math II or MATH 011 Introductory Algebra (formerly MATH 101).

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 halocarbons are discussed. The topics of stereochemistry, nomenclature, substituion, 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.

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 interpreted 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.

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.

**Criminal Justice**

**CJUS 101** Introduction to Criminal Justice

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

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

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 Pre/Co-requisite: SECU 101 Introduction to Private Security.

**CJUS 211** Domestic Violence

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

This course covers crime scene procedures, collection and preservation of evidence, recording of the crime scene, surveillance, and investigative techniques. Also covered are the history of forensic science, crime laboratories’ capabilities and limitations, and the examination of physical evidence. Prerequisite: CJUS 101 Introduction to Criminal Justice; or Pre/Co-requisite: SECU 101 Introduction to Private Security.

**CJUS 231** Juvenile Justice

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

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 the impact of internal and external influences within agencies are also addressed. Prerequisites: Introduction to Criminal Justice (CJUS101), English Composition II (ENGL102), American National Government (GOVT105) or State and Local Government (GOVT301), General Psychology (PSYC101), and Principles of Sociology (SOCI104)

**CJUS 302** Corrections

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

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

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

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.
Contemporary Issues in Criminal Justice
3 Credits
This course will examine critical issues related to crime and justice. The focus of the course will vary from semester to semester, but it will enable students to synthesize their knowledge and skills in analyzing issues including ethics and criminal justice, racial inequality in the criminal justice system, the efficacy of increasing incarceration rates, and societal responses to crime. The course will require students to demonstrate comprehensive knowledge of the field of criminal justice, critical thinking skills applied to criminal justice, effectiveness in oral and written communication, awareness of ethical issues in criminal justice, and knowledge of data sources in criminal justice and the ability to apply criminal justice related information and research. Prerequisites: Introduction to Criminal Justice (CJUS 101) and Criminal Justice (SOIC 203) or Departmental Approval.

Juvenile Delinquency
3 Credits
Formerly SOCI 303. This course studies the problems of youth, concentrating on the detection, prevention, control, and processes of rehabilitation of delinquents. The Juvenile Court system, with its substantive rules and procedures as well as area protective services, are discussed. Also includes the special problem of drug usage by youths. Prerequisite: SOCI 203 Criminology or departmental approval.

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.

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.

Special Study in Criminal Justice
1 Credit
Involves independent work on a selected topic under the direction of members of the Criminal Justice Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

Criminal Justice Capstone
1 Credit
Culmination of the Criminal Justice student’s academic experience. Synthesizes the knowledge gained from each course taken within the Criminal Justice curriculum and better prepares the student for transfer in the discipline or for entry-level career positions in the criminal justice system. Among other requirements, students develop and prepare a research project that will result in an end-of-semester presentation to the class. Prerequisite: matriculation in the Criminal Justice Transfer program and departmental approval.

Computer Technology Information Management

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.

Beginning Windows
1 Credit
This course is designed as a practical, step-by-step introduction to beginning concepts of the Microsoft Windows operating system. Students learn how to use the Windows desktop, manage documents, work with the documents library, and create shortcuts. In addition, students learn file and folder management and Windows accessories programs. Students also learn how to customize their work environment and to use the control panel.

Beginning Word
1 Credit
This course presents the basic features of Microsoft Word. Students learn how to prepare documents of various types by formatting characters, paragraphs, and pages. In addition, students also learn how to insert objects/graphics and create tables.

Beginning Excel
1 Credit
This course presents the basic features of Microsoft Excel. Students learn the essentials of spreadsheet creation, including data entry and editing, formatting, printing, saving, enhancing, and retrieving worksheets. The creation of formulas and functions receives major emphasis. Other topics include preparing charts and maintaining workbooks.

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 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.

Intermediate Word
1 Credit
This course is a continuation of Beginning Word. Students learn how to customize paragraphs and pages and to use the advanced proofing capabilities of the software. Other features presented 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.

Intermediate Excel
1 Credit
This course is a continuation of Beginning Excel. Advanced work with formulas and functions receives 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.

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.

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.

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.

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.

Beginning Access
1 Credit
This course provides basic training in Microsoft Access for Windows database software. Students learn to create and modify files, add and edit records, and produce reports and labels for a variety of business applications.
CTIM 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
In this course, students learn how to construct, edit, and publish Web pages using Dreamweaver. In addition, they learn how to import and format text and paragraphs; add images to Web pages; learn hyperlinks, lists, and basic table structure.

CTIM 147  Internet: Creating a Home Page  
1 Credit
This course introduces students to Web page development. Students evaluate a variety of Web sites and then produce one of their own. They use HTML and JavaScript to create a Web site by utilizing basic HTML tags, tables, links, graphics, animated gifs, and adding sound to a Web page. After creating a Web site, students explore how to obtain a domain name and presence on the Web.

CTIM 157  Introduction to Java Programming  
3 Credits
This course introduces students to the object-oriented, general-purpose programming language Java. Students create programs using sequence, selection, repetition, methods, classes, and arrays. Two lecture and two laboratory hours per week. Pre/Co-requisite: CTIM 281 Introduction to Software Design and Development; or departmental approval.

CTIM 168  Advanced Java Programming  
3 Credits
This course is a continuation of CTIM 157 Introduction to Java Programming. Students create programs using arrays, inheritance, interfaces, exception handling, file input, file output, recursion, and dynamic data structures. 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. Two lecture and two laboratory hours per week.

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
This course introduces the student to 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 provides 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 are 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 for Android devices using Android Studio. Topics include activities, intents, views, layouts, adapters, libraries, fragments, interfaces, drawers, databases, services, and permissions. 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 236  Computer Architecture  
3 Credits
This course presents the fundamentals of computer architecture through the use of the assembly language, the interface between hardware and software. Students are introduced to binary and hexadecimal number systems, machine language, and machine architecture. Assembly language topics presented include the assembly process, computer arithmetic, logical building blocks, comparison, addressing modes, input/output, branching, repetition, and processor implementation. Two lecture and two laboratory hours per week. Prerequisite: CTIM 168 Advanced Java or departmental approval.

CTIM 237  Data Structures and Algorithms  
3 Credits
This course introduces students to the development and use of various data structures designed to solve problems with computers. The connection between algorithms and data structures is also considered. Data structures examined include arrays, strings, lists, stacks, queues, trees, graphs, linked lists, and tables as well as sorting, searching, and hashing algorithms. Students are given the opportunity, through laboratory projects, to implement these data structures and algorithms. Two lecture and two laboratory hours per week. Prerequisite: CTIM 168 Advanced Java or departmental approval.

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 learn 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 examines the Python programming language. Students create programs using sequence, selection, repetition, functions, strings, lists, tuples, sets, dictionaries, objects, classes, files, inheritance, polymorphism, exceptions, and recursion. Two lecture and two laboratory hours per week. Pre/Co-requisite: 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 while introducing the student to the fundamental elements that make up a web page and for developing web applications. Students learn to understand how a web page is structured, organized, and presented in a browser. In addition, the student learns 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 371 Programming in C++**

3 Credits

This is the first course in the C++ programming language. The course covers 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 are completed using the Visual Studio C++ compiler. Two lecture and two laboratory hours per week. Prerequisite: CTIM 281 Software Design and Development; 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 exercises are completed using the Visual Studio C++ compiler. Two lecture and two laboratory hours per week. Prerequisite: CTIM 371 Programming in C++; 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 Preparation for College Math III, MATH 012 Intermediate Algebra (formerly MATH 112), or MATH 125 Technical Mathematics I (formerly MATH 141) or higher; waiver by placement testing results; or permission of instructor.

**CTIM 400 Special Study in Computer Technology Information Management**

1 Credit

This course involves independent work on a selected topic under the direction of members of the Computer Technology and Information Management Department. Limited to two courses per student. Prerequisite: approval of the Department Chair and Division Dean.

**CULINARY ARTS**

**CULA 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 this 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 Preparation 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 banquet specials, special occasions, and buffet menus. Students also cover the planning and application of food garnishes, decorations, centerpiece displays, and other culinary art forms. Canapés, 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. Pre/Co-requisite: 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 Preparation for 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. Pre/Co-requisite: CULA 140 Culinary Concepts.

CULA 157 Meat Fabrication and Charcuterie
3 Credits
This course introduces the student to the meat structure and composition of beef, veal, lamb, and pork. Proper cutting techniques used to fabricate a variety of protein items are an integral part of this course using hands on production. In addition, poultry, game, and seafood are also covered through lecture, demonstration, and text. Two lecture and two laboratory hours per week. Prerequisite: CULA 140 Culinary Concepts.

CULA 159 Cake Decorating
3 Credits
The student is instructed in the fundamentals of cake decorating. Techniques covered include icing and cake preparation, masking cakes, border and inscription styles, and basic floral designs. Introduction to other decorating mediums are explored. Basic cake decorating tools are required for this class. The student should be prepared to practice at home to further develop their piping skills. Two lecture and two laboratory hours per week. Pre/Co-requisite: CULA 143 Foundations of Baking; or departmental approval.

CULA 160 Chocolate Artistry
3 Credits
This course introduces the student to the sweet world of chocolate. Through lecture, demonstration, and hands on production, the student learns the art of working with chocolate that is desirable throughout the culinary industry. A technique of tempering and creating chocolates, as well as display pieces, is a primary focus in this class. The student has the opportunity to work with other forms of display media such as sugar, pastillage, and marzipan. Emphasis is placed on the creative process as the student designs, produces, and presents a finished centerpiece. Some basic tools will be required for this course. Two lecture and two laboratory hours per week.

CULA 161 Advanced Pastries
4 Credits
In this course, students are taught the art of preparing a variety of American and international desserts, as well as continuing their development of bread production skills. Building on techniques learned in previous baking classes, emphasis will be on flavor and techniques as well as final presentation. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and four laboratory hours per week. Prerequisite: CULA 143 Foundations of Baking.

CULA 162 Classical Desserts
4 Credits
The focus of this course is to develop the classic techniques used to produce European pastries such as Gateau St. Honore, Opera Torte, and Dacquoise. Balance of flavors, textures, and visual presentations are a weekly goal. Chocolate and bread production skills are developed within the class structure. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and four laboratory hours per week. Prerequisite: CULA 143 Foundations of Baking.

CULA 295 Field Work Experience in Culinary Arts
4 Credits
Formerly CULA 407. This course enables students to participate in a supervised (paid or unpaid) learning experience of at least 240 hours for the semester. Students are required to work in a food service establishment that will enhance the students’ skills and learning objectives established by the faculty coordinator. All field work experience sites must meet departmental guidelines and standards. Any student who finds it to their advantage to do half their field work during the three months prior to the semester of their sophomore year may do so with Departmental Approval. This process must begin before the seventh week of the spring semester of the freshman year. Prerequisites: CULA 143 Foundations of Baking and CULA 146 American Regional Cuisine.

DANCE

DANC 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
DENT 102  Dental Materials I
3 Credits
This course includes theory and practical use of dental materials including uses, composition, properties, and proper manipulation. Gypsum products, impression materials, waxes, and cements are covered. Basic restorative materials are introduced. Two lecture and two laboratory hours per week.

DENT 103  Dental Radiography I
3 Credits
This course provides instruction in the nature of ionizing radiation; the production, properties, dosage, and hazards of radiation; infection control; and appropriate protection techniques for patient and operator. Instruction in the function and correct use of the dental unit and processors for chemical and digital radiography is presented. Two lecture and two laboratory hours per week. Pre/Co-requisite: DENT 106 Dental Science I.

DENT 104  Dental Science II
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 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 108  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 109  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; practicing 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
This course provides instruction in the exposure and continued evaluation of dental film using the following methods: bisecting angle, paralleling, panoramic, chemical, and digital film techniques. Further instruction in quality assurance and radiology regulations is addressed. Duplication of film technique and rapid processing is also included. Two lecture and two laboratory hours per week. Prerequisite: DENT 103 Dental Radiography I.
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 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 226 Hydraulics**

*3 Credits*

This course provides the student with an in-depth study of open and closed hydraulic systems. Topics covered include a study of hydraulic fluids, graphic symbols and schematic Interpretation. An applied systems approach is used to discuss pumps, control valves, actuators, and other components. Two lecture hour and two 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.

**CHILD CARE EDUCATION**

**ECED 101 Positive Guidance**

*3 Credits*

Formerly CCED 101. 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.

**ECED 102 Development in Early Childhood**

*3 Credits*

Formerly CCED 102. 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 departmental approval.

**ECED 105 Introduction to Early Childhood Education**

*3 Credits*

Formerly CCED 105. This course gives the beginning student in early education an overview of early childhood education from a philosophical, historical, multicultural, and economic point of view. Students gain understanding of how early childhood education has influenced the profession. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

**ECED 111 Early Childhood Curriculum: A Multi-Cultural Perspective**

*3 Credits*

Formerly CCED 111. The course explores the development and implementation of curriculum in an early childhood setting. It facilitates ways of integrating
differing languages, customs, and traditions into the curriculum so children develop greater self-esteem and a broader understanding and appreciation of their own ethnic heritage and the ethnic heritage of others. The instructor and students design activities to reflect this multi-cultural perspective. A grade of C or higher is required for graduation. Prerequisite: ECED 102 Development in Early Childhood (formerly CCED 102) completed with a grade of C or higher; or departmental approval.

**ECED 112 Health, Nutrition, and Safety Needs of the Young Child**
**3 Credits**
Formerly CCED 112. 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.

**ECED 201 Administration, Supervision, and Management of Child Care Programs**
**3 Credits**
Formerly CCED 201. 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: ECED 102 Development in Early Childhood (formerly CCED 102) completed with a grade of C or higher, ECED 105 Introduction to Early Childhood Education (formerly CCED 105), or PSYC 202 Child Psychology; or departmental approval.

**ECED 211 Child Care Policies and Issues**
**3 Credits**
Formerly CCED 211. 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: ECED 102 Development in Early Childhood (formerly CCED 102) completed with a grade of C or higher, ECED 105 Introduction to Early Childhood Education (formerly CCED 105), or PSYC 202 Child Psychology; or departmental approval.

**ECED 217 The Young Child with Special Needs**
**3 Credits**
Formerly CCED 217. 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: ECED 102 Development in Early Childhood (formerly CCED 102) completed with a grade of C or higher, ECED 105 Introduction to Early Childhood Education (formerly CCED 105), or PSYC 202 Child Psychology; or departmental approval.

**ECED 221 Educational Designs of Child Care Classroom**
**3 Credits**
Formerly CCED 221. 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.

**ECED 231 Infant/Toddler Care**
**3 Credits**
Formerly CCED 231. This course explores how the development stages relating to the first three years should impact the care of infants and toddlers. The student examines physical, psychological, linguistic, and cognitive development from birth to age three. Emphasis is placed on designing developmentally-appropriate activities; understanding the importance of health, nutrition, and feeding practices; equipping space; and nurturing self-esteem in the early childhood setting. Prerequisite: ECED 102 Development in Early Childhood (formerly CCED 102) completed with a grade of C or higher or PSYC 202 Child Psychology; or departmental approval.

**ECED 400 Special Study in Child Care**
**1 Credit**
Formerly CCED 400. 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.

**ECED 401 Practicum I in Child Care Education**
**3 Credits**
Formerly CCED 401. The student is placed at one early childhood setting, which could include: an early school grade, a child care center, or a Head Start program. The age group for this practicum is one of the following: B-3, 3-5, or 5-8. The student works under the supervision of a lead teacher for 150 hours per semester. The student keeps a journal and completes written observations. Student interns participate in a variety of experiences reflective of the community. Field experiences begin with observation and increase to planning activities for individuals or small groups as well as management of the whole group for a portion of the placement. A grade of B- or higher is required for graduation. Prerequisite: ECED 102 Development in Early Childhood (formerly CCED 102) completed with a grade of C or higher. Pre/Co-requisite: ECED 111 Early Childhood Curriculum: A Multicultural Perspective (formerly CCED 111). Co-requisite: ECED 407 Seminar I in Child Care Education.

**ECED 405 Practicum II in Child Care Management**
**3 Credits**
Formerly CCED 405. The student is placed in one early education setting that could include: an early school grade, a child care center, or a Head Start program. The age group for this practicum is one of the following: B-3, 3-5, or 5-8. Both the type of program and the age group will differ from the ECED 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. Prerequisites: ECED 401 Practicum I in Child Care Education (formerly CCED 401) and ECED 407 Seminar I in Child Care Education (formerly CCED 407) both completed with a grade of B- or higher; or departmental approval. Pre/Co-requisite: ECED 201 Administration, Supervision, and Management of Child Care Programs (formerly CCED 201). Co-requisite: ECED 408 Seminar II in Child Care Management.

**ECED 407 Seminar I in Child Care Education**
**2 Credits**
Formerly CCED 407. The students meet twice a week to discuss the practicum experience, exchange ideas, and share concerns. Conference sessions are included during the seminar. Members of our diverse cultural community are invited to share their knowledge with students. A grade of B- or higher is required for graduation. Co-requisite: ECED 401 Practicum I in Child Care Education; or departmental approval.

**ECED 408 Seminar II in Child Care Management**
**2 Credits**
Formerly CCED 408. The students meet twice a week to discuss the practicum experience, exchange ideas, and share concerns. Conference sessions will be included during the seminar. Members of our diverse cultural community are invited to share their knowledge with students. The focus includes administration and management topics. A grade of C or higher is required for graduation. Prerequisite: ECED 407 Seminar I in Child Care Education (formerly CCED 407) completed with a grade of B- or higher. Co-requisite: ECED 405 Practicum II in Child Care Management; 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 Credit  
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 101 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 (BIOI 121 Biological Principles I, or BIOI 140 Introductory Biology and BIOI 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 Massachusetts pre-service teachers an opportunity to prepare for their first MTEL test in communication and literacy skills. If transferring to a Massachusetts public university or college as part of the MassTransfer program, teacher candidates must successfully complete this test prior to transfer. Course content includes critical reading, vocabulary building, grammar practice, and essay writing. All course content is delivered online in a five-week time frame. Two laboratory hours per week. Recommended prerequisite: ENGL 102 English Composition II.

EDUC 205 Language and Literacy Learning  
3 Credits  
This course introduces the basic principles and methods of instruction in reading, writing, listening, and oral communication in elementary school settings. Students examine the Common Core Standards and Massachusetts Curriculum for English Language Arts & Literacy. Phonemic awareness, phonics, vocabulary, fluency, and comprehension are explored. Students reflect on sociocultural aspects of language and literacy development with special emphasis on English language learners. Students complete observation hours in an elementary school setting. Prerequisite: ENGL 102 English Composition II or departmental approval.

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. Pre/Co-requisite: 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. Pre/Co-requisites: BIOI 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, medical 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: BIOI 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: BIOI 115 Survey of Human Form and Function, EMSP 112 Paramedic Pharmacology, EMSP 201 Paramedic I: Advanced Pre-Hospital Care, and EMSP 209 Paramedic Clinical Rotation 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: BIOI 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 theory, 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 theory, 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/clincial 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 clinical 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/clincial 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 clinical 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.

**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 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 110 Introduction to Fiction Writing

3 Credits

This course focused on the writing and study of contemporary fiction. Students compose and revise original stories and participate in workshops as a writer and critical reader. Coursework includes close reading and practicing and applying the elements of craft to one's work. Prerequisite: ENGL 101 English Composition I or permission of instructor.

ENGL 119 Creative Writing

3 Credits

Students write in a minimum of three genres, as determined by the instructor. Genre choices include fiction, poetry, drama, and creative nonfiction. The course includes reading and analyzing literature for the elements of craft in each genre. Students participate in class workshops, revise their work, and develop regular writing habits. Prerequisite: ENGL 101 English Composition I or permission of instructor.

ENGL 120 Introduction to Creative Non-Fiction Writing

3 Credits

This course focuses on the writing and study of contemporary creative non-fiction, including the sub-genres of memoir, personal narrative, and the critical essay. Students will compose original writings, respond to the writing of peers, and be introduced to the form and technique of creative non-fiction through close readings of texts, mimetic practice, and the composition of original writings. Prerequisite: ENGL 101 English Composition I; waiver by placement testing results; 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 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 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 British Literature I

3 Credits

This course explores the British literary tradition through selected readings in major writers from the Anglo-Saxon period to the 18th century. Since the course is based on time periods and major authors, British Literature I does not have to be taken before British Literature II. Prerequisite: ENGL 102 English Composition II.

ENGL 202 British Literature II

3 Credits

This course explores the British literary tradition through selected readings in major writers from the beginnings of Romanticism to the present. Since the course is based on time periods and major authors, British Literature II does not have to be taken after British Literature I. Prerequisite: ENGL 102 English Composition II.

ENGL 203 Shakespeare

3 Credits

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. Since the course is based on time periods and major authors, Irish-American Literature I does not have to be taken before Irish-American Literature II. 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. Since the course is based on time periods and major authors, World Literature I does not have to be taken before World Literature II. Prerequisite: ENGL 102 English Composition II.

ENGL 212 Masterpieces of World Literature II

3 Credits

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 appreciation of human values in literature. Since the course is based on time periods and major authors, World Literature II does not have to be taken after World Literature I. Prerequisite: ENGL 102 English Composition II.

ENGL 213 American Literature to 1860

3 Credits

This course examines the major contributors to the development of American literature, culture, and ideals from the colonial period to the era of American Romanticism. Since the course is based on time periods and major authors, American Literature I does not have to be taken before American Literature II. Prerequisite: ENGL 102 English Composition II.
ENGL 214 American Literature since 1860  
3 Credits  
This course examines the major contributors to American literature, culture, and ideals from the Civil War to the present. Since the course is based on time periods and major authors, American Literature II does not have to be taken after American Literature I. Prerequisite: ENGL 102 English Composition II.

ENGL 215 African-American Literature I  
3 Credits  
This course examines the works of African-American writers and performers from the periods of colonization and slavery through the Harlem Renaissance. Emphasis is placed on political, historical, and cultural contexts of the readings, with particular focus on contributions and challenges to Euro-American culture and to simultaneous developments internationally among peoples of African descent. Since the course is based on time periods and major authors, African-American Literature I does not have to be taken before African-American Literature II. Prerequisite: ENGL 102 English Composition II.

ENGL 216 African-American Literature II  
3 Credits  
This course examines the works of African-American writers and performers after the Harlem Renaissance to the present including the periods of Realism, Naturalism, and the development of the Black Arts movements of the 1960s. Emphasis is placed on political, historical, and cultural contexts of the readings, with a particular focus on contributions and challenges to Anglo-American culture and to simultaneous developments internationally among peoples of African descent. Since the course is based on time periods and major authors, African-American Literature II does not have to be taken after African-American Literature I. Prerequisite: ENGL 102 English Composition II.

ENGL 217 Dramatic Literature I  
3 Credits  
This course begins with an overview of theatrical literature and an understanding of the play as a form. Following this, selected plays from the Greek, Roman, Medieval, and Renaissance periods will be read and explicated. Since the course is based on time periods and major authors, Dramatic Literature I does not have to be taken before Dramatic Literature II. Prerequisite: ENGL 102 English Composition II.

ENGL 218 Dramatic Literature II  
3 Credits  
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, and mid-20th century and contemporary periods will be read and explicated. Since the course is based on time periods and major authors, Dramatic Literature II does not have to be taken after Dramatic Literature I. Prerequisite: ENGL 102 English Composition II.

ENGL 251 Honors Seminar: Ethics  
3 Credits  
This course develops the skills of critical thinking in ethical issues of contemporary life. Using a multi-disciplinary base, students learn to think clearly, logically, critically, and effectively. Instructional methods include cross-disciplinary lectures, class discussion, readings, written assignments, and problem-solving activities, such as reaching reasoned judgment through seminar-style learning. Prerequisite: Honors level ENGL 102 English Composition II or permission of Honors Program Director.

ENGL 400 Special Study in English  
1 Credit  
This course involves independent work on a selected topic under the direction of members of the English Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

ENGINEERING  
ENGT 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 drafting 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 and RL 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 011 Introductory Algebra (formerly MATH 101) 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 012 Intermediate Algebra (formerly MATH 112) 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 hours and two laboratory hours per week. Prerequisite: MATH 203 College Algebra; or waiver by placement testing results.

ENGT 140 Introduction to Engineering  
4 Credits  
This course introduces the student to the engineering profession and provides an opportunity for students to understand the content within the chemical, civil, computer, electrical, environmental, and mechanical engineering. This course prepares students for success in an engineering program and working environment through technical problem solving and design analysis, understanding engineering ethics and responsible decision making, teamwork, and communication. Significant emphasis is placed on engineering problem-solving techniques using MATLAB for mathematical analysis and graphical presentation. Three lecture and two laboratory hours per week. Pre/Co-requisite: MATH 217 Precalculus; waiver by placement testing results; or permission of instructor.

ENGT 204 Microprocessors and Digital Systems  
4 Credits  
This course 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 270  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 medium. 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. Individual assignments are completed using circuit analysis techniques and Matlab. Lab activities include the construction of circuits and using the necessary lab equipment to measure their performance and Multisim. Written report of project results are required. Three lecture and two laboratory hours per week. Pre/Co-requisite: MATH 221 Calculus I; or waiver by placement testing results.

ENGT 271  Engineering Circuit Theory II  4 Credits
This is the second engineering course in basic circuit theory and design. Analysis techniques in this course include application of Laplace transforms and differential equations with initial conditions to provide solutions to switched and steady state multi-ordered circuits. This course covers frequency analysis and the study of passive and active filter circuits. Circuit stability, the understanding of poles/zeros, and the use of Fourier transforms are also covered to introduce the student to circuit frequency response and Bode plot analysis and specification. Students are also introduced to graphical convolution and Fourier series as it applies to circuit analysis. Assignments and lab project activities require the design, implementation, and measurement of filters and other circuits to meet design specifications. Class instruction includes using Metlab and Multisim, in addition to hands-on circuit design and analysis. Three lecture and two laboratory hours per week. Prerequisites: ENGT 270 Engineering Circuit Theory I and MATH 222 Calculus II; or waiver by placement testing results.

ENGT 272  Engineering Materials  4 Credits
This course covers the basic principles that govern the properties and behavior of engineering materials: atomic structures, interatomic forces, amorphous and crystalline structures, and phase transformations. The course also covers the study of the capabilities and limitations of different materials such as metals, polymers, ceramics, and corrosion. Three lecture and two laboratory hours per week. Prerequisites: 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; Pre/Corequisite: 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, toughness, and durability. It also explores the basic mechanical properties of engineering materials, testing procedures used to quantify these properties, and ways in which these properties characterize material response. The student acquires quantitative skills to deal with materials-limiting problems in engineering design and a basis for materials selection in mechanical design. Three lecture and two laboratory hours per week. Prerequisite: ENGT 273 Statics.

ENGT 276  Engineering Thermodynamics  3 Credits
This course introduces fundamental thermodynamic concepts relevant to various engineering applications. Concepts such as work, temperature, and heat are introduced; and students are taught the zeroth, first, and second laws of thermodynamics and their application. An introduction to thermodynamic properties of idealized and real fluids is also provided. Students also learn theories related to the thermodynamic cycles such as refrigeration, gas power, and steam, which govern the operation of various practical devices such as internal combustion engines, jet engines, power generators, refrigerators, and air conditioners. 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.
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 Preparation for College Math I or MATH 010 Fundamentals of Mathematics; 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. Pre/Co-requisite: MATH 002 Preparation for College Math I or MATH 011 Introductory Algebra (formerly MATH 101) 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. Pre/Co-requisite: MATH 002 Preparation for College Math II or MATH 011 Introductory Algebra (formerly MATH 101) 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 Preparation for College Math I or MATH 010 Fundamentals of Mathematics; 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. Pre/Co-requisite: MATH 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112) or higher.

ENVT 110  SCADA
1 Credit
This course provides the student with an understanding of current plant-wide control systems. These systems combine multiple technologies, including computers, Programmable Logic Controllers, operator interfaces, and microprocessor-based plant-floor devices, into one Supervisory, Control, and Data Acquisition system (SCADA). The course blends classroom lectures with hands-on computer training to ensure that students are competent in the use of SCADA. Three laboratory hours per week. Pre/Co-requisite: ENVT 101 Drinking Water Distribution or ENVT 103 Wastewater Treatment I or ENVT 104 Drinking Water Treatment or ENVT 105 Wastewater Treatment II.

ENVT 115  Hydrology and Water Quality
4 Credits
This course introduces students to hydrology and water quality. Hydrology is the study of the Earth’s water as it moves through the hydrologic cycle. Students learn about types of aquifers, surface water systems, measurements of surface water, precipitation, evaporation, groundwater flow, and wells. Students gain an understanding of the impact of humans on water systems, specifically on water supply and water quality. Students perform 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. Three lecture and two laboratory hours per week. Prerequisites: MATH 002 Preparation for College Math II or MATH 011 Introductory Algebra (formerly MATH 101) or higher; or waiver by placement testing results.

ENVT 116  HAZWOPER and Confined Space Training
3 Credits
This course provides classroom and field training mandated by the Federal OSHA HAZWOPER training requirements of 29 CFR 1910.120(e)(3)(iii) or 29 CFR 1910.120(e)(3)(iii) for General Industry, and 1926.65(e)(3)(iii) for construction workers who are exposed or potentially exposed to hazardous substances and whose responsibilities include responding to releases of hazardous materials. Students learn to control or eliminate potential hazards and to protect the health and safety of other workers, the public, and the environment. This course trains students to employ proper safety procedures and avoid the hazards of permit-required confined spaces. Two lecture and two laboratory hours per week.

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. Three lecture and laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099
Introductory Writing, and MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Math or MATH 060 Mathematical Literacy for College; 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. Three lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Math or MATH 060 Mathematical Literacy for College; 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. Three lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Math or MATH 060 Mathematical Literacy for College; waiver by placement testing results; or departmental approval.

**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 200  Film Analysis  3 Credits**
Formerly FILM 311. 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.

**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.

**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, gas service station, LPG appliances, transportation of flammable liquids, use of explosives and flammable decorations in addition to other relevant materials. Prerequisites: FIRE 101 Principles of Emergency Services and FIRE 103 Fundamentals of Fire Prevention; or departmental approval.

**FIRE 111  Fire Investigation I  3 Credits**
This course is designed to assist firefighters and fire officers in learning to properly determine the cause and origin of fires. The instructor also discusses and reviews various areas of inquiry associated with the preliminary investigation of a fire incident.

**FIRE 205  Fire Service Safety and Survival  3 Credits**
This course introduces the basic principles and history related to the national firefighter life safety initiatives. Safety on the fire ground and emergency scenes is stressed with emphasis on prevention of injuries and reducing fatalities. The course addresses cultural and behavior changes in emergency services.

**FIRE 206  Fire Protection Systems and Equipment  3 Credits**
This course of study concentrates on fire protection systems. Covered in this course are an analysis of water supply and extinguishing agent requirements, various automatic signaling and detection systems, and special extinguishing systems. Demonstrations and field trips are used to supplement the classroom discussion. Prerequisite: FIRE 101 Principles of Emergency Services or departmental approval.

**FIRE 208  Fire Hydraulics and Water Distribution Systems  3 Credits**
This course addresses the mechanics of the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Design, testing, and use of nozzles and appliances, pumps, and water distribution systems are introduced. Measurements of fluid flow and methods of determining quantities of water available from a distribution system are also studied. Prerequisite: MATH 158 Introduction to Statistics (formerly MATH 131) or higher; or waiver by placement testing.

**FIRE 211  Hazardous Material Incident Response  3 Credits**
This course concerns itself with hazardous materials and hazardous waste incident response. Emphasis is placed on first responder awareness and operational level response as covered in National Fire Protection Association Standard 472, Competence of Responders to Hazardous Materials Incidents, and OSHA 1910.120, Hazardous Waste Operations and Emergency Response. Initial procedures to be taken during fires and spills of hazardous chemicals encountered during their transportation and in fixed facilities are discussed. Prerequisites: any Chemistry course, FIRE 101 Principles of Emergency Services, and FIRE 103 Fundamentals of Fire Prevention; or departmental approval.

**FIRE 213  Building Construction, Blueprint, and Plan Review  3 Credits**
This course is an overview of construction designs and methods and materials utilized in building construction and emphasizes fire protection concerns. Included in this course of study is an introduction to structural blueprint reading for the purpose of recognizing conditions that may affect the
prevention of fire within the building and/or firefighting efforts should a fire occur. Prerequisite: FIRE 101 Principles of Emergency Services or departmental approval.

**FIRE 215**  
**Terrorism and Domestic Response**  
3 Credits  
This course concerns itself with terrorism and domestic response. Emphasis is placed on understanding terrorism, the associated risks, and potential outcomes of a terrorist incident. Discussion centers on recognizing and identifying the presence of terrorist criminal activity. Actions to initiate an emergency response sequence by notifying the proper authorities are covered.

**FIRE 301**  
**Fire Company Officership - Tactics and Strategy**  
3 Credits  
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

**FIRE 400**  
**Special Study in Fire Science**  
1 Credit  
This course involves independent work on a selected topic under the direction of members of the Fire Science Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

**GEOGRAPHY**

**GEOG 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 Preparation for College Math I or MATH 010 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 200**  
**State and Local Government**  
3 Credits  
Formerly GOVT 301. 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 260**  
**Comparative Politics**  
3 Credits  
Formerly GOVT 305. 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 Credit  
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.

**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-Classicera. 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 Reading 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 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 Credit
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 class 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 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 400 Special Study in Human Services
1 Credit
This course involves independent work on a selected topic under the direction of members of the Human Services Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

HSRV 405 Seminar and Field Experience in Human Services I
4 Credits
This course provides students with an in-depth, supervised learning experience (of at least 135 hours per semester) in area social service agencies. Students also attend a weekly one-hour, on-campus seminar in which they share knowledge concerning the practices, policies, procedures, and client populations of their field experience settings, consider key social service practice issues, and relate classroom learning to the field experience. Prerequisites: A grade of C- or higher in HSRV 101 Introduction to Social 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.

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. Pre/Co-requisites: 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.

HVAC 113 Introduction to HVAC/R
3 Credits
This course is an introductory course to the HVAC/Refrigeration field. The course covers the basic components of the compression refrigeration system, terminology, materials, and the cost estimating of component used to create a HVAC/R system. The course introduces the career fields and paths their career may take. Students are introduced to OSHA safety standards, the tools of the trade, and proper tool usage. Two lecture hours and two laboratory hours per week.

HVAC 114 Heat Principles and Application
4 Credits
This course is an in-depth study of heat principles, gaseous and liquid heating fuels, heating equipment, and distribution systems. Also discussed is the removal of combustion by-products through ventilation and venting requirements as prescribed in the state and national codes. High-efficiency heating units and their special venting requirements are covered. In a laboratory setting, the student is exposed to instrumentation, methods of metering and proper fuel delivery, and adjusting heating equipment to achieve maximum performance. Three lecture and two laboratory hours per week. Prerequisites: HVAC 111 Basic Electricity and Control Theory and HVAC 113 Introduction to HVAC/R, or departmental approval.

HVAC 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. Prerequisite: MATH 011 Introductory Algebra (formerly MATH 101) or higher; waiver by placement testing results; or permission of instructor.

HVAC 118 Load Calculations and Duct Design
3 Credits
This course teaches the students about heat gains, losses, and the factors which are used in determining the amount of BTUs to be added or removed to satisfy the desired temperatures. Students learn how to calculate the proper cooling and heating loads. They also learn about the process which must be taken prior to any installation of HVAC equipment. Students learn how to plot the enthalpy on the psychrometric chart and proper use of the chart when determining heat and air properties in the given space. Students become familiar with the supply, return air, and make up air used in ductwork. Two lecture hours and two laboratory hours per week. Prerequisite: HVAC 111 Basic Electricity and Control Theory or HVAC 113 Introduction to HVAC/R, or instructor approval.

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 layout, 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 the mechanical refrigeration system, its components, and the proper procedures to follow with the repair of the system. Students gain exposure to the compression refrigeration system with hands on labs. Students are given introductory lessons for standard HVAC equipment. Students learn how to properly operate the HVAC/R equipment. Students learn the correct procedures for gauge manifold, leak detection, vacuum pump, and EPA recovery, reclaiming, and recycling methods of operation. Students are exposed to the technicians instrumentation testing and verification used in troubleshooting HVAC/R equipment. Students apply their skill in the lab. Three lecture hours and two laboratory per week. Prerequisites: HVAC 114 Heat Principles and Application, HVAC 118 Load Calculations and Duct Design, and HVAC 213 HVAC Equipment Controls.

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. 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 for the projects, and equipment selection. Prerequisites: HVAC 114 Heat Principles and Application, HVAC 118 Load Calculations and Duct Design, and HVAC 213 HVAC Equipment Controls.

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: ENGT 107 Computer-Aided Drafting, HVAC 116 Heating and Cooling Load Calculations, MATH 011 Introductory Algebra (formerly MATH 101) or higher, and PHYS 132 Concepts of Technical Physics I or higher.

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. Prerequisites: HVAC 111 Basic Electricity and Control Theory and HVAC 113 Introduction to HVAC/R, 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. Emphasis is placed on refrigerant leak detection, recovery, and recycling procedures are covered in detail. Students have the opportunity to acquire EPA and 410 certifications. These certifications are necessary to attain a career in today’s HVAC/R industry. Six laboratory hours
per week. Prerequisites: HVAC 201 Refrigeration Principles and Application and HVAC 206 Hydronics and Piping Design.

**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: ENGT 109 Intermediate Computer-Aided Drafting, HVAC 201 Refrigeration Principles and Application, and HVAC 206 Hydronics and Piping Design; or permission of instructor.

**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 400  Special Study in Journalism**  
1 Credit  
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 as 15 modules as possible. Students who begin at module 12 or higher are required to finish through module 15. The courses 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 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 as 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 toward 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 as 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 001 Preparation for College Math I or MATH 010 Fundamentals of Mathematics; 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 011 Introductory Algebra (formerly MATH 101). Prerequisite: Placement testing is required.

**MATH 011  Introductory Algebra**  
3 Credits  
Formerly MATH 101. 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 002 Preparation for College Math II or MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

**MATH 012  Intermediate Algebra**  
3 Credits  
Formerly MATH 112. This course is a continuation of MATH 011 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 011 Introductory Algebra (formerly MATH 101); waiver by placement testing results; or departmental approval.

**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 152/153 Topics in Mathematics I/II (formerly MATH 121/122) or MATH 158 Introduction to Statistics (formerly MATH 131). 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. Two lecture and two laboratory hours per week. Prerequisite: C- or higher in MATH 011 Preparation for College Math I or MATH 010 Fundamentals of Mathematics, and ENGL 092 Preparing for College Reading II; waiver by placement testing results; or departmental approval.

**MATH 061  Non-Algebra Support**  
3 Credits  
This course is designed to be paired with a college-level non-algebra sequence mathematics course to support under-prepared students. Students will review the skills necessary for success in the associated college-level course in an ongoing as-needed just-in-time fashion. Topics include: numeracy, basic data analysis, proportional reasoning, an introduction to algebraic expressions and algebraic reasoning, and linear functions. Note: credits earned in this course cannot be applied toward graduation. Prerequisite: MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. Co-requisite: MATH 152 Topics in Mathematics I (formerly MATH 121), MATH 153 Topics in Mathematics II (formerly MATH 122), or MATH 158 Introduction to Statistics (formerly MATH 131).
MATH 065  Algebra Support
3 Credits
This course is designed to be paired with College Algebra to support under-prepared students. Students will review the skills necessary for success in College Algebra in an ongoing as-needed just-in-time fashion. Topics include: solving linear equations, graphing linear equations, polynomial arithmetic, factoring polynomials, radical expressions and equations, rational expressions and equations, and solving quadratic equations. Note: credits earned in this course cannot be applied toward graduation. Prerequisite: MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. Co-requisite: MATH 203 College Algebra.

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 or MATH 011 Introductory Algebra (formerly MATH 101); C- or higher in 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, Gagné, 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 or MATH 011 Introductory Algebra (formerly MATH 101); C- or higher in MATH 060 Mathematical Literacy; waiver by placement testing results; or departmental approval.

MATH 125  Technical Mathematics I
3 Credits
Formerly MATH 141. 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 011 Introductory Algebra (formerly MATH 101); waiver by placement testing results; or departmental approval.

MATH 126  Technical Mathematics II
3 Credits
Formerly MATH 142. This course is a continuation of MATH 125 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 125 Technical Mathematics I (formerly MATH 141); waiver by 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 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: MATH 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112); waiver by placement testing results; or departmental approval.

MATH 152  Topics in Mathematics I
3 Credits
Formerly MATH 121. This course is provided for students who wish to know what mathematics is 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: MATH 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112); C- or higher in MATH 060 Mathematical Literacy; waiver by placement testing results; or departmental approval.

MATH 153  Topics in Mathematics II
3 Credits
Formerly MATH 122. 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: MATH 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112); C- or higher in MATH 060 Mathematical Literacy; waiver by placement testing results; or departmental approval.

MATH 158  Introduction to Statistics
3 Credits
Formerly MATH 131. 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: MATH 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112); C- or higher in MATH 060 Mathematical Literacy; and ENGL 092 Preparing for College Reading II; or 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 012 Intermediate Algebra (formerly MATH 112); waiver by placement testing results; or departmental 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 in MATH 203 in College Algebra; waiver by placement testing results; or departmental approval.

MATH 218  Discrete Mathematics
3 Credits
This course is designed to give necessary mathematical background to students in computer science programs. Topics include logic, sets, basic number theory, induction and recursion, counting, relations, and graphs. Prerequisite: C- or higher in MATH 217 Precalculus; waiver by placement testing results; or departmental approval.

MATH 221  Calculus I
4 Credits
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 229  Linear Algebra  
3 Credits  
This course is designed to introduce students to the theory of systems of linear equations and to mathematical proof. Topics include solving systems of linear equations, linear independence, linear transformations, matrix operations, determinants, vector spaces, eigenvalues and eigenvectors, and applications. Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval.

MATH 230  Differential Equations  
4 Credits  
This course is an introductory study of ordinary differential equations of the first and higher orders. Topics include linear differential equations with constant coefficients, power series solutions, Fourier Series solutions, Laplace transforms, higher-order forced linear equations with constant coefficients, and applications with numerical methods. Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval.

MATH 400  Special Study in Mathematics  
1 Credit  
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 114  Advanced Television Production  
3 Credits  
This course concerns producing, directing, writing, and performing for television. This course emphasizes the creative nature of the final program product, operation of the television facilities, studio and control room production, script writing, and directing various television formats. The student is required to develop all phases of an independent television program. Prerequisite: MDIA 112 Television Studio Production; or departmental approval.

MDIA 116  Digital Video Editing  
3 Credits  
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 multimeda 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 student 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 Credit  
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, and Terminology I. Additional body systems and their functions are covered. New medical terms are added at appropriate intervals throughout the course. Prerequisite: MEDA 108 Anatomy, Physiology and Terminology I.

**MEDA 120  Medical Assisting Techniques II**  
2 Credits  
Students perform more complicated clinical procedures and utilize skills learned in MEDA 107 Medical Assisting Techniques I. Topics include electrocardiography, cardiopulmonary resuscitation, and administration of medications. Clinical skills are increased, and students gain comprehension of the disease process and its relationship to clinical situations. Prerequisite: MEDA 107 Medical Assisting Techniques I.

**MEDA 121  Basic Laboratory Procedures II**  
2 Credits  
The basic principles and skills of hematology are covered. Lecture and laboratory topics include blood collection, hematocrit, hemoglobin, white blood cell counts, and differential evaluations. A brief introduction to blood chemistry may also be included. 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 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 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 Creole passages, and write basic Cape Verdean Creole sentences and dialogues. Various aspects of Cape Verdean Creole culture 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 Creole I or departmental approval.

**MLCV 400** Special Study in Cape Verdean Creole  
**1 Credit**  
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 400** Special Study in French  
**1 Credit**  
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 400** Special Study in Portuguese  
**1 Credit**  
This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

**MODERN LANGUAGE - SIGN LANGUAGE**

**MLSL 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 of 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.

**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 and writing assignments. 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 Credit
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 I 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 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 400 Special Study in Music**
1 Credit
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+ is required. Pre/Co-requisites: BIOL 201 Anatomy and Physiology I and PSYC 101 General Psychology.

**NURS 203 Nursing II**
4 Credits
This course is designed to introduce the student to the role of the nurse in the comprehensive health care of mothers and newborn infants during the child-bearing phase of the life-cycle. A family centered approach applying the nursing process is the framework for health care delivery to families from diverse populations. The student is guided to integrate previously learned knowledge and skills. Content includes social and biological sciences, nutrition, pharmacology, growth and development, patient/family teaching, critical thinking and evidence-based practice. Emphasis is placed on the study of relationships and responsibilities as the family expands. This course has a lecture, lab, and clinical component. A minimum grade of C+ is required. Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 101 Nursing I, and PSYC 101 General Psychology. Pre/Co-requisite: BIOL 202 Anatomy and Physiology II.

**NURS 204 Nursing III**
4 Credits
This course is designed to build upon the content of Nursing 101 and focuses on basic human needs when altered by common health problems. The content includes patho-physiology, 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+ is required. Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 101 Nursing I, and PSYC 101 General Psychology. Pre/Co-requisite: BIOL 202 Anatomy and Physiology II.

**NURS 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+ is required. Pre/Co-requisites: BIOL 201 Anatomy and Physiology I and PSYC 101 General Psychology.

**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 family’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+ is required. Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 212 Nursing I-E, and PSYC 101 General Psychology. Pre/Co-requisite: BIOL 202 Anatomy and Physiology II.

**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+ is required. Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 212 Nursing I-E, and PSYC 101 General Psychology. Pre/Co-requisite: BIOL 202 Anatomy and Physiology II.

**NURS 301 Nursing IV**
9 Credits
This course is designed to present the principles of evidence-based 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: BIOL 202 Anatomy and Physiology II; NURS 203 Nursing II, and NURS 204 Nursing III. Pre/Co-requisites: BIOL 231 Microbiology and PSYC 206 Human Growth and Development.

NURS 302 Nursing V
9 Credits
This course is designed to continue to present the principles of comprehensive nursing care related to major complex mental and physical health problems across the life span. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. The nursing process is further implemented as the student learns to recognize and meet more complicated health problems. Emphasis on patient teaching, evidence-based practice, and critical thinking continues. Community resources are included as a focus for continuity of care. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, and clinical component. A minimum 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 related 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 (NURS302).

NURS 304 Nursing A
6 Credits
This course is designed to present the role of the nurse utilizing the nursing process in providing comprehensive nursing care. Major mental and physical health problems across the life span are presented. The content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Critical thinking, evidence-based practice and teaching/learning are stressed. Clinical experiences are planned in medical-surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab and clinical component. A minimum passing grade of C+ is required. Prerequisites: BIOL 202 Anatomy and Physiology II; NURS 213 Nursing II-E and NURS 214 Nursing III-E are required for part-time generic students. Advanced placement students must have a current license to practice Practical Nursing in the Commonwealth of Massachusetts. Pre/Co-requisite: PSYC 205 Human Growth and Development.

NURS 305 Nursing B
6 Credits
This course is designed to present the principles of comprehensive nursing care related to major mental and physical health problems across the life span. Students are expected to integrate previously learned knowledge and skills. The nursing process is further implemented as the student intervenes therapeutically. The course content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Emphasis on critical thinking, evidence-based practice, and teaching/learning 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 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).

PHYSICAL EDUCATION
PHED 400 Special Study in Physical Education
1 Credit
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.

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 Preparing 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 Credit
This course involves independent work on a selected topic under the direction of members of the Philosophy faculty. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

PHYSICS
PHYS 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, PHYS 113 The Science of Music. Two laboratory hours per week. Pre/Co-requisite: PHYS 113 Science of Music.
PHYS 113 The Science of Music
3 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 temperament are also discussed, as well as the ear and musical perception, and concert hall acoustics. Electronic music and sound recording are optional topics. No background in science or music is necessary. This course fulfills a four-credit lab science requirement when taken with the corresponding one-credit course, PHYS 112 The Science of Music Laboratory. Prerequisites: ENGL 092 Preparing for College Reading II and MATH 002 Preparation for College Math II or MATH 011 Introductory Algebra (formerly MATH 101) 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: MATH 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112); 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 002 Preparation for College Math II or MATH 011 Introductory Algebra (formerly MATH 101) or higher; or waiver by placement testing results.

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 PHYS 131 Survey of Physics in the Architectural Technology, Diesel Technology, and HVAC programs and options. Two lecture and two laboratory hours per week. Prerequisite: MATH 002 Preparation for College Math II or MATH 011 Introductory Algebra (formerly MATH 101) or higher; waiver by placement testing results; or permission of instructor.

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. Three lecture and two laboratory hours per week. Prerequisite: MATH 003 Preparation for College Math III or MATH 012 Intermediate Algebra (formerly MATH 112) or higher; waiver by placement testing results; or departmental approval.

PHYS 152 College Physics II
4 Credits
This is a continuation of College Physics I (PHYS 151). 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 (PHYS 151) 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. Three lecture hours and two laboratory hours per week. Prerequisites: MATH 012 Calculus I; waiver by placement testing results; or departmental approval.

PHYS 162 General Physics II
4 Credits
A continuation of General Physics I (PHYS 161), 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 (PHYS 161) or departmental approval.

PHYS 401 Special Study in Physics
1 Credit
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 (ENGL 092) and Introductory Writing (ENGL 099) and Fundamentals of Mathematics (MATH 010), 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 personality 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 the focus 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 209 Social Psychology**  
3 Credits  
Formerly PSYC 301. 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 215 Psychology of Disaster**  
3 Credits  
This course focuses on the psychological and physiological human response to disasters. Using clinical research and case histories, students examine normal and abnormal psychological reactions, the recovery process, and principles of mental health care for victims of mass disasters. Differences between natural and man-made disasters are examined and factors that mitigate post-traumatic effects are reviewed. Psychological aspects of Weapons of Mass Destruction (WMD) disasters are also considered. 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. Prerequisite: PSYC 101 General Psychology or departmental approval.

**PSYC 400 Special Study in Psychology**  
1 Credit  
This course involves independent work on a selected topic under the direction of faculty members of the Social Science Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.
clinical component. Prerequisite: RADT 102 Image Production and Evaluation. Co-requisite: RADT 113 RADT Anatomy and Positioning Laboratory III.

RADT 132 Radiation Science II and Protection
3 Credits
This course is a continuation of RADT 131 Radiation Science I. Significant emphasis is given to radiation protection and the effects of ionizing radiation on living matter. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component. Prerequisite: RADT 131 Radiation Science I. Co-requisite: RADT 140 Advanced Imaging Procedures.

RADT 133 RADT Anatomy and Positioning Lecture I
2 Credits
This is the first in a series of lecture courses that provides the Radiologic Technology student with the skills necessary to begin positioning patients for radiographic examinations. Specific topics include terminology of positioning, positioning and regional anatomy of the chest, abdomen and the upper and lower extremities. This course correlates with RADT 111 RADT Anatomy and Positioning Lab I. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component. Prerequisite: acceptance into the Radiology Technology program. Co-requisite: RADT 141 RADT Clinical Experience I.

RADT 134 RADT Anatomy and Positioning Lecture II
2 Credits
This is the second in a series of lecture courses that provides the Radiologic Technology student with the skills necessary to position patients for radiographic examinations. Specific topics include anatomy and positioning of the spine, skull, thoracic cage, gastrointestinal system and genitourinary system. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component. Prerequisite: RADT 133 RADT Anatomy and Positioning Lecture I. Co-requisite: RADT 142 RADT Clinical Experience II A.

RADT 137 RADT Anatomy and Positioning Lecture III
1 Credit
This is the third in a series of lecture courses that provides the Radiologic Technology student with the skills that are necessary to position patients for radiographic examinations. The student studies the anatomy and advance positioning examinations of the appendicular and axial skeletal systems. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component. Prerequisite: RADT 134 RADT Anatomy and Positioning Lecture II. Co-requisite: RADT 144 RADT Clinical Experience III.

RADT 138 RADT Pathology and Sectional Anatomy
3 Credits
This course uses a systems approach to introduce the radiology student to the common pathological findings on radiographic examinations and the fundamental concepts of body structure in cross-section imaging. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component. Prerequisite: RADT 137 RADT Anatomy and Positioning Lecture III. Co-requisite: RADT 145 RADT Clinical Experience IV.

RADT 140 Advanced Imaging Procedures
2 Credits
This course introduces students to specialized examinations in diagnostic radiology, which include pediatric, geriatric, advance imaging studies, mobile and trauma radiography, and their modified imaging procedures. The students are introduced to the various imaging modalities: Computerized Tomography, Ultrasonography, Magnetic Resonance Imaging, Nuclear Medicine, Positron Emission Tomography, Radiation Therapy, Angiography, Single Photon Emission Computerized Tomography, Interventional Radiography, and Bone Densitometry. The study of venipuncture will also be demonstrated. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component. Prerequisite: RADT 105 Radiologic Technology III. Co-requisite: RADT 138 RADT Pathology and Sectional Anatomy.

RADT 141 RADT Clinical Experience I
3 Credits
This course provides first-year Radiologic Technology students with the opportunity to apply skills in a clinical setting. Clinical experience is gained at affiliated hospitals approximately two days per week. Students are introduced to the operation of the hospital and radiology department and begin positioning patients for radiographic examinations of the chest, abdomen, and extremities. Competency evaluations are given in these areas. Clinical over the fall semester consists of 7 hours per day, 2 days per week, over a 16-week period for a total of 224 hours. A grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component is needed for successful completion. Co-requisite: RADT 101 Introduction to Clinical Practice.

RADT 142 RADT Clinical Experience II A
3 Credits
This course provides a continuation of practical skills application from RADT 141 Clinical Experience I. Emphasis is given to positioning of pelvic and shoulder girdles and axial skeleton, genitourinary and digestive systems. Competency is determined by evaluation in these areas. Clinical over the spring semester consists of 7 hours per day, 2 days per week for a total of 224 hours. A grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component is needed for successful completion. Prerequisite: RADT 141 Clinical Experience I. Co-requisite: RADT 102 Image Production and Evaluation.

RADT 143 RADT Clinical Experience II B
5 Credits
This course consists of a 10-week summer clinical experience. This experience provides an opportunity for the student to integrate the didactic and practical aspect of the program and to fully implement all the skills learned in preparation for the second year of the program. The clinical takes place over the summer semester covering 10 weeks for a total of 5 days per week and 7 hours per day, equaling 350 hours. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component. Prerequisite: RADT 142 Clinical Experience II A.

RADT 144 RADT Clinical Experience III
4 Credits
This is the last in the series of clinical courses. Students complete clinical competency evaluations and are able to function in all entry-level aspects with indirect supervision. Special rotations may be arranged with permission of the program director. Students are also introduced to specialized modalities. Clinical over the spring semester consists of 7 hours per day and 3 days per week over a 16-week period for a total of 294 hours. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of “pass” in the clinical component is needed for successful completion. Prerequisite: RADT 144 Clinical Experience III. Co-requisite: RADT 106 Radiologic Technology IV.

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 (ENGLO99), and Fundamentals of Mathematics (MATH010), or waiver by placement testing results, or Departmental Approval.

RELG 400 Special Study in Religion
1 Credit
This course involves independent work on a selected topic under the direction of members of the Religion Department faculty. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.
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 (NRP). 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 explores the cardiopulmonary system of the human body and its relationship to other organ systems. Topics of study include basic anatomy and physiology of the heart-lung systems, hemodynamic monitoring, and application of cardiopulmonary diagnostic indicators. An integrated approach will facilitate the examination of other body systems in order to promote the clinical application of respiratory care assessments and interventions. Models of study will span the human developmental cycle to include newborn, pediatric, and adult applications. Prerequisite: RESP 102 Fundamentals of Respiratory Care II.

RESP 400 Special Study in Respiratory Care
1 Credit
This course involves independent work on a selected topic under the direction of members of the Respiratory Care Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

SECURITY
SECU 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, military, 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.

SOCILOGY
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 260  Victimology
3 Credits
Formerly SOCI 331. 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.

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. Pre/Co-requisite: ENGL 092 Preparing for College Reading II.

SPCH 108  Interpersonal Communication
3 Credits
This course is designed to improve human relationships through an understanding of the principles of effective interpersonal communication. Students participate actively in listening, perceiving, interpreting words and meanings, conflict resolution, assertiveness, nonverbal awareness, developing trusting relationships, and considering the role of the self-concept.

SPCH 121  Argumentation and Debate
3 Credits
This class provides an overview of the study of argumentation. Students learn argumentation theories and approaches while gaining skills in critical thinking and public speaking. By the end of the semester, students understand how to research and build an argument to be presented in a debate; how to anticipate, construct, and refute arguments; and how to evaluate the political, moral, and cultural contexts of argumentation. Prerequisite: ENGL 101 English Composition I.

SPCH 400  Special Study in Speech
1 Credit
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.

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.

TELECOMMUNICATIONS

TCOM 110  Telecommunications I
4 Credits
This course examines the network analysis tool, Wireshark. In addition, students focus on technical 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 focusing 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 networking 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
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 110 Stagecraft
3 Credits
Formerly THET 431. This course emphasizes the creative process used in developing the physical elements of a theatrical production. Students explore the technical elements of stagecraft in an experiential setting. Emphasis is placed on hands-on experience in the study of the processes of scenery, lighting, sound design, costuming, properties, and stage management. Students aid in the construction and technical work required for Massasoit theatre productions.

THET 204 Movement for Acting
3 Credits
This course is structured to give students an overall understanding of how the actor’s body works and to develop their bodies to meet the needs of acting for the stage and screen. Students participate in group and individual physical exercises that will enable them to develop expressive bodies that are connected to their thoughts and emotions. Students are also required to attend live theatrical productions so that they can evaluate how actors use their bodies to express themselves.

THET 205 Acting I
3 Credits
Formerly THET 200. This course offers hands-on experience in the fundamentals of the craft of acting. Students have the opportunity to explore text and develop confidence in their performance skills through voice and movement exercises, improvisation, and group exercises designed to free emotional spontaneity and creativity. This course is useful to those with an interest in the profession and those looking to improve verbal and communication skills.

THET 206 Acting II
3 Credits
Formerly THET 201. 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 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 230 Design for the Theatre
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. Pre/Co-requisites: 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 Credit
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.

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. This course meets for two hours of lecture each week plus additional animal behavior/socialization/basic training work outside of class. Pre/Co-requisites: C or higher in MATH 158 Introduction to Statistics (formerly MATH 131) 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 VTSC 101 Introduction to Veterinary Technology, ENGL 101 English Composition I, and 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 three laboratory hours per week plus additional animal behavior/socialization/basic training work outside of class. Prerequisite: C or higher in both BIOL 205 Vertebrate Anatomy and Physiology I and VTSC 101 Introduction to Veterinary Technology.

VTSC 212 Veterinary Clinical Methods II
4 Credits
This course is a continuation of VTSC 211 Veterinary Clinical Methods I. The course studies the presentation of common diseases of canines and felines during physical examination. Emphasis is placed on the technician's role in diagnostic procedures, treatments, emergency, and critical care. Technical skills including venipuncture, catheterization, routine laboratory procedures, wound care, bandaging, and nursing care are also emphasized. Three lecture and three laboratory hours per week plus additional animal behavior/socialization/basic training work outside of class. Prerequisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, ENGL 101 English Composition I, ENGL 102 English Composition II, and VTSC 211 Veterinary Clinical Methods I.

VTSC 213 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. Pre/Co-requisites: 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. Pre/Co-requisites: 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: BIOL 121 Biological Principles I, BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, and VTSC 211 Veterinary Clinical Methods I.

VTSC 226 Veterinary Pharmacology
3 Credits
This course teaches basic pharmacological principles, including drug classifications, administration, pharmacokinetics and pharmacodynamics; drug packaging, labeling, record keeping, and medical calculations; legal and ethical considerations; and client communication. Three lecture and one laboratory hours per week. Prerequisites: C or higher in the following courses: BIOL 121 Biological Principles I, BIOL 205 Vertebrate Anatomy and Physiology I, CHEM 151 General Chemistry I, and MATH 158 Introduction to Statistics (formerly MATH 131) or higher. Pre/Co-requisites: BIOL 206 Vertebrate Anatomy and Physiology II and VTSC 211 Veterinary Clinical Methods I.

VTSC 232 Veterinary Microbiology
4 Credits
This is a course in microbiology as it related to veterinary medicine with emphasis placed on the practical applications for medical, food, dairy, water, and environmental microbiology. Part of the laboratory experience includes an introduction to techniques in molecular biology and the identification of one or more bacterial unknowns to demonstrate adequate knowledge of the proper laboratory technique. Organisms of discussion include bacteria, viruses, fungi, and some of the primitive algae and protozoa. Two lecture and four laboratory hours per week. Prerequisite: C or higher in BIOL 121 Biological Principles I. Pre/Co-requisite: C or higher in BIOL 205 Vertebrate Anatomy and Physiology I.

VTSC 233 Veterinary Parasitology
3 Credits
This course examines internal and external parasites important to veterinary medicine. Topics include parasite life cycles, pathogenesis, zoonoses, treatment, and prevention. Diagnostic evaluation and identification is also performed. Two lecture and two laboratory hours per week. Prerequisites: C or higher in BIOL 121 Biological Principles I, BIOL 205 Vertebrate Anatomy and Physiology I.
Physiology I, and VTSC 232 Veterinary Microbiology. Pre/Co-requisites: C or higher in BIOL 206 Vertebrate Anatomy and Physiology II and VTSC 211 Clinical Methods I.

VTSC 235  Large Animal Medicine and Management
3 Credits
This course provides an overview of domestic large animals including horses, cattle, and sheep. Topics covered include anatomy and physiology, breed identification, safe handling and restraint, nutrition, common diseases, sample collection, medication administration, and nursing care. Laboratory sessions are conducted off campus. Two lecture and two laboratory hours per week. Prerequisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, and VTSC 211 Clinical Methods I. Pre/Co-requisite: VTSC 212 Veterinary Clinical Methods II.

VTSC 236  Laboratory Animals and Exotics
4 Credits
This course focuses on animals commonly used in a laboratory setting, as well as exotic pet animals. Emphasis is placed on biology, diseases, and care of various rodents, rabbits, avian, reptiles, and amphibians. Topics include husbandry, restraint, handling, pain and distress, biology and disease, and environmental enrichment. Laws governing the care and ethical use of laboratory animals are also covered, as well as veterinary nursing skills as it applies to laboratory animals and exotics. Laboratory sessions are conducted off campus. Three lecture hours and two laboratory hours per week. Prerequisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, and VTSC 211 Clinical Methods I. Pre/Co-requisite: C or higher in VTSC 212 Clinical Methods II.

VTSC 238  Veterinary Pathology
3 Credits
This course examines the nature of disease as it applies to the veterinary medicine. Topics include cell injury and necrosis, inflammation and healing, diseases of body systems, and neoplasia. Prerequisites: C or higher in the following courses: BIOL 121 Biological Principles I, BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, VTSC 211 Veterinary Clinical Methods I, and VTSC 212 Veterinary Clinical Methods 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 three laboratory hours per week. Prerequisites: C or higher in the following courses: VTSC 211 Clinical Methods I, VTSC 212 Clinical Methods II, and VTSC 226 Veterinary Pharmacology.
### FACULTY & STAFF DIRECTORY

#### Full-Time Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Aloussi, Sarmad</td>
<td>Associate Professor</td>
<td>Business &amp; Technology</td>
<td>B.S., Bagdad University; M.S., Bagdad University; Ph.D., University of Banking &amp; Financial Services</td>
</tr>
<tr>
<td>Avila, Robert</td>
<td>Assistant Professor</td>
<td>Humanities &amp; Communication Arts</td>
<td>A.A., Massasoit Community College; B.A., Stonehill College; M.A.T., Fairleigh Dickinson University</td>
</tr>
<tr>
<td>Anania, Kenneth</td>
<td>Professor</td>
<td>Humanities &amp; Communication Arts</td>
<td>M.A., University of Phoenix; M.A., Nova Southeastern University</td>
</tr>
<tr>
<td>Baptista, Ann Marie</td>
<td>Instructor</td>
<td>Nursing &amp; Allied Health</td>
<td>A.S., Fisher College; B.S.N., Curry College; M.S.N., Curry College</td>
</tr>
<tr>
<td>Bennett, Leigh</td>
<td>Assistant Professor</td>
<td>Humanities &amp; Communication Arts</td>
<td>B.A., University of Phoenix; M.A., Nova Southeastern University</td>
</tr>
<tr>
<td>Bermingham, Christina</td>
<td>Professor</td>
<td>Public Service &amp; Social Science</td>
<td>B.A., Emmanuel College; M.S., Suffolk University</td>
</tr>
<tr>
<td>Blanchette, Roland</td>
<td>Professor</td>
<td>Public Service &amp; Social Science</td>
<td>B.A., University of Florida; M.A., University of Florida</td>
</tr>
<tr>
<td>Bolduc, Gilles</td>
<td>Professor</td>
<td>Math &amp; Science</td>
<td>B.S., University of Maine; M.A., Boston University; Ph.D., Boston University</td>
</tr>
<tr>
<td>Boudreau, Catherine</td>
<td>Professor</td>
<td>Business &amp; Technology</td>
<td>B.S., American International College; M.Ed., American International College</td>
</tr>
<tr>
<td>Bowers, Robert</td>
<td>Professor</td>
<td>Humanities &amp; Communication Arts</td>
<td>B.A., Boston College; M.A., University of Maine</td>
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<tr>
<td>Brown-Sederberg, Janet</td>
<td>Professor</td>
<td>Business &amp; Technology</td>
<td>B.S., Stonehill College; M.A.T., Bridgewater State University</td>
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<tr>
<td>Burke, Anne-Marie</td>
<td>Professor</td>
<td>Math &amp; Science</td>
<td>M.S., Duke University</td>
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<tr>
<td>Burke, Cheryl</td>
<td>Assistant Professor</td>
<td>Nursing &amp; Allied Health</td>
<td>B.S., Bridgewater State University</td>
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<tr>
<td>Cahill, Susan</td>
<td>Assistant Professor</td>
<td>Nursing &amp; Allied Health</td>
<td>B.S., Simmons College</td>
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Mertz, Davis  
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